



FAIRWIND YACHT CLUB

marina del rey ■ channel islands

# SCHEDULEMASTER FOR BOAT CHIEFS

*Maintenance Scheduling &  
Squawks*





# TOOLS FOR BOAT CHIEFS

- ▶ **SCHEDULEMASTER – How to...**
  - ▶ Take boat out of service for maintenance
  - ▶ Add/ edit/ delete squawks for your boat



# SCHEDULEMASTER – NEW MAINTENANCE

1) To schedule maintenance or take boat out of service, click on +Maint box and drag to schedule

**Fairwind Yacht Club: Tina Todd**

Schedule | My Account | Resource Info | Group Info | Billing Admin | Admin | Help | Logout

key: My Schedules (green), Training (yellow), Other Schedules (blue), User Suspended (grey), Maint Schedules (red), Crew (orange), Superseded (grey)

filter by resource: ALL RESOURCES, ALL BOAT, ALL OTHER, ALL Large, ALL Medium, ALL LOCATIONS, Channel Islands H, Marina Del Rey, MEDFRA

Resources: COMPANSHIP Capri22, DESERTWIND Capri22, SAND Capri22, SWEETDEAL Capri22, DRIFTWOOD Catalina22, TURNINGPT Catalina22, BANDALOOP J24B, FREEDOMT00 Catalina27, ZEPHYR Catalina270, ISLANDSIDE Catalina28, MARKIII Catalina30, SORELLA Catalina30, CHARM Catalina320-CIH, MISTRAL Jeanneau36.2, BIG\_ZEPHYR Catalina380

Calendar: 6 Wed, 7 Thu. Schedules include: 11a Isleib, Dennis - 3:00 pm; 1p Delaney, Michael - 5:00 pm; 8a Club Use, - 12:00 pm; 8a Shuler, Myles - 5:00 pm; 12p Hernandez, Barbara - 4:00 pm; 1p Mattson, Bill - 4:00 pm; 10a Castelliana, Vincent - 6:00 pm; 12p Lee, Michael - 4:00 pm; 12p Torres, John - 5:00 pm; 10a Robin, Aaron - 7:00 pm; 7a Knight, Ronald - 5:00 pm; 10a Mudgett, John - 7:00 pm; 11e Club-Use, -4:00 pm

Make Maintenance Schedule dialog: Club Use, (101177); SWEETDEAL Capri22; 3/8/24 9:00 am thru 3/8/24 5:00 pm; Message Option: Schedule Msg (selected), Resource Msg, New Squawk; Short Description: Regular maintenance; Long Description: Monthly

2) Complete start and end time and add a short and long description  
Click Make Schedule



# SCHEDULEMASTER – EDIT MAINTENANCE

1) To edit maintenance schedule, click on Dispatcher Mode

2) Click on schedule to change or delete

3) Edit details and Save Changes or select Delete Schedule

**Fairwind Yacht Club: Tina Todd**

Schedule | My Account | Resource Info | Group Info | Billing Admin

**key**

- My Schedules
- Training
- Other Schedules
- User Suspended
- Maint Schedules
- Crew
- Superseded

**filter by resource**

- ALL RESOURCES
- ALL BOAT
- ALL OTHER
- ALL Large
- ALL Medium
- ALL LOCATIONS
- Channel Islands Ha
- Marina Del Rey
- MEDFRA

**Resources**

Resource	6 Wed	7 Thu	
COMPANSHIP_Capri22		11a Isleib, Dennis - 3:00 pm	
DESERTWIND_Capri22			
SAND_Capri22		1p Delaney, Michael - 5:00 pm	
SWEETDEAL_Capri22		Club Use, - 5:00 pm	
DRIFTWOOD_Catalina22			
TURNINGPT_Catalina22			
BANDALOOP_J24B			
FREEDOMTOO_Catalina27			8a Shuler, Myles - 5:00 pm
ZEPHYR_Catalina270			12p Hernandez, Barbara - 4:00 pm
ISLANDSIDE_Catalina28	Club Use, - 10:23 am		1p Mattson, Bill - 4:00 pm
MARKIII_Catalina30			10a Castellana, Vincent - 6:00 pm
SORELLA_Catalina30			
CHARM_Catalina320-CIH			12p Lee, Michael - 4:00 pm   12p Torres, John - 5:00 pm
MISTRAL_Jeanneau36.2			10a Robin, Aaron - 7:00 pm   7a Knight, Ronald - 5:00 pm
BIG_ZEPHYR_Catalina380	Club Use, - 4:00 pm		10a Mudgett, John - 7:00 pm
WOJO_Catalina380-CIH		11a Club-Use, -4:00 pm	1p Dotz, Tom - 6:00 pm

**EDIT SCHEDULE(S)**

Original Schedule(s)  
Scheduled User: Club Use  
SWEETDEAL 3/8/24 09:00 am to 3/8/24 05:00 pm  
Regular maintenance; Monthly Schedule(s) made 3/6/24 03:43 pm by Tina Todd

New Schedule(s)  
Club Use, [101177]  
SWEETDEAL Capri2: 3/8/24 09:00 am to 3/8/24 05:00 pm  
Schedule Type: Regular maintenance  Rule exempt  
Members Onboard:  Non-Members Onboard:   
Monthly

Save Changes Delete Schedule Cancel



# SCHEDULEMASTER – OVERLAPPING SCHEDULES

1) Maintenance schedules will override other reservations

2) You should notify the user so they can change their schedule.

**SCHEDULEMASTER** Fairwind Yacht Club: Tina Todd

Schedule My Account Resource Info Group Info Billing Admin Admin Help Logout

key  
My Schedules Training Other Schedules User Suspended  
Maint Schedules Crew Superseded

filter by resource  
ALL RESOURCES ALL BOAT ALL OTHER ALL Large ALL Medium  
ALL LOCATIONS Channel Islands Harbor Marina Del Rey MEDFRA

+ Maint + New

Last Refreshed at 3:50 pm Refresh now  Dispatcher Mode

Resources	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri
ISLANDSIDE Catalina28	12a Club Use, - 12:00 am	11a Reagan, Stephen - 5:00 pm			
MARKIII Catalina30					
SORELLA Catalina30					3p Blodorn, Keith



# SCHEDULEMASTER – EXTENDING SCHEDULES

1) If you need to extend a schedule which now overrides another reservation.

2) You will get these options when you try to save the changes.

3) Select Overlay other schedules then notify the user so they can change their schedule.

The screenshot displays the SCHEDULEMASTER interface. On the left, a resource calendar for 'Channel Islands Harbor' is shown, listing various resources like 'Dolphin Capri14', 'Orca Capri14', etc., with their respective schedules. A red box highlights the 'Dispatcher Mode' checkbox, which is checked. A red bar highlights a 'Club Use' schedule. On the right, the 'EDIT SCHEDULE(S)' dialog box is open, showing a conflict warning: 'The following schedules conflict with your request. Please review options below.' The dialog lists the original schedule for 'ISLANDSIDE' on 3/11/24 and the new schedule for 'ISLANDSIDE Catalin' on 3/11/24 to 3/13/24. The 'Schedule Type' is set to 'Out of service', and the 'Members Onboard' and 'Non-Members Onboard' checkboxes are unchecked. The 'BROKEN!' checkbox is checked. The dialog has three buttons: 'Save Changes', 'Delete Schedule', and 'Cancel'. A red bar highlights the '12a Club Use' schedule in the calendar, and a blue bar highlights the '11a Reagan, Stephen - 5:00 pm' schedule.



# SCHEDULEMASTER - SQUAWKS

**Fairwind Yacht Club: Art Toye**

Schedule | My Account | Resource Info | Group Info | Billing Admin | Admin | Help

key: My Schedules (green), Training (yellow), Other Schedules (blue), User Suspended (grey), Maint Schedules (red), Crew (orange), Superseded (purple)

filter by resource: ALL RESOURCES, ALL BOAT, ALL OTHER, ALL Large, ALL Medium, ALL LOCATIONS, Channel Islands Harbor, Marina Del Rey

May 22 - 23, 2023

Resources:

Resources	AM	06 AM	09 AM	12 PM	03 PM	06 PM	09 PM	Mon, 06 AM	09 AM	12 PM	03 PM	06 PM	09 PM
CHALLENGER Capri22									Club Use,				
GENEROSITY Capri22									Club Use,				
MEA_ONO Capri22									Club Use,				
SUNDANCE Capri22									Club Use,				
RAMBALEY G22									Club Use,				
CHAOS Soling27									Club Use,			Green, Robert	
SEAWEED Soling27						Ford, Timothy			Club Use,				
FREQUENSEA Catalina27									Club Use,				
CALYPSO Catalina28									Club Use,				
SANDPIPER Catalina28									Club Use,				
KESTREL Catalina320									Club Use,			Barth, Maury	

**Boat Status for CALYPSO**  
\_MDR  
Checkout date: 04/05/2015  
Currency: 310.4 of 4.0 hrs in 365 days

**Squawks**

- 3/7/2016 Ignition circuit breaker
- 6/28/2018 instrument screens dark
- 1/28/2016 transmission jammed w/engine off

1. old squawks should be deleted or closed by boat chief  
2. If you click the green or yellow button, you get more details

Click yellow button on Calypso to get current squawks



# SCHEDULEMASTER – ACCESSING SQUAWKS

The screenshot shows the ScheduleMaster web application interface for Fairwind Yacht Club. The browser address bar displays the URL: `my.schedulermaster.com/Schedule4.aspx?userid=99402&session=05D47059-57BF-4FB2-9996-C7772E9A6231`. The navigation menu includes: Schedule, My Account, Resource Info, Group Info, Billing Admin, Admin, Help, and Logout. The Resource Info dropdown menu is open, showing options: Boats, Other Resources, Maintenance, Sort Order, and ALL Large/ALL Medium. The Maintenance dropdown is further open, showing: Squawks, Maintenance Notifications, and I. LOCATIONS (with sub-items: Channel Islands Harbor, Marina Del Rey). A blue box with red text provides instructions: "To access Squawks 1 Click Resource info 2 Click Squawks under Maintenance". The calendar view shows dates for May 22 and 23, 2023. The Resources list includes: Marina Del Rey, CHALLENGER Capri22, GENEROSITY Capri22, MEA\_ONO Capri22, SUNDANCE Capri22, RAMBALEY G22, CHAOS Soling27, SEAWEED Soling27, FREQUENSEA Catalina27, CALYPSO Catalina28, and SANDPIPER Catalina28. The calendar grid shows "Club Use" blocks for most resources and specific assignments like "Ford, Timothy" and "Green, Robert".

Navigation Menu: Schedule, My Account, Resource Info, Group Info, Billing Admin, Admin, Help, Logout

Resource Info Dropdown: Boats, Other Resources, Maintenance, Sort Order, ALL Large, ALL Medium

Maintenance Dropdown: Squawks, Maintenance Notifications, I. LOCATIONS (Channel Islands Harbor, Marina Del Rey)

Calendar View: May 22 – 23, 2023

Resources List:

- Marina Del Rey
- CHALLENGER Capri22
- GENEROSITY Capri22
- MEA\_ONO Capri22
- SUNDANCE Capri22
- RAMBALEY G22
- CHAOS Soling27
- SEAWEED Soling27
- FREQUENSEA Catalina27
- CALYPSO Catalina28
- SANDPIPER Catalina28

Calendar Grid (May 22 - 23, 2023):

Resources	AM	06 AM	09 AM	12 PM	03 PM	06 PM	09 PM	12 AM	03 AM	06 AM	09 AM	12 PM	03 PM	06 PM	09 PM
CHALLENGER Capri22											Club Use				
GENEROSITY Capri22											Club Use				
MEA_ONO Capri22											Club Use				
SUNDANCE Capri22											Club Use				
RAMBALEY G22											Club Use				
CHAOS Soling27											Club Use			Green, Robert	
SEAWEED Soling27				Ford, Timothy							Club Use				
FREQUENSEA Catalina27											Club Use				
CALYPSO Catalina28											Club Use				
SANDPIPER Catalina28											Club Use				



# SCHEDULEMASTER – ENTERING SQUAWKS

my.schedulemaster.com/SquawkView.aspx?userid=99402&session=05D47059-57BF-4FB2-9996-C7772E9A6231&N\_NO=MARIAH&...

Schedule My Account Resource Info Group Info Billing Admin Admin Help Logout

Enter New Squawk ~~View Squawk Summary~~

MARIAH  Include Closed Squawks From 5/22/2023 To 5/22/2023 Refresh

Click on the title of the squawk to edit

Open Squawks for MARIAH

**(85521) Engine meter not working** Urgency: Medium Delete  
05/22/23 Art Toye One of the meters to record engine hours is stuck. Please double the time on the working engine meter to calculate due to kitty.

**(85528) Anchor light is not working** Urgency: Medium Delete  
05/22/23 Art Toye Will be fixed when rigger is available. In the mean time raise a portable light on a halyard as an anchor light#

Closed Squawks

**(81547) Dinghy outboard has been exchanged** Urgency: Low Delete  
5/22/2023 Art Toye Another outboard is planned to be installed

Click new Squawk Delete or Close as needed to update



# SCHEDULEMASTER – ENTERING SQUAWKS #2

my.schedulemaster.com/SquawkEnter.aspx?N\_NO=MARIAH&userid=99402&session=05D47059-57BF-4FB2-9996-C7772E9A6231

Fairwind Yacht Club: Art Toye

Schedule My Account Resource Info Group Info Billing Admin Admin Help Logout

**Resource** MARIAH **Date** 5/22/2023 **Urgency**  Low  Medium  Out of Service

**Squawk Title**  
Anchor light is not working

**Name**  
Toye, Art [99402]

**Long Description:**  
Will be fixed when rigger is available. In the mean time raise a portable light on a halyard as an anchor light#

Choose File No file chosen

OK Cancel

Mark Urgency  
Fill Title  
Fill Description  
Choose file if you want a photo  
Click ok

Contact Fairwind Yacht Club  
Privacy Policy  
Logout Technical Support

Follow @Schedule\_Master

Local time: 12:47PM, UTC: 1947Z  
© 1995-2023 Time Sync, Inc.  
Schedule Master is a Service of Time Sync, Inc.



# SQUAWKS – DO'S AND DONT'S

- ▶ DO use a Squawk for boat specific information
  - ▶ DONT use Messages – these are for harbor/club wide announcements
- ▶ Squawk Urgency
  - ▶ Out of Service (Red)
  - ▶ Medium (Yellow) for warnings
  - ▶ Low (Green) for information
- ▶ DONT Forget to Close the Squawks!

