

Creating a crew search listing as a skipper

Step 1

Select "find crew" from either of these locations

Step 2

Fill in the required field to create event post

Event Title:

Event Description:

Activity Type:

Required Experience: (Multi Select) [add more](#)

Departing From:

Use Event title to create a headline for your listing. Fill in the Event description telling crew what you are planning and who you need. Select the activity type and crew experience to be more explicit. The departure location will default to the location you noted when setting up your profile.

Step 3

Select whether this is a single day event.....

or a multiday/season event

Departure Information: Single event Multi Event

Departure Date:

Exact Time:

Duration (approx) (Max. 24 Hours)

Departure Information: Single event Multi Event

Fill in departure details, add your boat and how many crew you need. The contribution field will not display for most sailing activities. If it appears, it must have a value (this can be zero)

Step 4

Privacy: Public Private Club members only

Notification Settings: Daily As they come

Determine how often you would like to receive event notifications via email.

Decide if the event is to be
*publicly viewable,
*for club members only, or
*sent to your contacts (private)

Event Description: Public Private

Private Event Invitation: [Add from address book](#)

Type crew email addresses separated by the comma key.

Or upload csv file: No file chosen

[Download sample CSV](#)

Notification Settings: Daily As they come

Determine how often you would like to receive event notifications via email.

I accept the [terms and conditions](#)

Selecting private allows you to add the email details of your current crew and friends (saved into an address book for re-use next time)

Finish the listing by accepting the T&C's and then clicking "Post Event"

Troubleshooting

If the event won't post please check;

- That you have put some detail in the event description field
- that you have clicked "add boat" and selected your vessel
- That you have a value (usually zero) in the contribution field