**Introduction**

The Four Winds database, which has been used primarily by Security Crews, has been customized to support all of the Fair crews.  As a result, there are likely to be bugs.  If something doesn't behave as you expect, let me, Jon Steinhart, know at ocf@fourwinds.com.  Provide details and be specific about what you were doing when things went awry.  Email a screenshot of the error message or where you were working in the database.

The goal has always been to provide whatever you need to make your crews run efficiently with the least amount of work.  So, if you have ideas for improvements, please let me know.

I'm aware that there's no reasonable way to print out the pages nicely. Fixing that is already on my list.

**Tell Me Where To Go**

The website is at https://fourwinds.com/ocf/login.php.  Should work in any browser.  Enter your username and temporary password and press the Log In button.  It will take you to the staffing page for your crew.

Your password was emailed to you. Please reset it immediately by clicking on the Password tab on your page. If you need your password reset because you forgot or lost it, please contact Norma or Alex, norma@oregoncountryfair.org or alex@oregoncountryfair.org, at the OCF office.

**What You'll See**

Your crew list will be pre-populated with your 2022 crew.  That means that you don't have to re-enter everybody.  You only have to enter new crew members. To add a name, click on the "Fill the Staff Passes Position" link at the bottom of the page.

**Page Controls**

There are eight blue links at the top of the page.  Note that these change depending on what page you're viewing.

| | |
|---|---|
| **Contacts** | This is a page that allows you to get information about other people who have access to the system.  It's equivalent to the OCF Contact Sheet and should be treated accordingly.  Don't share this information. |
| **Forms** | This takes you to a page that you can use to generate paperwork. |
| **Help** | This takes you to completely out-of-date documentation.  Don't bother. |
| **Money** | This is where you go to account for pass money for your crew. |
| **Password** | This is where you go to change your password. |
| **Send Message** | This takes you to a page where you can send messages to other people on the system that they'll see at the top of their Staffing pages.  Best not to use it; it's there for emergency bulletins. |
| **Staffing** | If you're not on the crew staffing page, this will take you there. |
| **Teens** | This takes you to a page where you can make requests for Teen Crew volunteers. |
| **Log Out** | Does what you'd expect it to do.  Note that you'll be automatically logged out if you're idle for a long time. |

**Staffing Page**

This is where you'll spend most of your time.

Underneath the blue links there are a number of check boxes. These let you customize your display. The display has a number of rows and columns that can be hidden to make it less crowded.

| | |
|---|---|
| **Contact Information** | Controls the display of contact information: address, phone, email address. |
| **Birthday** | Controls the display of the date-of-birth. |
| **Dependent Information** | The display has two main sections: crew members and dependents. Dependents are SOPs and Teens. Dependents associated with crew members are visible in the Dependents column on the crew members section of the display. The dependents section is where you'll be able to see dependent contact information, birthdays, and all of the other stuff that's on the crew list. Whether or not a dependent is an SOP or a Teen is determined by their birthday. Age is determined on "Fair Friday." |
| **Comments** | Displays comments associated with people. |
| **History** | Displays people's work history. |
| **Sort By Pass** | Your crew list is normally sorted alphabetically by last name. Checking this box will sort by pass type in the event that you have more than one type of pass. |
| **Sort By First Name** | Check this box to sort by first name. The default is sorted by last name |
| **Enable Bulk Deletion** | When it is clicked a checkbox appears on each table row along with 3 new buttons: Clear All, Select All, and Remove Selected from Crew. |

**Warnings**

You may see red text between the check boxes and the crew list. You'll get these if your crew is over budget; there will be one warning for each inventory item.

The main reason that you should get these warning is because of budget changes. For example, if you had 11 crew people in 2022 and are only budgeted for 10 in 2023, you'll get a warning. That's because it's up to you to determine how you want to get in budget.

If you don't get your crew in budget by list printing time someone will arbitrarily cut your crew down to size.

**Crew Listing**

You can click anything that glows yellow when you hover over it to change it.

The **#** column of the crew listing is just a line number because some like it.

The **Name** column has a person's name. If your crew is allocated more than one pass type the type of pass will be underneath the name. The pass type line will be shown for all dependents and indicate the type of pass and their responsible party. A responsible party is the crew member

associated with dependents.

You can click on a person's name to change it.

<p align="center">**WARNING**</p>

**Only change someone's name if their name is actually changing.  DO NOT replace someone on your crew by changing an old crew member's name to the name of a new crew member.  Remove the old member from your crew and then add a new one.  I monitor the site activity and if I see you changing a name not only will I undo it but will probably give you a phone call.**

Clicking on a name brings up a menu with three choices:

**Edit Name**            Choose this to change a name.  It will pop up a form for you to do so.

**Remove From Crew**     Use this to remove the person from your crew.

**Make Me A SOP**        Turns the crew member into an SOP on the crew.

Clicking on the pass type under a crew person's name brings up a menu that allows you to change the type of pass for the person.  For dependents, it brings up a menu of crew people so that you can select a responsible party.

The **Contact** column has the address, phone number(s), and email address of the person in the row. Clicking on the information will pop up a form that allows you to change it.

The **Birthday** column has the person's date of birth.  Click to set or change it.
**The site uses four-digit years.**

The **Training** column is used to track the last time that someone has taken Crisis Intervention training. It's there for Security crews, use it if it's relevant for your crew.

The **Shirt** column has tee shirt sizes. Please don't use these columns for 2023. This feature will be updated soon.

The **Car** column allows you to select a vehicle sticker.  The menu will just say **None** if you've already assigned all of yours; you'll have to take one away from someone else in order to be able to assign it.

The last column is **Dependents**.  It shows each of the dependents for the crew person and how much their pass costs.  It will include **paid** if you have marked their money as received on the **Money** page. Clicking on a dependent brings up a menu with three choices:

**Remove**                      Removes the dependent from your crew.

**Put Me On The Crew**          Turns the dependent into a crew person.  This is yet another way that you can go over budget.

**Swap Me With My Crew Member** Makes the dependent a crew person and makes the crew person a dependent.  Useful if you have couples that swap roles every year.

There is also an **Add** that you can click to add a dependent for the crew person.

If your crew is not fully staffed, you'll see "**Fill the Staff Passes Position."** Click on this to do so.

When you add a crew person or dependent, you'll get a search form. The database is littered with misspelled duplicate names. Enter the person that you're looking for in the form and it will return any close matches that you can select from. You might find the person that you're looking for, but can't add them because they're on another crew. It will tell you the crew, so call the appropriate Coordinator or Crew Leader and ask them to remove them so that you can add them. If you can't reach them, call the office for help.

If you've selected the **Comments** check box, comments will be displaced below each crew line. Click on the text to bring up a form to change them. The comments are divided into two sections: general comments and comments for the current year.

At the bottom of the page is a summary of all of the passes that you're paying for. It will tell you how much money you need, and how much you've already accounted for.

**Money Page**

This is where you will account for money received. It lists each pass you're purchasing, how much it costs, and has a check box that indicates whether or not you have the money in hand. Check the boxes as you receive money from your crew members.

The total amount that you owe is at the top of the page.

At the bottom it tells you how much money you've accounted for earlier, and how much you should now have in hand. Helps to reduce counting mistakes.

Any items not marked as paid will not show up on crew lists.

**Forms**

There are buttons to generate various forms that you can print on this page. One generates your crew list, the other generates a **"cash receipt"** that lists all of the inventory that you're purchasing. **Print that out and bring it with you to the yurt with your money.** Again, make sure that you have it in hand and that the amount of money that you're bringing matches what the form says so that the yurt people can get their job done.

**Teens**

If you want Teen Crew folks on your crew, go to that page. Request teens by following the instructions. Most of what you type into the forms will be printed out and given to your teens so make sure that it's clear.

If the Teen Crew assigns teens to your crew, they'll show up at the bottom of your crew list on the **Staffing** page.