

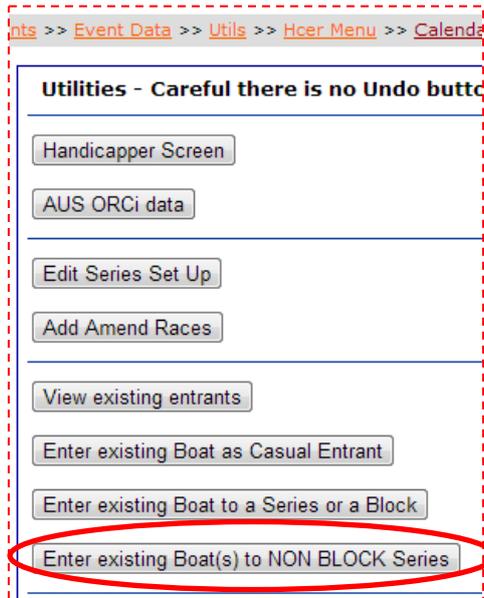


# TES: Adding Crew to Committee / Media Boat.

## Step 1: Add the Boat/s

- Add CB01 to Race Committee Series; and
- Add CB02 to Media Series.

Use **Enter existing Boat(s) to NON BLOCK Series** option on the *Utils* menu

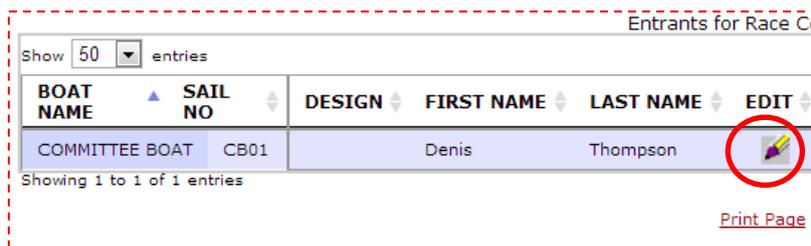


## Step 2: Add the Crew

From opening screen click on the edit option for the 'Race Committee' Series.

SERIES NAME	ENTRANTS	CONTACTS	EDIT	Ent Paid	Cas
IRC Racing	10 (cas 0/0)				
IRC Cruising	2 (cas 0/0)				
Performance Racing	10 (cas 0/0)				
Cruising	41 (cas 0/0)				
Non-Spinnaker	7 (cas 0/0)				
Sports Boats	11 (cas 0/0)				
Multi-Hull Australian Championships	28 (cas 0/0)				
Race Committee	1 (cas 0/0)				
Media	1 (cas 0/0)				

On the Edit screen click the Edit button for the relevant boat.



On the boat entry page:



click on the  button.

On the **Race Crew** screen.

- Use the '**Select Crew to Import**' button to get folks previously on the list
- Use the '**Add Crew**' option for any new members. Include their initials and use their mobile number as the YA Number.

**IMPORTANT:** Use all 10 digits of the Mobile Number, ensuring no blank space characters.

Document Revision:

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