How to Schedule a Student Sail in the Mountaineers Website

Step 1 – Log in to the Mountaineers Website – In the web browser, go the www.mountaineers.org. If you already have an account, log in. If you do not, create an account for yourself. Signup for a membership using the discount code **ME22TACSAIL**. This will give you a free one-year membership. Due to insurance requirements, you are required to be a Mountaineer member to take students out on your boat.

NOTE – for each sail of the sails you are going to schedule, you must repeat the following steps.

Step 2 – Find your boat/location - Once you are logged in search for your boat name using the search field at the top of the page (or if on a phone under the menu icon). All the boats have been preloaded into the system. Once you find your boat at it's marina (location), click the boat/location to view it's information.

Step 3 - Schedule each student sail (activity)

- One your boat's page, in the "**Schedule an Activity**" box, select "**Course lecture of Field Trip**" as the activity type, and choose **Basic Crew/Sailing Course - Tacoma"** from the drop down menu.
- Next enter the date for your sail. (Enter the same start and end date.)
- Click on "**Book**"

Step 4 – On the "**Add Activity – Step 1**" page,

- Choose **"Basic Crewing/Sailing – Tacoma, Training Sailing #1 "**for your first sail **(Or Basic Crewing/Sailing – Tacoma, Training Sailing #2** for your second sail)** from the **Activity Template** drop down menu.
- Click on **"Select"**

Step 5 –On the "**Add Activity**"page

- Scroll down to "**Primary Leader"** and make sure you are selected.
- Scroll down to "**Leader Rating**" and select "**For Beginners"**.

- Scroll down to the "**Meeting Place and Time**" and enter details about where you want the students to meet you, like "in parking lot", or "at the top of dock 2", etc., what time you want them to meet you and how they can contact you if they have a question or problem.
- Scroll down to "**Required Equipment**" and add modify the existing text as needed.
- Scoll down and check **Notify leader of Registration Changes** and **Covid-19 Code of Conduct** (click on link to read Code of Conduct.

Step 6 - Click Save.