Coach quick start

Set up your crew. Keep the headcount current. Share the lineup.

01 Set up once

Open Admin for your crew. Use Crew roster to share the invite link or add members. Give another organiser admin access so someone can cover for you.

Ask members to finish their profiles. Check side and seat roles for your crew's sport. Rowing includes cox. Explain weight privacy; anyone who skips weight can be seated by hand.

Post practices and race days. In Events, set the arrival time, location and capacity. Add recurring practices for the season. Members must sign up for each date.

02 For each outing

Check the people holding seats. Review signup notes and day-before check-ins. If someone tells you they cannot come, use Remove on the admin event page to free their seat. The waitlist advances automatically.

Build and review the lineup. Assign the boat and seats, or use Suggest where available. Check side, balance and attendance warnings; you make the final seating decisions.

Save, then publish or print. Confirm permission before sharing names by a public lineup link. Edits stay private until you republish. Recheck the lineup after cancellations.

Keep the event accurate. Update or cancel it in the app if plans change. Record who attended if your crew uses attendance tracking; a signup alone is not attendance.

03 Use when you need it

Announcements and Team Events. Post crew notices, and create slots for volunteer shifts, meetings or shared meals.

References and Waivers & payments. Share document or album links. Track paperwork received and payments made elsewhere, with leader-only notes and history. The app does not collect payments or signatures.

Start here: invite your crew, post the next practice, and send members their one-page quick start.

Missing admin tools? Ask your club admin to check your access. Features vary with your club's plan and enabled modules.

Full guide: dragonsignup.com/help/coach-guide