



Boat and Race Document Uploading.

Boat Documents (Boat Docs)

Boat Docs allows an owner to upload 30 plus “standard” documents for their boat. An uploaded document can be a scanned paper document or a .pdf document such as an insurance certificate. The documents are stored in a **TES** folder for that boat and used by the owner as proof of meeting various requirements for club racing. The same documents can be copied into **Race Docs** by the owner for a specific race.

Clubs can nominate specific **Boat Docs** to be uploaded for club racing or low risk offshore racing. In this case the upload facility is on the normal **TES** entry screen. The document mix is dictated by the Club or Event Organiser.

ADDITIONAL ITEMS

TopYacht allows you to store documents relating to your boat.

Boat Photo: You can upload jpg or png photos less the 3M
Other documents: need to be a single pdf, jpg or png file less than 2M.

*** Important: scan `other docs` in black and white at 200 dpi resolution to keep them small.**

Item	OK	Form	Upload	File Date	View
Boat Photo	<input type="checkbox"/>		GO	2015-09-10	GO
Equipmt Audit Form Cat 7	<input type="checkbox"/>		GO	2015-09-10	GO
Insurance Cert	<input type="checkbox"/>		GO		GO

***Required Documentation**

I understand that I need to lodge
 - A current audited Category 7 Equipment Compliance Certificate and
 - a third party insurance cover in the sum of at least \$10 million with the GFS.

For cat 1~3 offshore racing, the **Boat Docs** are accessible as a tab on the offshore entry screen.

TEST BOAT TEST02 **Rod McCubbin**

TopYacht Boat ID: 2843 [Log out](#)

Entry Detail

Crew List

Boat Details

Boat Docs

Race Docs

MyTopYacht allows you to store documents relating to your boat.
 * These items are then available to you whenever you wish; AND

Uploading Boat Docs After Entering

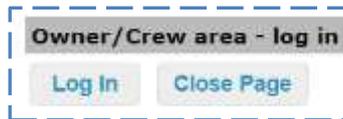
Search for your boat on the TopYacht Boat Registry at:

http://www.topyacht.com.au/mt/boat_list.php

Below is the outcome after searching for the sail number TEST02. You can also search on owner name or design as well.

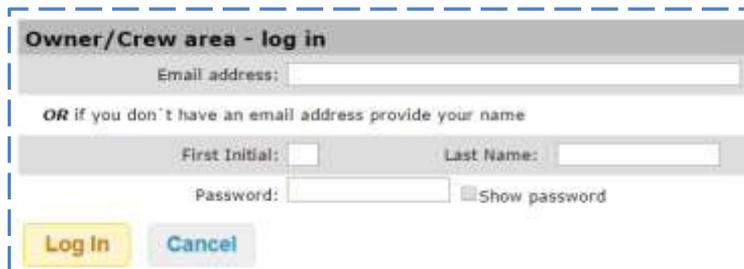


Click the **GO** button to access your boat.

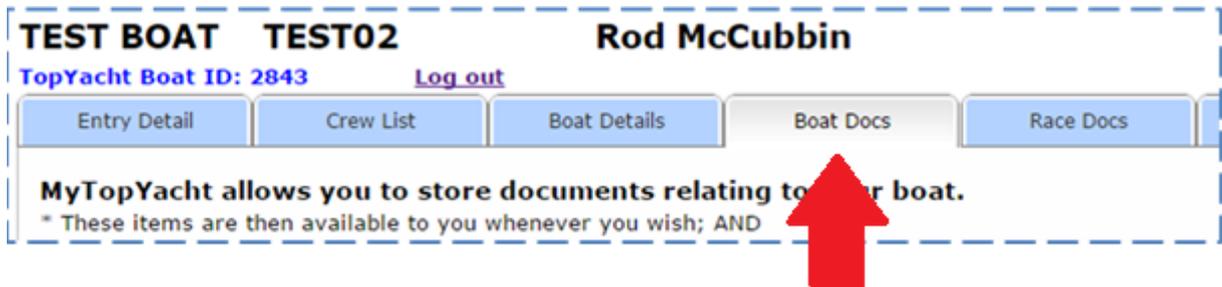


Click on the log in button to log into this boat.

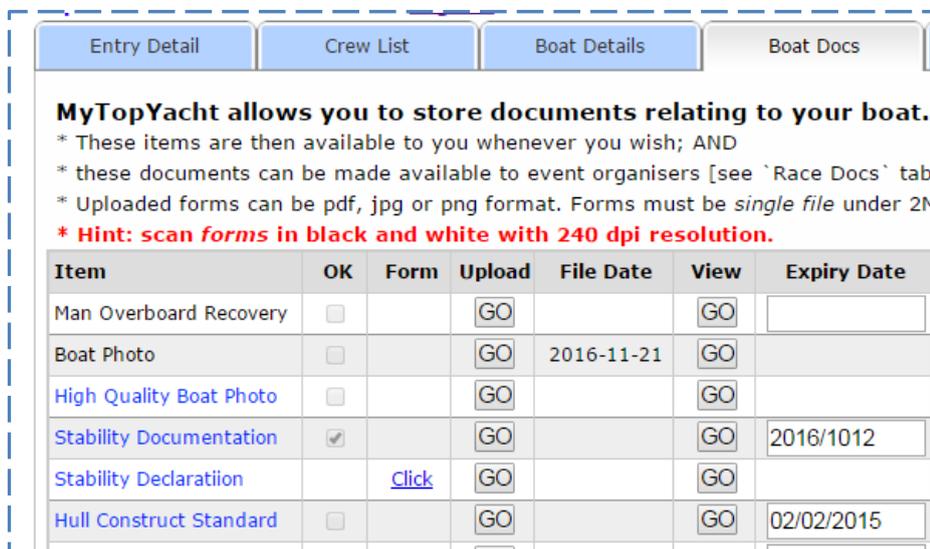
Log in. Use your name rather than an email address as this may have changed since you last accessed your boat details.



Once logged in, click on the Boat Docs tab as below



On the Boat Docs tab you can upload various document either as a pdf eg as provided by your insurance company or as a scanned document eg an Equipment Audit Form.



You can also:

- download a relevant blank form for some items;
- see the date you last updated this document;
- view the current document on file;
- update/set the expiry date on relevant items; and,
- see if the document is “ok” for an event organiser.

Race Documents (Race Docs)

Race Docs allows the administrator of an offshore race to nominate

- which **Boat Docs**; and,
- which **Event Specific** docs

the organisers require the owners to submit for a particular event. They can then verify the compliance of the uploaded documents using the “OK” check box on the **Race Docs** page. **Race Docs** are stored in a separate folder for each event to isolate them from the routine **Boat Docs** and **Race Docs** for other events.

Uploading Race Docs

The **Race Docs** screen lists all required docs. It is in two parts:-

- The top section for existing Boat Docs;
- The lower section for event specific Race Docs

If the required **Boat Doc** already exists, then it will have a file date in **black** like the Stability Documentation example below.

To copy an existing **Boat Doc** to the **Race Docs** folder, tick the Use check box. Once copied to the **Race Docs** folder the File Date becomes **red**.

To add an event specific **Race Doc**, use the Upload button.

* Uploads must be a single file under 2M. Boat photo up to 5M.
 * Required items are indicated with a `Y`
 * Equipment Audit Cat 'Y', indicates the *minimum* level required.
 * Red `file dates` are those stored for this RACE; black `file dates` are for those s
*** Hint: scan forms in black and white with 240 dpi resolution.**

Use	OK	Rqrd	Item	Form	Upload	File Date	View	E
<input type="checkbox"/>	<input type="checkbox"/>		Equipt Audit Form Cat 1			2015-08-04	GO	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Y	Boat Photo			2015-08-04	GO	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Y	Stability Documentation			2015-10-12	GO	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Y	Insurance Cert			2013-08-25	GO	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Y	Equipt Audit Form Cat 2			2015-08-04	GO	<input type="checkbox"/>
Other								
<input type="checkbox"/>	<input type="checkbox"/>	Y	VHF Radio Check from Taupo		GO	2015-07-27	GO	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Y	SSB Check from Taupo		GO	2015-08-04	GO	<input type="checkbox"/>

Race Docs are event specific. There is no provision to copy these from one event folder to another. In the rare instance where a document suits several races then it will need uploading again.

Further Reading

[Uploading Documents with an iPhone or iPad](#)

[Uploading Documents with an Android Device](#)