



Canoe Checkout

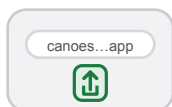
How to check out and reserve the club's OC1 and OC2

capital-outrigger-canoes.vercel.app

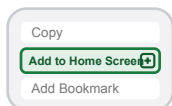
1 Put the app on your phone

Do this once. The app then opens from your home screen like any other app.

iPhone



Open the app link in **Chrome** or **Safari**, then tap the **Share** button (square with an arrow). In Chrome it's at the top right.



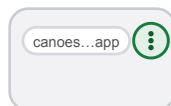
Scroll down and tap **Add to Home Screen**.



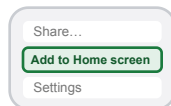
CO Canoes

Tap **Add**. The club seal appears on your home screen.

Android (use Chrome)



Open the app link in **Chrome**, then tap the **:** menu at the top right.



Tap **Add to Home screen** (it may say **Install app**).



CO Canoes

Tap **Add** or **Install**. The club seal appears on your home screen.

Tip: if you don't see "Add to Home Screen," open the link in your phone's browser first (not inside Instagram, Facebook, or an email app). On iPhone, adding it from **Chrome** gives you the club seal icon.

2 Sign in

1. Type your email and tap **Email me a sign-in link**.
2. Open the email from **Capital Outrigger Canoes** and tap the link, then **Sign in**.
3. You stay signed in on that phone. No password needed.

Not on the list? Ask a coach. You're added after your checkout with a coach. The link expires after 20 minutes; just request another. Check spam if it doesn't arrive.

**Canoe Checkout**

Check out a canoe

For Capital Outrigger team members. Enter your email and we'll send you a one-tap sign-in link.

Email

Email me a sign-in link

[See when canoes are available](#)

3 Check out a canoe

1. On the home screen, tap **Check out now** on an available canoe.
2. Choose **how long** you'll be out (up to 2 1/2 hours, back before closing).
3. OC2: enter your **paddling partner**.
4. Enter your **emergency contact**: someone onshore. If you're late checking in, we email them. It's saved for next time.
5. Tick every item on the **safety checklist** and tap **Check out**.

The screen shows Lake Natoma's wind, weather, and air quality. Check it before you go.

Canoe Checkout Admin Sign out

← Back

LAKE NATOMA NOW
Clear, 73°F · Wind 4 mph from S · Air quality 24 (Good)

CHECK OUT
OC1

How long will you be out?
1 hr 30 min: back by 4:51 PM

Your emergency contact
Someone onshore who isn't paddling with you. If you're not checked in 15 minutes after your return time, we email them. Saved for next time.

Name
Sample Contact

Phone
916-555-0100

Email

4 Running late?

Tap **I'm running late** on the home screen and add 15–60 minutes. This keeps your emergency contact from being alerted.

If you're not checked in 15 minutes after your return time, your emergency contact is emailed.

Canoe Checkout Admin Sign out

Aloha, Sample

YOU HAVE A CANOE OUT
OC1
Due back 4:36 PM

Check in OC1

Not back in time? Add time so your emergency contact isn't alerted.
+30 min I'm running late

5 Check in when you're back

1. Tap **Check in**.
2. Anything wrong with the canoe or gear? Choose **Yes, report it**, describe it, and add a photo.
3. Tap **Check in**. You'll get a confirmation email.

Canoe Checkout Admin Sign out

← Back

CHECK IN
OC1
Out since 3:21 PM, due back 4:36 PM

Any issues with the canoe or gear?
☒ No, all good ☐ Yes, report it

Notes
Damage, missing gear, anything the next paddler or the equipment lead should know

6 Reserve ahead

1. Tap **Reserve a time**, pick the canoe, day, start time, and length.
2. You'll get a confirmation email with a **cancel** link and **add to calendar** links, plus a reminder before your paddle.
3. **Pick it up at your start time:** at the dock, open the app and tap **Pick up my reservation**.

Not picked up within 30 minutes of the start? It's released for others. Can't make it? Please cancel. Someone else's time taken? Tap **Notify me if it opens**.

The screenshot shows the 'Canoe Checkout' app interface. At the top, there's a header with the app logo, 'Canoe Checkout', and links for 'Admin' and 'Sign out'. Below the header is a '← Back' button. The main section is titled 'Reserve a canoe' and includes a brief description: 'Up to 2 1/2 hours, during Aquatic Center hours, up to 14 days ahead. Reservations not picked up within 30 minutes of the start are released.' Under the 'Canoe' section, there's a radio button selection with 'OC1' selected. The 'Day' section shows a dropdown menu set to 'Tomorrow (Sun, Oct 25)'. Below this, a message states 'Already booked that day' with the time '1:00 PM-2:30 PM' and location 'Sample B.', followed by a green link 'Notify me if it opens'. At the bottom, there are two dropdown menus for 'Start' (set to '9:00 AM') and 'Length' (set to '1 hr 30 min (un)').

The rules

- Up to 2 1/2 hours per outing
- One canoe out per person at a time
- Safety checklist and emergency contact every time
- Only while the Aquatic Center is open
- OC2 needs a partner
- Always check in, and report any damage

See availability any time: the canoe calendar is on capitaloutrigger.com, or tap **Public calendar** at the bottom of the app.
Questions? Ask a coach.

Capital Outrigger 'Ohana Kai · Sac State Aquatic Center, 1901 Hazel Ave, Gold River · Screenshots show sample data