

PITTWATER & COFFS HARBOUR REGATTA 2012

CREW LIST:

Adding Persons On Board to my boat - Topyacht Entry System [TES] p1 of 5

Once you have entered your Boat for a Series or a Race you can add POB.

Before you start, you will need to have each crew member's initials and YA Number (or mobile telephone number for new sailors who do not have a YA No as yet.)
(following is an example of the screens you will see)

Step 1 Select the Enter Series/Block option as below.

RGYC RGYC 2011~2012 Alpha Course Sep 2011 ~ Sep 2012

[View Entrants](#)

[Enter Series / Block Entry](#)

[Race Entry / Casual Entry](#)

[Add/Update sailor details for use in Crew Lists](#)

One or more Races/Series in this Event needs Crew Lists

The crew list/details are added during the entry process.
These details can be added/updated as necessary.

Only the Owner or Boat Rep can access/update these detail.

To simplify the their task sailors may be asked to add their own details into the database.
Sailors (not already in the database) may add their details using the last menu item above.

Step 2 Select relevant Series and select the "Update" option as below.

RGYC RGYC 2011~2012 Alpha Course Sep 2011 ~ Sep 2012

Enter Series

STEP 1: Select Series

Series can be entered as a block.
Some Series *may* be able to be entered individually.
The # numbers indicates the block number.

SERIES NAME	Block 1
<input type="radio"/> All Club Series indicated by #1 \$450	#1
<input checked="" type="radio"/> - Summer Aggregate Series only (\$300)	#1
<input type="radio"/> - Winter Series only (\$80)	#1
<input type="radio"/> - Twilight Series only (\$300)	#1
<input type="radio"/> - Two Handed Series only (\$80)	#1
<input type="radio"/> - Tuff Marine only (\$80)	#1
<input type="radio"/> - Corio Cruiser Series only (\$250)	#1
<input type="radio"/> Etchells \$270	
<input type="radio"/> McAllister Trophy \$25	

STEP 2: Select an Option

ENTRY OPTIONS

Enter boat *ALREADY* in [TopYacht Boat Register](#)

Update existing entry details in selected Series

Enter boat **NOT** already in [TopYacht Boat Register](#) from previous Events. **First please double check list below by Sail No and Boat Name!**

[Click Here](#) to change Owner/Main Contact or Email Address for existing boat.
[Click Here](#) for user guide/help.
[Click Here](#) For assistance: contact the event organisers.

STEP 3: Press Submit

SUBMIT

Then press the submit button to get the Log In screen.

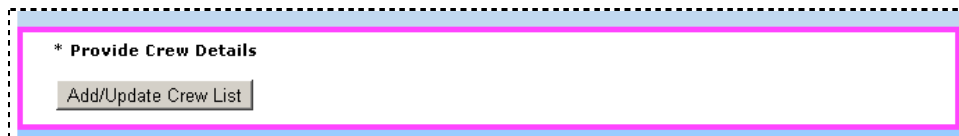
Step 3 log in as normal

This takes you to the main Entry Screen.

CREW LIST:

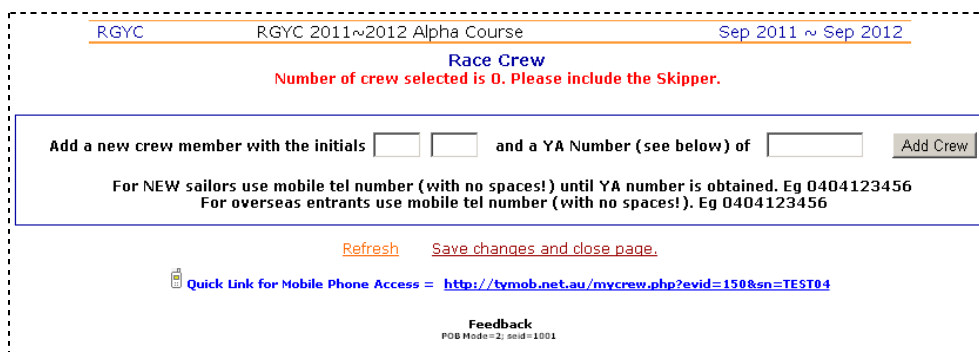
Adding Persons On Board to my boat - Topyacht Entry System [TES] p2 of 5

Step 4 – Press the Add/Update Crew list on the entry screen.



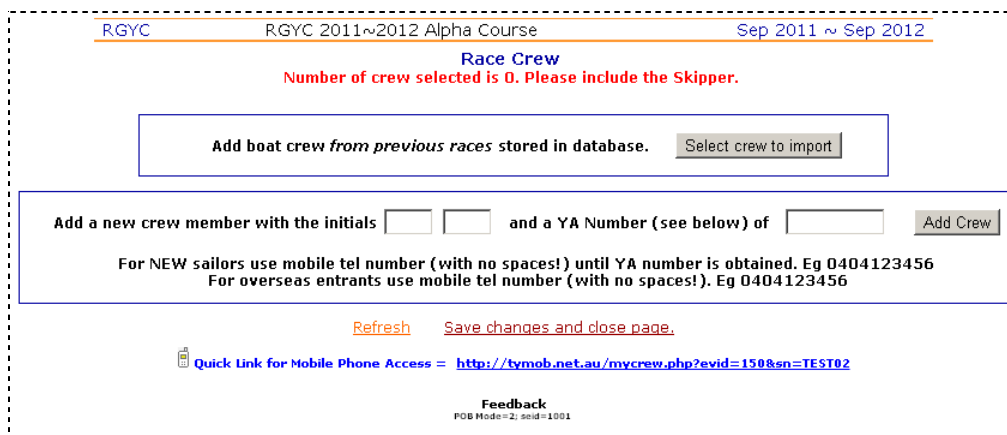
This takes you to the POB screen.

If you have never allocated crew to your boat then the screen is as below.



To add each new crew member provide their initials and YA number in the appropriate boxes then press the “Add Crew” button. If they do not yet have a YA number then use all 10 digits of their mobile phone number – *with no spaces*.

If you have added crew to your boat for other races/series the screen is as below. In this case you can use the “Select crew to import” button to find previous crew.



Either way you can add crew to your boat *for this Series*; as shown below.

CREW LIST:

Adding Persons On Board to my boat - Topyacht Entry System [TES] p3 of 5

RGYC RGYC 2011~2012 Alpha Course Sep 2011 ~ Sep 2012

Race Crew
Number of crew selected is 0. Please include the Skipper.

Add boat crew from previous races stored in database.

Add a new crew member with the initials and a YA Number (see below) of

For NEW sailors use mobile tel number (with no spaces!) until YA number is obtained. Eg 0404123456
For overseas entrants use mobile tel number (with no spaces!). Eg 0404123456

[Refresh](#) [Save changes and close page.](#)

Quick Link for Mobile Phone Access = <http://tymob.net.au/mycrew.php?evid=150&n=TEST02>

ON BOARD	FIRST NAME	LAST NAME	YA NO	MOBILE	EMERGENCY NO	EMERGENCY CONTACT	REMOVE
<input type="checkbox"/>	Adam	Black	121212	0419 222 333	0419 001 001	Jimmy Thoms	<input type="checkbox"/>
<input type="checkbox"/>	Clive	Drum	343434	0419 034 831	TBA	TBA	<input type="checkbox"/>
<input type="checkbox"/>	Eddie	French	565656	0419 034 831			<input type="checkbox"/>

Feedback
POB MOB=2, 09/01/2011

Step 5 – Add POB for THIS race.

Select the “On Board” in the left most column; ...

then press the “Refresh” link to check on the number of POB at the top of the screen.

When you are finished, simply press the “Save changes and close” link.

RGYC RGYC 2011~2012 Alpha Course Sep 2011 ~ Sep 2012

Race Crew
Number of crew selected is 2. Please include the Skipper.

Add boat crew from previous races stored in database.

Add a new crew member with the initials and a YA Number (see below) of

For NEW sailors use mobile tel number (with no spaces!) until YA number is obtained. Eg 0404123456
For overseas entrants use mobile tel number (with no spaces!). Eg 0404123456

[Refresh](#) [Save changes and close page.](#)

Quick Link for Mobile Phone Access = <http://tymob.net.au/mycrew.php?evid=150&n=TEST02>

ON BOARD	FIRST NAME	LAST NAME	YA NO	MOBILE	EMERGENCY NO	EMERGENCY CONTACT	REMOVE
<input checked="" type="checkbox"/>	Adam	Black	121212	0419 222 333	0419 001 001	Jimmy Thoms	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Clive	Drum	343434	0419 034 831	TBA	TBA	<input type="checkbox"/>
<input type="checkbox"/>	Eddie	French	565656	0419 034 831			<input type="checkbox"/>

Feedback
POB MOB=2, 09/01/2011

Adding/adjusting POB with your Mobile Phone.

On the previous screen shots you may have noticed a “Quick Link” for mobile telephones. You can highlight this text then email it to yourself or you can just write it down.

You can use this to update your crew before each race via you mobile phone.

Step 1 type the link into the browser in your mobile.

This takes you to the mobile log in screen as below.

CREW LIST:

Adding Persons On Board to my boat - Topyacht Entry System [TES] p4 of 5

RGYC 2011~2012 Alpha Course
Update race crew list.

Primary Sail No:

Password/PIN No:

Put in your Sail No (if it is not already there) and add you TES password. Press “Log In”.

Step 2 Select the race/series you wish to add/update POB.

RGYC 2011~2012 Alpha Course
Select Series to update crew.

- Summer Aggregate Series

- Twilight Series only (\$3)

If you click the “Add New Crew” button then you go to the same screen you accessed from your entry on the Internet ie the screen shown on previous pages. This is a bit small on many Mobiles so it is best accessed from a computer.

If you have already added all the crew to your boat for this Series via your computer and only need to select who is sailing this race, then use the “Update Crew” button. Which tek you to the screen shown below.

Step 3 make any changes then press the “Confirm” button.

RGYC 2011~2012 Alpha Course

Race Crew

ON BOARD	FIRST NAME	LAST NAME	MOBILE	REMOVE
<input checked="" type="checkbox"/>	Adam	Black	0419 222 333	<input type="checkbox"/>
<input type="checkbox"/>	Clive	Drum	0419 034 831	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Eddie	French	0419 034 831	<input type="checkbox"/>

Number of POB for this race: 2. Include Skipper!

Confirm POB for this race: 2

Finished: send email to self and club

Add OTHER crew to Boat.

Step 4 when you are finished, press the “Finish” button.

This takes you back to the start and sends you and the club an email to confirm the POB for this race.

PS No 1

For quick changes you can access the POB area from your computer with the Mobile link.

CREW LIST:

Adding Persons On Board to my boat - Topyacht Entry System [TES] p5 of 5

PS No 2

You can ask your crew to add themselves to the TopYacht register. This will make it easier for you when you add them to the boat.

They can add/update their details by using the “Add/Update Sailor...” option on the main entry page as show below.

R.GYC	R.GYC 2011~2012 Alpha Course	Sep 2011 ~ Sep 2012
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