TES: Add / Edit Offshore Crew

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.

Updating Offshore Crew for This Race

Go to the **Crew List** tab.

On this screen you can

➢ edit the key details for your crew, or

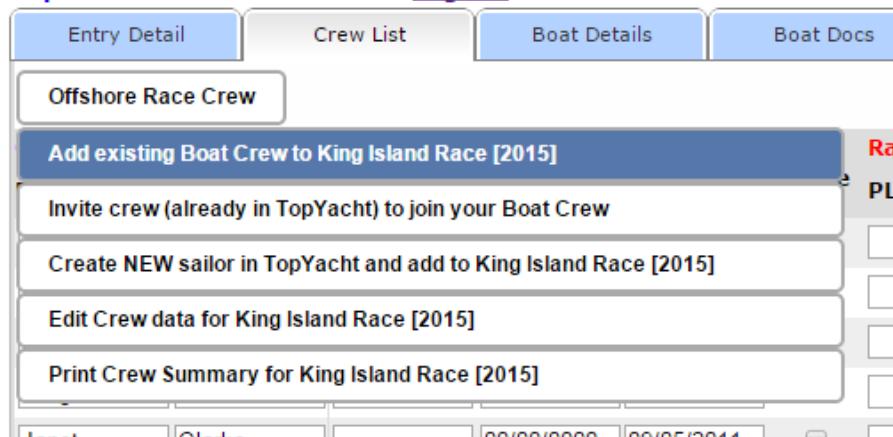➢ remove them from the crew list for this race by checking the **Drop** box for the sailor.

They will be removed next time you re-open this page.

To add crew and to update their full details click the [Offshore Race Crew] button, top left.

The Offshore Race Crew menu provides 5 options.

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

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.

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.