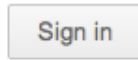


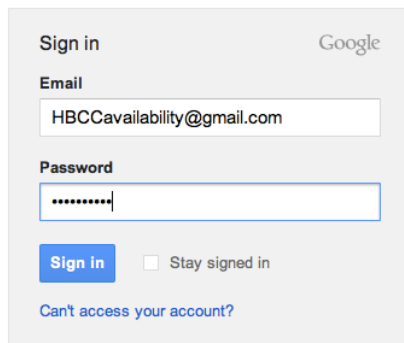
## HBCC On-line availability notification

Step 1 – Go the Google home page, [www.google.com](http://www.google.com)

Step 2 – click on Sign in at the top right hand corner of the screen.

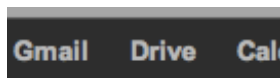


Step 3 – Enter the log-in email address [HBCCavailability@gmail.com](mailto:HBCCavailability@gmail.com)

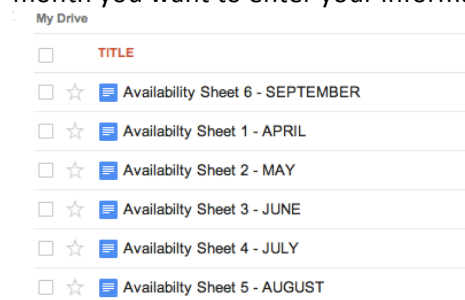


Step 4 – Enter the password **Icanplay2015**, all one word, all lower case.

Step 5 – Once you've logged in, select Drive from the top black menu bar.



Step 6 – Once Drive has opened you'll see a list of monthly availability sheets, select the month you want to enter your information into.



Step 7 – Fill in your name (if necessary) and indicate your availability in the date boxes.

Y = available, N = not available. Each sheet behaves just like a Word document.

Step 8 - Err, that's it, log out and you're done. You can come back and change whenever you like by following all the steps above but remember selection is every Monday evening at 7pm, so make sure you've done it by then.

**IF YOUR AVAILABILITY CHANGES AT SHORT NOTICE THEN PLEASE CONTACT YOUR SKIPPER DIRECTLY. THIS WAY IS FOR MONTH-BY-MONTH PLANNING ONLY.**