TES ~ Check-List Functionality

Background

The Check List Utility assists the Organising Authority (Club) to maintain a record of requirements being met by competitors. These may include

- ➢ Insurance certificates
- ➢ Safety Inspection compliance reports
- ➢ Measurement reports
- ➢ Safety at Sea training
- ➢ Emergency contact details
- ➢ Etc.

The Club may nominate the list of compliance requirements (up to 8 items) at the event setup time by TopYacht personnel. Any number may be nominated as mandatory prerequisites of accepting the entry. (It would be expected that these mandated requirements are listed in the Notice of Race).

When the requirement is met, the Administrator can check the box associated to this requirement.

As the event approaches, TopYacht is capable of producing a non-compliance report, and (if needed) send Emails to the owner of the non-complying boats.

Prerequisites:

TES administrator privileges are required.

In Summary:

- ➢ The *CheckList* is an Event-wide utility, intended for regattas and offshore races.
  However, it can be equally be used for Club racing
- ➢ You can define up to 8 yes/no items and 2 note items for an event. These items are set by TY staff at this time so send us a list and make clear which ones are mandatory.
- ➢ *CheckList* items allow you (as event administrator) to tick off prerequisites against each entry.
- ➢ Mandated items that are not checked off are automatically added to a personalised email you can send to all entrants in a Series.
- ➢ There is also an overall "OK" checkbox for when the other conditions have all been met.
- ➢ The Check List screen truncates each label to the first 20 characters. The label length is limited to 60 characters.
- ➢ There is a Series level report that shows the entrants and their compliance with the items.

Use:

Step 1:

Log into TES as an Administrator.

Step 2

Select the event from the drop-down menu.

Step 3:

Click on the (check-list) icon for the target series.

In this example the Crew List is a requirement to be submitted by the owner. The asterisk to preceding the Crew List text denotes a mandated item. Additional checklist items will appear in adjacent columns. The overall OK box appears to the left of the first check-list item

Then:

Check the appropriate box as the compliance is fulfilled.

Associated Documents:

[TES ~ New Event Setup Guidelines](#)