Your winter group is a good place to start.

Try DragonSignUp with the people already meeting for pool paddling, erg sessions, or strength workouts. Start with one group and the next two weeks.

Set up a small trial

- Choose one regular workout group, a first session date, and a joining deadline. Tell people which sessions will use DragonSignUp.
- Create the crew and check its time zone. Add a co-manager as an admin and agree who owns the workout schedule.
- Post the next two weeks as practices, including land training. Enter the arrival time, venue, what to bring, and the real participation limit. For an erg session, explain whether equipment is shared or rotated.
- Ask two regulars to join through the invite link and sign up. Check that they see the right crew, workout, and date.
- Check your roster size before inviting the group. Free supports up to 30 members and 2 admins. Check current pricing before expanding.

Make the first invitation clear

- Share the winter-group invitation from this kit in TeamSnap. Invite the people taking part and give them a specific session to sign up for.
- Keep TeamSnap for conversation if it serves your group. For the selected workouts, make DragonSignUp the place for signups and cancellations; name your urgent-update channel too.
- After two sessions, ask what was easy and what was confusing. Check whether people respond for the following week without a personal reminder.

Build toward spring

- If the trial works, expand your schedule and invite the rest of the crew. Review paddling profiles and add boats before building on-water lineups.
- Boat lineups are useful when you return to paddling. A land workout can start with the schedule and signup list; there is no need to build a boat lineup for it.

One signup list for each workout.

Start with the selected winter workouts. Agree which sessions are moving from TeamSnap and where every response for those sessions belongs.

Before the first session

- Choose the workouts for the trial and a clear start date. Keep a copy of the dates, times, locations, and participation limits you need.
- Invite the winter group with its DragonSignUp crew link. Members create or sign in to their own accounts. Ask existing DragonSignUp users to use the same account.
- If needed, add a few members manually or use Bulk add with Email, Name, Role on each line. Email is required. Review the source list and ask people to finish their setup emails.
- Recreate the selected workouts in DragonSignUp and ask paddlers to sign up again. TeamSnap availability responses, messages, schedules, and payment records do not automatically transfer.

Keep the two tools clear

- Post the crew invite in TeamSnap with the first workout and joining deadline. For any duplicate TeamSnap event, clearly direct people to DragonSignUp and stop collecting separate responses there.
- Explain that updating a TeamSnap availability response does not cancel a DragonSignUp signup. Cancel in DragonSignUp to free the spot.
- Keep the group chat and any existing payment arrangements where the captain has specified. DragonSignUp does not collect workout fees or membership dues; tell members exactly where any payment is made.
- When weather or venue changes affect a workout, update or cancel the DragonSignUp event and use the agreed urgent-update channel.

Review after two sessions

- Check that everyone knows where to sign up and where to chat. Ask whether using both tools adds confusion, and adjust the instructions.
- Continue, expand toward spring, or pause the trial based on the group's experience. Keep access to any TeamSnap chats, records, or payments you still need.

Join the group. Book your next workout.

A quick start for your winter training group. Paddlers use DragonSignUp free, in a phone or computer browser.

1. Join the right crew

- Open the invite link your captain sent. Create an account or sign in. If your captain already added you, use the email they have for you and finish the setup email. Check the crew name.
- Use your DragonSignUp account for these signups; your TeamSnap account and availability responses do not carry over automatically.

2. Complete your paddling profile

- Add your preferred side and the seats you can fill. Weight helps balance the boat: choose Coach only or System only for visibility. If you prefer not to enter a weight, tell your coach so they can seat you manually.
- Check your email. Phone sharing and waitlist texts are separate, optional choices in your profile. Your crew directory shows your name and email; your phone is shared only if you choose.

3. Sign up for a workout

- Open the workout practice and claim a spot. Check your status: confirmed or waitlisted. Each date needs its own signup, even in a recurring series.
- To handle several dates, use List view > Available, select the dates, and choose Sign up. Review which dates are confirmed and which are waitlisted.

4. Know what happens next

- If the event is full, join its waitlist. When your turn comes, you automatically hold a seat and receive an email. If you can no longer attend, cancel promptly. Optional waitlist texts notify you of promotions; message and data rates may apply.
- If plans change, open the event and cancel your signup, or choose Give up my spot in the day-before check-in. Telling the group chat alone does not free the seat.
- Check arrival details and equipment notes before leaving. Use the channel your captain named for questions. On-water lineups are shared separately by the coach.

Coach guide Paddler guide Contact support

Guidance checked October 15, 2026

Try two sessions, then decide together.

A suggested captain follow-up plan for the winter group. Use it to learn what works before inviting the full spring crew.

Day 0: invite the crew

- Send the winter invitation in TeamSnap after testing the schedule and invite link. Name the first workout, joining deadline, and where conversation will continue.

Days 2-3: check for friction

- Check who is on the roster, who has finished their profile, and who has a confirmed or waitlisted practice signup. Send the private reminder only to people who need it.
- Offer a short phone call or five minutes at the dock. Ask what step is confusing rather than assuming they are ignoring the invitation.

Before the first workout

- Share the winter-workout reminder. Check the signup list and waitlist. Make sure the participation limit fits the venue and any equipment rotation.
- Confirm the arrival time, what to bring, and how urgent changes will be shared. If the workout is cancelled, update DragonSignUp as well as your chat.

After two sessions

- Compare signups with attendance. Ask whether it was clear which app to use. Help anyone with a wrong invite, unfinished setup, or missed promotion.
- Ask the group whether to continue. Choose one improvement before the next session.

Days 7-14: make it routine

- Confirm next week is posted and ask paddlers to sign up for each date. Review recurring-series end dates if expected dates are missing; the guide says dates generate about 60 days ahead.
- Use a simple progress tally: invited / joined / profile ready / first signup / first practice completed. Count people who are waitlisted separately from confirmed paddlers.
- If the group wants to continue, plan the spring expansion: crew names, roster limits, paddling profiles, boats, and who will manage the schedule.

A message for each step.

The web kit and team-messages.txt contain full copyable templates for your winter group. Replace every bracketed field before sending.

Team announcement

- Send after the first practices are posted. Include the crew invite link, joining deadline, first practice date, handover date, help contact, and the channel you will keep using for conversation.

Private reminder

- After 2-3 days, contact only paddlers who are stuck. Ask them to join, complete their profile, and sign up for a practice. Offer personal help.

Before the first winter workout

- Remind paddlers to check confirmed versus waitlisted status, cancel in the event if plans change, watch for automatic waitlist promotions, and check the arrival details.

Individual help

- Share the current invite and account-recovery steps. Ask which step or error they see. Never request a password or one-time sign-in link.

After two winter sessions

- Ask: Was joining and signing up straightforward? Was it clear which app to use for signups and chat? What would make this easier before spring? Remind people to sign up for the next dates.

Launch details to fill in

- Crew: _____
- Crew invite link: _____
- First winter workout / handover date: _____
- Join by: _____
- Help contact: _____
- Conversation / urgent updates channel: _____

Small fixes that keep the crew moving.

Start with the captain for roster, schedule, and lineup questions. Use DragonSignUp contact support for account or login problems that remain unresolved.

Cannot join or find your crew

- Invalid invite: ask your captain for the current link; a regenerated link replaces the old one. You can also paste your link or code at dragonsignup.com/join.
- Empty account or wrong crew: check the email you used against the one on your roster entry and check the crew invite. Ask your captain to help; avoid creating another account to fix it.
- Forgotten password: use password reset or Email me a sign-in link on the login page. Sign-in links expire after 15 minutes and work once.

Cannot sign up or receive notifications

- Full practice: look for the waitlist. Already-started events are closed to new signups.
- No email: check spam and your profile email, then add the actual sending address from a DragonSignUp email to your contacts.
- On the roster but unable to sign up: finish the account setup email if your manager added you directly.
- Still holding a seat after saying you are out: cancel in the event or choose Give up my spot. If you cannot access it, ask your captain to use Remove on the admin event page.

A few useful boundaries

- TeamSnap messages, availability responses, and payment records remain separate. A message or cancellation there does not update a DragonSignUp workout. Use the payment method your captain specifies for any workout fee.
- A confirmed signup and a coach-assigned bench are different steps. Ask the coach for the lineup and any rotation or selection rules.
- Keep passwords, sign-in links, and private profile information out of group chats. You do not need to explain medical details to cancel a practice.
- DragonSignUp is for adults 18 and over. Keep junior-program accounts and details off the platform.
- Use the current guides and release notes if the screens differ from this kit. This bundle summarizes public guidance checked October 15, 2026.