

Very Important

- For privacy reasons it is important that *only owners/boat reps access the offshore crew* details. To that end, *do NOT give your boat log in details to crew members*.
- Crew members should manage their own profile by logging into *MySelf* using the link at the bottom of the entry page. I.e.

Update your personal profile

Updating Offshore Crew for This Race

Go to the Crew List tab.

		➡						
Entry De	tail	Crew List	Boat De	rtails	Boat Do	cs Race	Docs	Race Dates
Offshore R	tace Crew							
Crew First Name	Crew Last Name	Quals Radio Op Lic No	Quals First Aid Expiry	Quals SSSC Expiry	Race Private PLB?	Race PLB Hex ID	Race Role	Race Drop
Adam	Black	NANA	01/02/2015	12/12/2015				
Part of the second seco	10000			Non-		-		

On this screen you can

- edit the key details for your crew, or
- > remove them from the crew list for this race by checking the **Drop** box for the sailor.

Entry Detail Offshore Race Crew		Crew List	Boat Details		Boat Do	cs Race	Docs	Race Dates
i <mark>rew</mark> irst Name	Crew Last Name	Quals Radio Op Lie No	cFirst Aid	Quals SSSC Expiry	Race Private PLB?	Race PLB Hex ID	Race Role	Race Drop
Adam	Black	NANA	01/02/2015	12/12/2015			1	
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They will be removed next time you re-open this page.

To add crew and to update their full details click the

The Offshore Race Crew menu provides 5 options.

In Screen-Shot 1the first option (Add Existing ...) is highlighted.

·								
Entry Detail	Crew List	Boat Details	Boat Docs					
Offshore Race Crev	N							
Add existing Boat Crew to King Island Race [2015]								
Invite crew (already in TopYacht) to join your Boat Crew								
Create NEW sailor in TopYacht and add to King Island Race [2015]								
Edit Crew data for k	(ing Island Race [2015]	I						
Print Crew Summary for King Island Race [2015]								

Offshore Race Crew

button, top left.

Screen-Shot 1

Option 1: – Add Existing...

If the sailor is already associated with your boat then they can be added to the race.

Option 2: – Invite Crew...

If the sailor is not associated with your boat but is already in the *TopYacht* Registry, then use the second option to send him/her an email inviting them to join the crew.

Note: it is **very important** that you **check** the email address of the crew. If the email address is misspelt, the potential crew will never receive your invitation!!

When the new crew member accepts the invitation you will receive email.

Once they have joined your crew they will appear on the crew list for this race.

Option 3: - Create NEW...

If the sailor is not already in the *TopYacht* Registry then use this option to create a new sailor in *TES* and add them to this race. This automatically sends them an email with a request to log in and enter the rest of their details.

Again – make sure you spell the email address correctly or the new crew is never notified!

Option 4: - Edit Crew

This option provides a one stop shop where you can check and update details for all crew for this race.

Scroll right to see additional fields. To save altered data, click in another cell. Once the alteration is accepted the cell will get a coloured border.								
Crew	Crew	Crew	Crew	Extra	Extra	Extra	Extra	Extra
Last Name	Mobile No	Email address	YA No	Gender	Birth Year	Height (meters)	Weight (kilos)	Jacket Colour
Black	0400111222	topyacht@iinet.net.au	121212	М	1955	1.8	70	Fluro Orange
Phil	0409999999	a.drew@tba.com.au	1223344				0	
Foxpro	0419034831	topyacht@iinet.net.au	0419034831	М	1994	1.5	65	Red
	Crew Last Name Black Phil	Crew Crew Mobile No Black 0400111222 Phil 0409999999	Crew Crew Crew Last Name Mobile No Email address Black 0400111222 topyacht@iinet.net.au Phil 0409999999 a.drew@tba.com.au	Crew Last Name Crew Mobile No Crew Email address Crew YA No Black 0400111222 topyacht@iinet.net.au 121212 Phil 0409999999 a.drew@tba.com.au 1223344	Crew Crew Crew Extra Last Name Mobile No Email address YA No Gender Black 0400111222 topyacht@iinet.net.au 121212 M Phil 0409999999 a.drew@tba.com.au 1223344	Crew Crew Crew Crew Extra Extra Last Name Mobile No Email address YA No Gender Birth Year Black 0400111222 topyacht@iinet.net.au 121212 M 1955 Phil 0409999999 a.drew@tba.com.au 1223344	Crew Crew Crew Extra Extra Extra Last Name Mobile No Email address YA No Gender Birth Gender Vear Height (meters) Black 0400111222 topyacht@iinet.net.au 121212 M 1955 1.8 Phil 0409999999 a.drew@tba.com.au 1223344	Crew Last NameCrew Mobile NoCrew Email addressCrew YA NoExtra GenderExtra Height (meters) (kilos)Black0400111222topyacht@inet.net.au121212M19551.870Phil0409999999a.drew@tba.com.au12233440

At the bottom of this screen is a scroll bar so you can scroll to the right to see the other fields of information.

Option 5: - Print Crew List

Create a PDF of the crew and key details.

Revision

2021-12-02, 2018-05-11, 20 16-02-26, 2015-09-08, 2015-07-19, 2015-07-08, 2015-06-27, 2015-05-28, 2015-03-30.