

## PROCEDURE FOR ORGANISING A SATURDAY CLUB SESSION

### **Volunteers -Create the event on Google Calendar**

In gmail, open Google Calendar.

From the previous session, double click on the highlighted blue area. Next to the 'Guests' is a 'copy' icon that will copy the email addresses of all the volunteers to a clipboard.

Click on the date of the next event, and drag between the times 9am to 1pm, or other times as required.

Add the title '*Session number + Saturday Club* '

In the 'Add Guests' line, right click and **Paste** then add any other details required in the Info line. Press **Save**, and you are then asked if you wish to send an invitation – click Send.

The volunteers will all get the notification that they can respond to with a Yes, No or Maybe.

The Maybe button will mean that if required, they could attend, but won't be there otherwise. Any volunteer can see who else will be there on the day by just clicking on the calendar and looking at the details. If the SI needs more staff, they can then be contacted.

### **Register and Galley tab**

Emails to [sycsa.saturday@gmail.com](mailto:sycsa.saturday@gmail.com) should be checked throughout the week for any questions from the sailors or public. Parents should send their booking and payment details preferably by Thursday night, so the Register and Galley tab can be completed.

Complete and save the Register(as new date) in advance, with those who will be attending (both Volunteers and students), and update the Galley tab:

**Documents/SYCSA/2022 Season/Registers/weekly register.** Check that the attendees all turn up at the session, and if not, delete their name from the list.

**Documents\SYCSA\2022 SEASON ADMIN\3 GALLEY**

### **Financial Return**

Complete and save (as new date) detailing the amounts paid, which can be verified by the Treasurer.

**Documents/SYCSA/2022 Season>Returns/date**