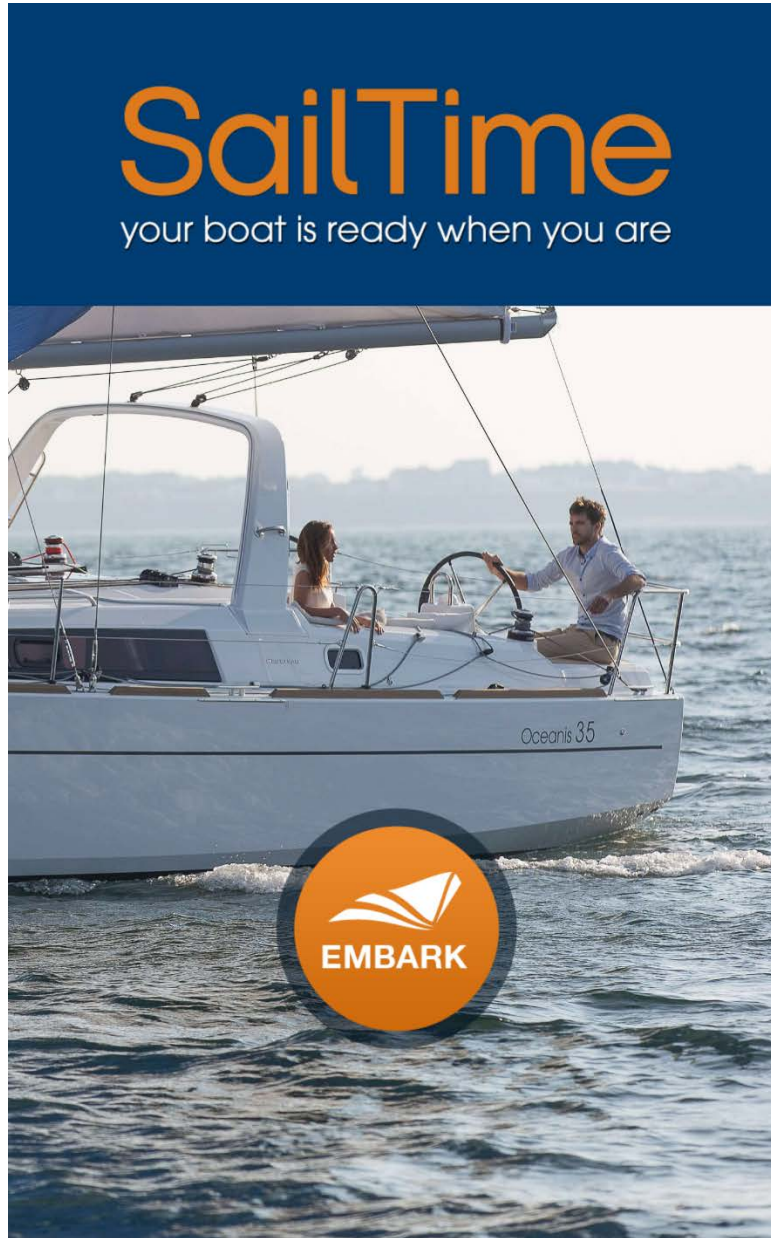


Welcome to SailTime Embark Mobile



Please contact your base manager with any questions. Or helpdesk@sailtime.com for further technical support.

This new mobile application can be used to:

- Reserve, Confirm, and Cancel sail times
- Check on and Check off your membership boat
- Contact your base manager via email or phone
- Upload photos and leave messages for your base manager
- Store your Sailing Log, a virtual log book of your time on the water

Logging in to SailTime Embark



Visit m.my.sailtime.com from your mobile device browser.

Note: Embark is an HTML app and will open in your phone's browser. Embark is not available in the app store or android store.

The first time you visit this URL, you will receive a popup window asking you to save this to your desktop. Click yes, and a SailTime icon will now appear on your mobile device screen along with your other apps.

Your **username** is the same username you use to log in to your desktop.

Your **four digit pin**, is the same pin that you use currently when you call in to the Embark phone number.

Updating your Embark Pin

To change your embark pin, please visit the desktop site my.us.sailtime.com, log in as you normally would, and select "My Profile" from the upper right corner, you will then select the "Embark Phone Settings" tab. Here you can change your four digit pin to something you can remember easily.



Kristen Classic (SailTime Classic Member)

Cancel Save settings

Contact Information User Account Site Preferences Embark Phone Settings

Embark Phone preferences

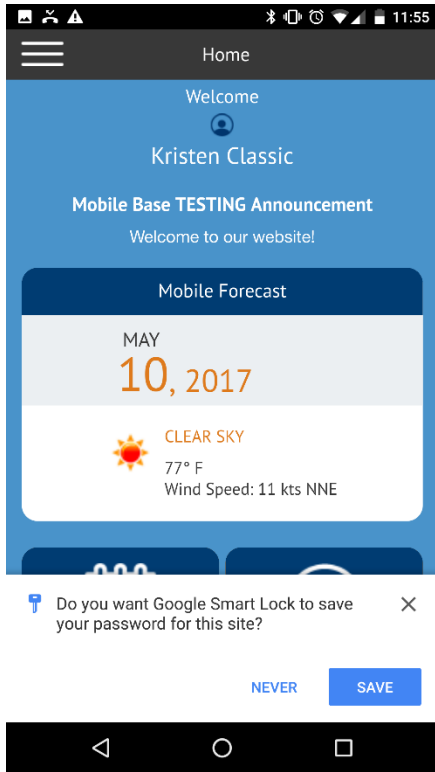
PIN Code (4-digits)

1234

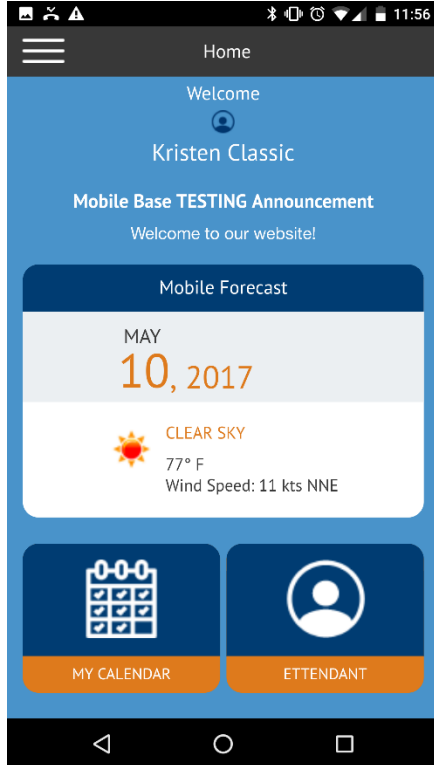
Save settings

Saving your Username and Password

When you first log on, your device will ask you if you want to save this username and password.



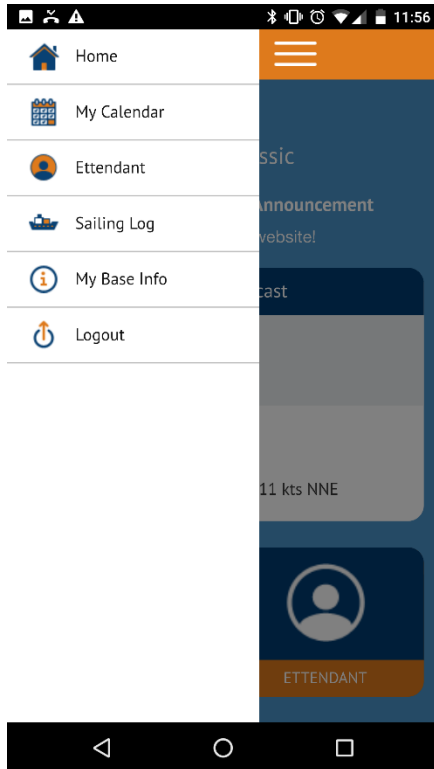
SailTime Embark Home Screen



On your home screen, you will see:

- Important announcements for your base
- The current date and forecast for your location
- “My Calendar” Button (to access your reservations and make new ones)
- “Ettendant” Button (to access check-on and check-off)
- Three dashed lines in the upper left to access the menu.

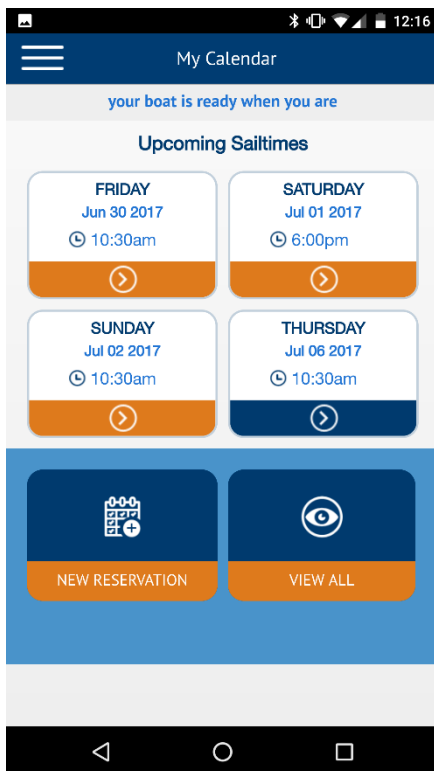
SailTime Embark Menu



When you click the three horizontal lines in the upper left corner, your menu appears.

- Home - brings you back to the first screen with announcements and weather
- My Calendar – where you can see your currently reserved sail times and book new times
- Ettendant – access for check on and check off
- Sailing Log – Your virtual log book of your times on the water
- My Base Info – Website, Phone and Email contact buttons for your base
- Logout – to Log out of your account

Making, Confirming and Canceling Sail Times

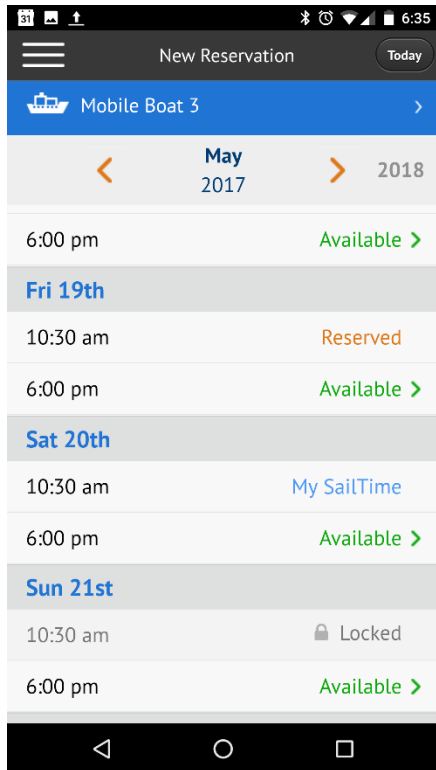


Clicking the My Calendar Button on your Home Screen brings you to the My Calendar page displaying:

- Your next four reserved sail times
 - **Confirmed reservations are in Orange**
 - **Unconfirmed reservations are in Blue**
- New reservation button to reserve new times on the calendar
- View All button to access all of your reserved sail times

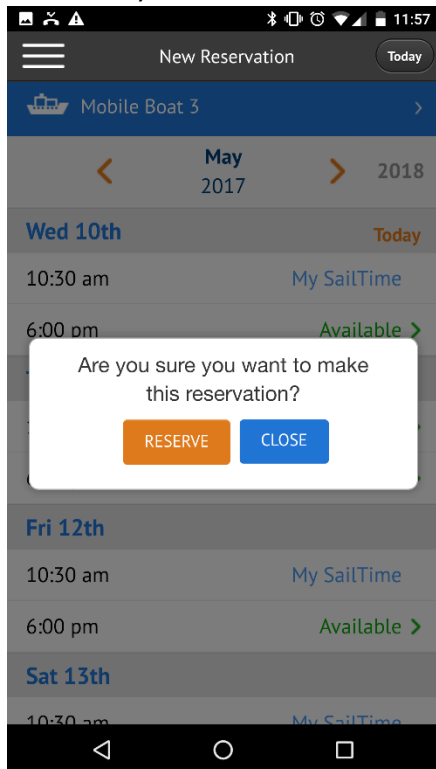
You can cancel, confirm, or reserve times within the app

To Make a new Reservation, click the New Reservation button. The new reservation screen will appear. Select the sail time that you want.

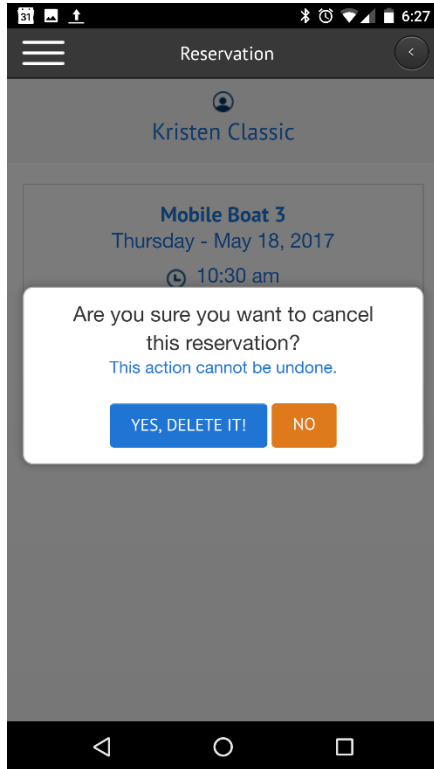


- **My SailTime** is your reservation and appears in **blue**
- **Available** sail times appear in **green**
- Sail times **Reserved** by other members appear in **orange**
- **Locked** sail times are in **gray** (you cannot reserve these times because you have reached your borrowing limits)

Click on any available sail time to make a new reservation. Click reserve on the pop up window.



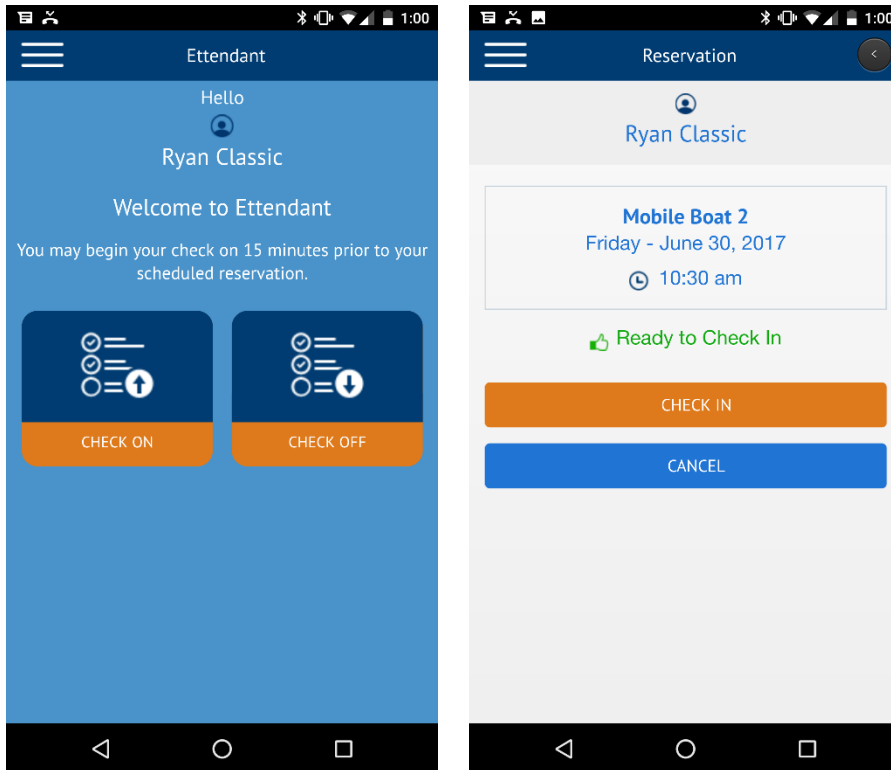
To Cancel an upcoming reservation, click on a sail time from your list, then click Cancel. Click “Yes, Delete It!” on the popup window. Your reservation has now been cancelled



To confirm an upcoming reservation, click on the reservation during the confirmation window (96 to 36 hours in advance). You can either select to confirm or cancel at this time.

Embark Check-On

You can access the check on screen either by going into the Ettendant from the menu, or by clicking on your current reservation from the calendar.



Note: If you go in via Ettendant and it is not time to check on yet, the app will inform you that you do not have any times to check on. You will need to wait until 15 minutes before your scheduled time to check on.

Embark Check-On (continued)

Check On

Check box if correct

Exterior

- The boat isn't properly tied and centered in slip
- There are marks - scratches on hull or deck
- The boat deck, cockpit and hull are not clean
- The sails are not furled correctly
- The lines and rigging are not properly stowed
- The anchor, rode and windlass are not in order
- The shore power is not connected properly

Interior

- The salon, galley and head are not clean
- The garbage and refrigerator are not emptied
- The bilge isn't okay & pumps are not working
- Through-hulls are not okay & filters are dirty

NEXT >

Check On

Systems

- The batteries are not charged
- The engine compartment is not clean
- The engine oil level is not okay
- The engine coolant level is not okay
- There are signs of coolant or oil leaks
- The VHF Radio is not working (radio check)
- Navigation instruments & lights are not working

Equipment

- The winch handles & boat hook are not onboard
- The flares, air horn & spotlight are not present
- The fenders & spare docklines are not on board
- All PFDs including throwable are not present
- The fire extinguishers are not on board

< PREV NEXT >

During check on, **ONLY** check the circle if it is **IS CORRECT**. (ex: you arrive at the boat and find a scratch on the hull. Check the box that says *There are marks – scratches on hull or deck*).

Click **NEXT** at the bottom of each screen to progress to the next screen in the check-on process.

Click **PREV** at the bottom of the screen to return to the prior screens at any time during check-on.

Check On

Supplies

- Out of paper towels and marine toilet paper
- Out of garbage bags
- Out of cleaning supplies
- Out of small canisters of propane
- The galley stove propane pressure is less than 90psi

Tank Levels

- The fuel level is below 1/2 tank
- The waste level is above 1/2 tank

Engine Hours

Port or Primary (required)

Starboard

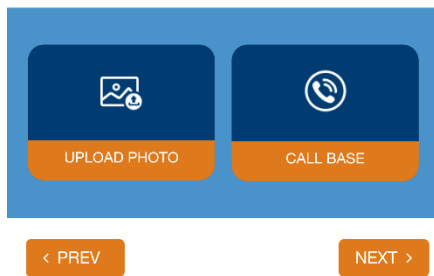
Notify base manager of any supply or tank level issues using the check-lists and provide engine hours.

Embark Check-On (continued)



Please describe exceptions below and submit or contact base manager if the matter is urgent

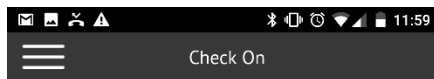
Notes



After completing the checklist, you will be brought to a screen where you can type in any **additional comments** or details.

Click the **upload photo** button and your device's camera app will open so that you can take a picture to provide to the base owner (ex: take a photograph of the scratch on the hull).

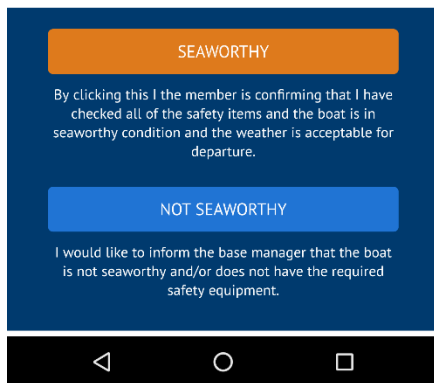
Click the **Call Base** button if you need to reach your base manager right via phone.



Summary of Exceptions Noted

Please review that the following information is correct:

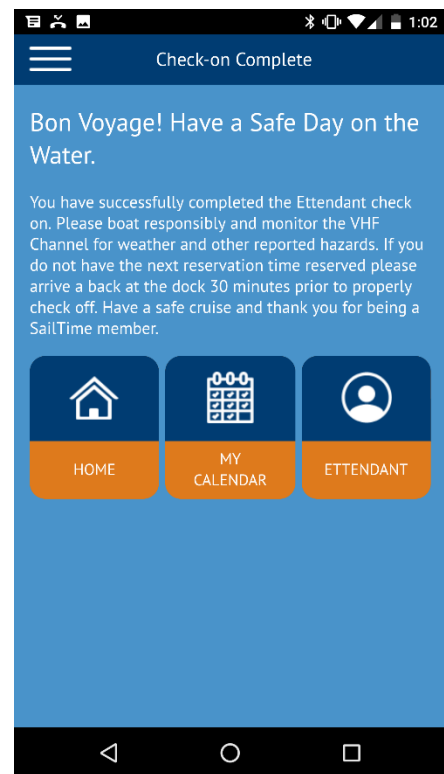
- ✓ There are marks - scratches on hull or deck
- ✓ The garbage and refrigerator are not emptied
- ✓ The VHF Radio is not working (radio check)
- ✓ Out of garbage bags
- ✓ The waste level is above 1/2 tank



A summary screen with the items you checked during check-on appears next with the option for you to mark the boat as **Seaworthy** or **Not Seaworthy**.

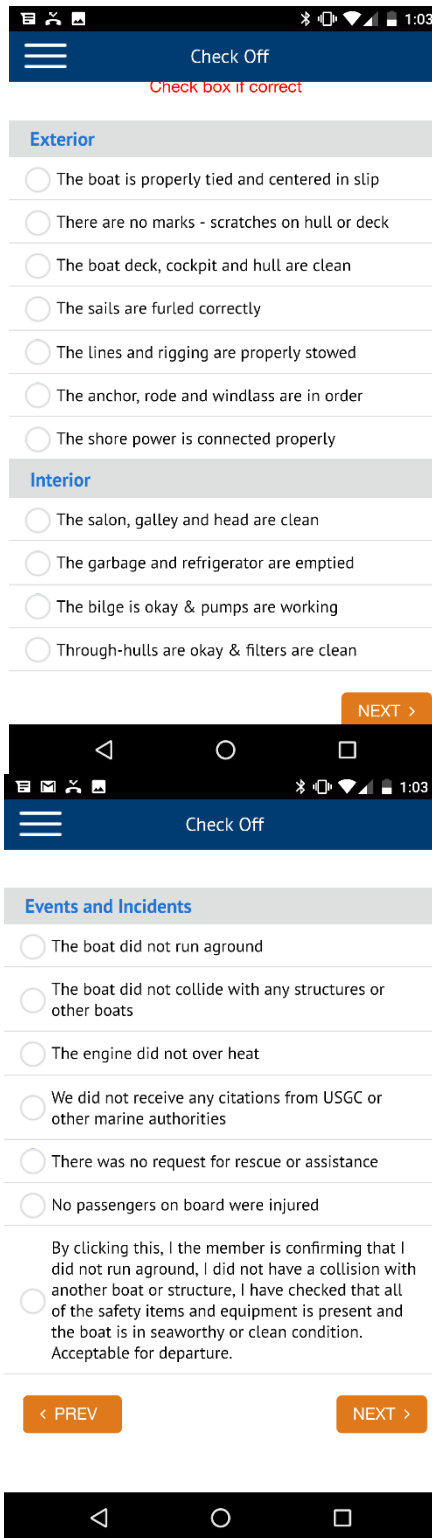
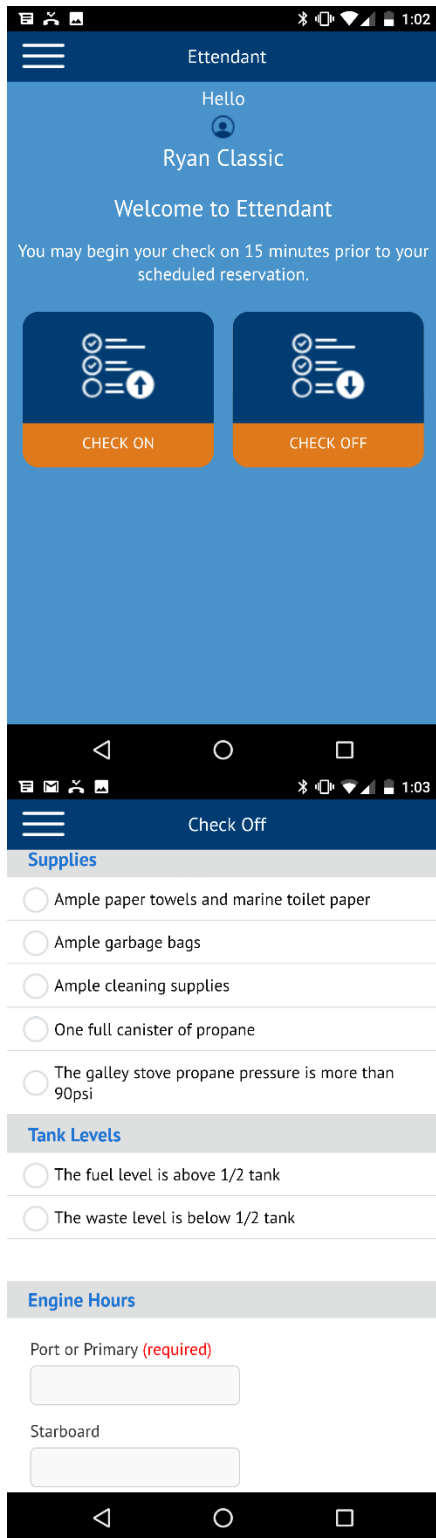
Upon clicking **Seaworthy**, you are directed to your Bon Voyage screen where you check-on process has been completed.

If you click **Not Seaworthy**, a link to call your base manager appears, and your base manager receives an instant email notification.



Embark Check-Off

When you return from your sail, you will select the Ettendant and click Check Off.



During Check-Off, make sure to check **EVERY** item that **IS CORRECT**.

Click **NEXT** at the bottom of each screen to progress to the next screen in the check-off process.

Click **PREV** at the bottom of the screen to return to the prior screens at any time during check-off.

Notify base manager of any supply or tank level issues using the check-lists and provide engine hours.

Embark Check-Off (continued)



After completing the checklist, you will be brought to a screen where you can type in any **additional comments or details**.

Please describe exceptions below and submit or contact base manager if the matter is urgent

Notes



Click the **upload photo** button and your device's camera app will open so that you can take a picture to provide to the base owner (ex: take a photograph of the scratch on the hull).

Click the **Call Base** button if you need to reach your base manager right via phone.

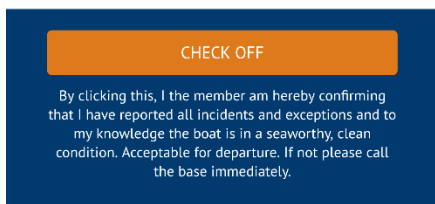


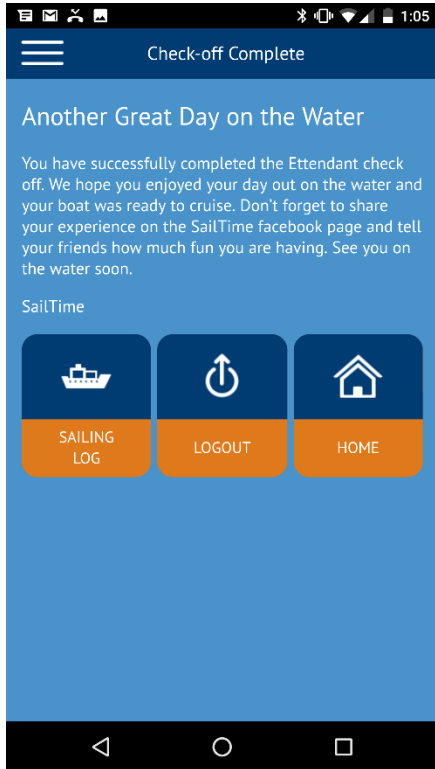
A summary screen with the items you checked during check-off appears next with a button for you to select to Check Off.

Summary of Exceptions Noted

Please review that the following information is correct:

- ✓ The bilge isn't okay & pumps are not working
- ✓ Out of garbage bags

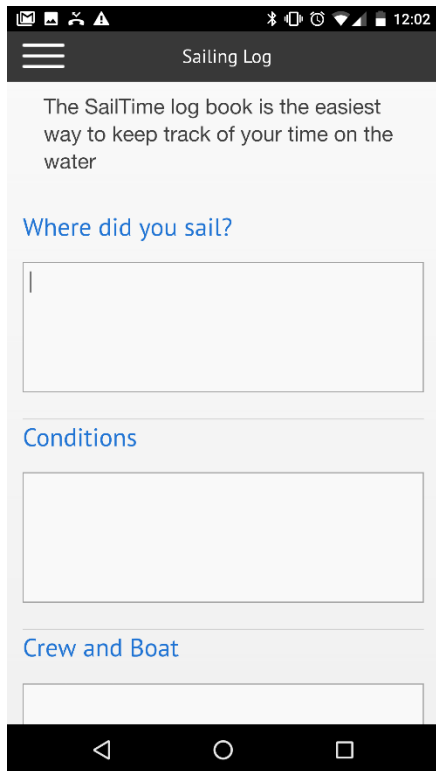




When you have finished checking off the boat, you will receive a Check-off Complete confirmation screen with the option to logout, return home, or going to your sailing log.

Sailing Log

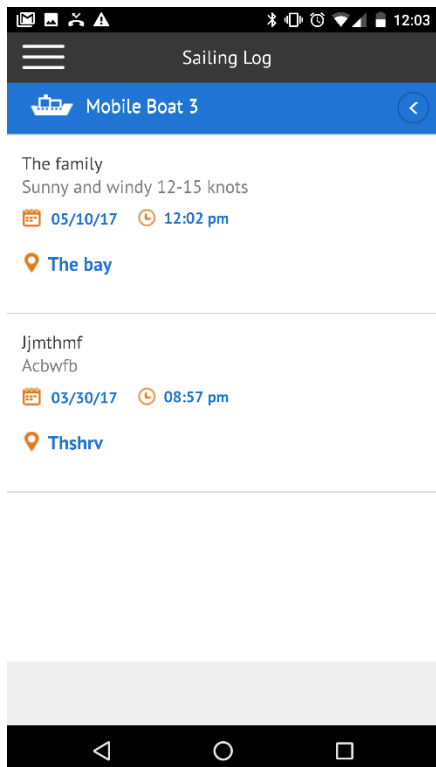
Upon completing check-off, you will be directed to the Sailing Log screen.



Your Sailing Log will automatically track the date and time you sailed.

You can add additional details:

- Where did you sail
- Conditions
- Crew and Boat



You can view your sailing log at any time from your mobile device.

My Base Info

My Base Info provides you with quick access links to your base **website**, email and phone.

Clicking on **Email** will open up a new email message in your default email application with the base manager email address in the to: field.

Click on **Call** will open your device's phone application with the base manager email typed in and ready for you to press send to call.

