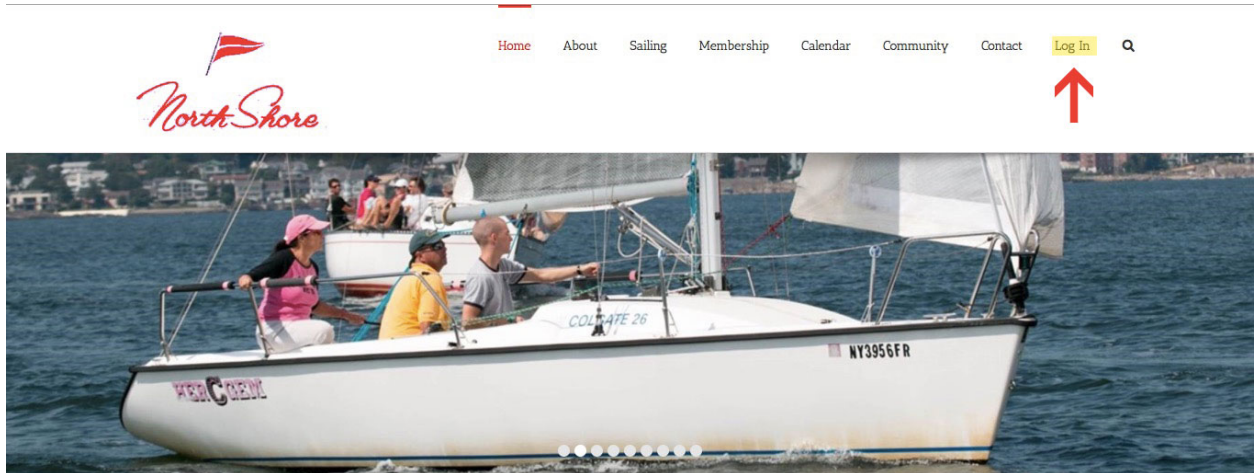


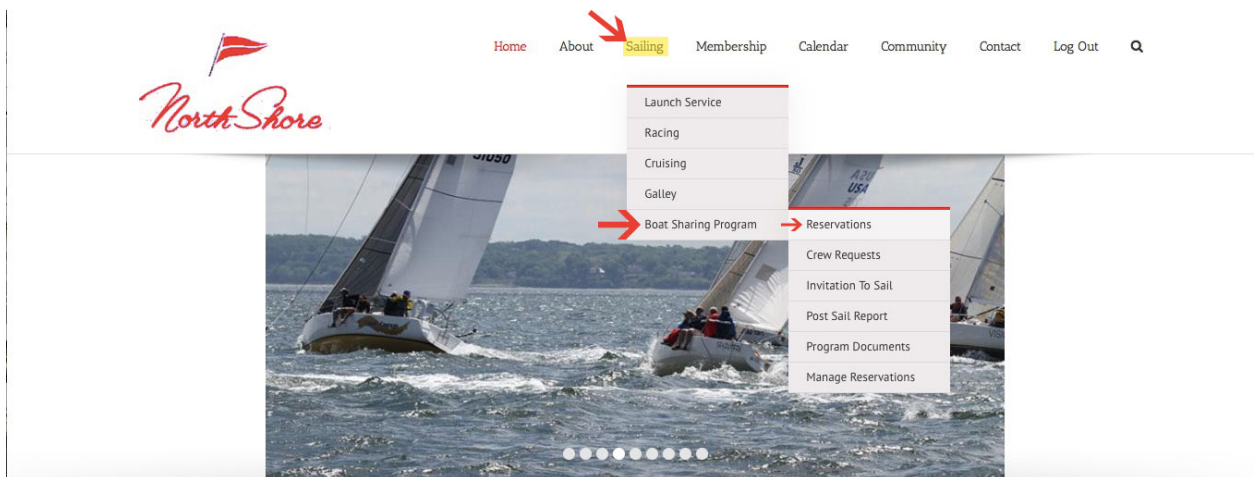
# How To Make/Cancel Boat Share Reservations

The first step is to login to the NSYC website ([www.nsync.net](http://www.nsync.net)) with the username you registered. **Without a valid username and password, it is not possible to make a reservation.**

To log in, click **Log In** from the main navigation menu, at the top of the screen:



Once you have successfully logged in, from that same main navigation menu, please move your mouse over **Sailing** and then down to **Boat Share Program** and finally over to **Reservations**:



Once on the **Reservations** page, you'll notice a section at the top that shows **My Reservations**. This section will always show all of the reservations made in your name. Below that, you will see a section called **Make Boat Share Reservations** with a calendar.

## My Reservations

No upcoming reservations.

## Make Boat Share Reservations

JULY 2017							→
SUN	MON	TUE	WED	THU	FRI	SAT	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	

In order to see boat availability, please move your mouse over each date, and a small popup will appear indicating how many slots are available. In this example, I have put my mouse over July 8<sup>th</sup> (which you can tell because of the green circle that appears) and it shows 3 slots available:

## Make Boat Share Reservations

JULY 2017							→
SUN	MON	TUE	WED	THU	FRI	SAT	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	

You can see the exact slots available, and the times associated with each, by clicking on any day on the calendar. In this example, I've clicked on July 8<sup>th</sup> and it shows a Morning, Afternoon, and Twilight sail available.

**TO BEGIN THE RESERVATION** please click the green **Make Reservation** button to the right of any available slot. In the example below, I'm going to reserve the afternoon sailing slot on July 8<sup>th</sup>.

The screenshot shows a calendar interface with days 2 through 8. Day 4 is circled in blue, and day 8 is highlighted in white. Below the calendar, a section titled "Available Reservations on July 8, 2017" lists three options:

- PRIME TIME: Morning Sail**  
🕒 9:30 am – 1:30 pm [Make Reservation](#)
- PRIME TIME: Afternoon Sail**  
🕒 2:00 pm – 6:00 pm [Make Reservation](#)
- PRIME TIME: Twilight Sail**  
🕒 6:30 pm – Dusk [Make Reservation](#)

A red arrow points to the "Make Reservation" button for the "PRIME TIME: Afternoon Sail" option.

*(Continued On Next Page)*

A window will pop up indicating the reservation date and time and will ask who the skipper is (if for some reason it was not going to be you). Anyone who is a skipper on the BSP boat **MUST** be qualified by the BSP committee.

The next question asks if you are looking for crew – are you looking for other NSYC members to join you on this sail, or would you prefer to sail alone/with your guests.

Selecting **Yes** will post this sailing opportunity for other NSYC members to see so they can connect with you to sail.

Selecting **No** will indicate that this is a private sailing reservation and guests are not welcome.

When you are ready, click the green **Confirm Reservation** button in the bottom left hand corner.

**BOOK A RESERVATION** ✕

You are about to request a reservation for *Ben Shapiro*.  
Please review and confirm that you would like to request the following reservation:

**PRIME TIME: Afternoon Sail**  
Her C Gem  
📅 July 8, 2017 at 2:00 pm – 6:00 pm

**Skipper Name \***

**Looking For Crew? \***

Yes, other NSYC members can join me on this sail  
 No, this is a private sailing reservation

**Confirm Reservation**

Once your reservation has been confirmed, the page will be reloaded and you will see the reservation at the top of the screen in the **My Reservations** section:

# My Reservations

## 1 Upcoming Reservation



 **Yacht:** Her C Gem

 Saturday, July 8, 2017

 **PRIME TIME:** Afternoon Sail: 2:00 pm – 6:00 pm

 **Click here for additional reservation information**

[Cancel Reservation](#)

Your reservation is now complete! Please remember that reservations are from Launch To Launch – it is expected that you will have “put the boat to bed” and be off the boat by the end of your reservation time!

**IF YOU WANT TO CANCEL YOUR RESERVATION:** Please click the gray **Cancel Reservation** button in the bottom left of any reservation to cancel the reservation. You will receive a prompt asking “Are You Sure?” and if you select **Yes** then your reservation will instantly be cancelled.