Quick Start Guide - Enter a Sailing Event Using the TopYacht Entry System (TES).

This Guide is for Keelboat Racing; NOT for Off the Beach Racing.

TES allow you to enter sailing events at many clubs and regattas around Australia.

Once you have entered one event, then your boat details (AND uploaded "boat docs") and your details are then available to you to make it very quick and easy to enter another event.

Contents

To Start an Entry

Click on the entry link provide by your Club.

There are 3 steps to enter a Series

Note: The Race Entry / Casual Entry are only used to enter a single race but its functionality is very similar.

The Enter Series / Multi Series Entry link opens a page where you can select which Series you wish to enter.

This is a sample from one club. Your own club page may lack the Multi Select option and/or may show things a little differently. But the concept is the same.

Before you can commence your entry you need to establish whether your boat is already stored in the *TopYacht* Boat Registry or not; and, if you are listed as the owner. To check if your boat already exists in the TopYacht Registry, click either link TopYacht Boat Register.

See Appendix 1: Searching the TopYacht Boat Register for information on searching the Boat Register.

Further: if the boat has changed owners then contact TopYacht as per this link.
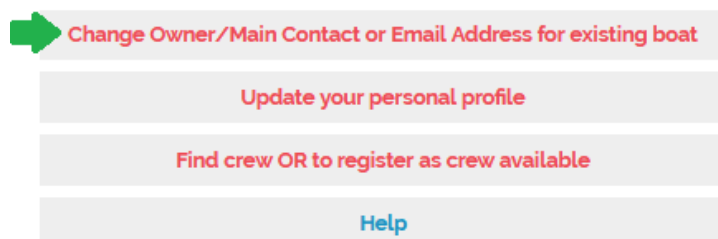
➢ If you boat is *definitely* not in the register, use the Enter boat **NOT** already in TopYacht Boat Register option.

➢ If your boat exists then proceed as per the next section

Entering a Boat ALREADY in TopYacht

STEP 1: Select Series

	SERIES NAME	block 1	block 2
○	Multi Select Block - Non Cruising #1	#1	
○	Multi Select Block - Cruising #2		#2
○	Summer Aggregate Only	#1	
○	Cruising Summer Aggregate Only		#2
○	Member Twilight Series	#1	#2
○	Winter Series	#1	#2
○	Two Handed	#1	#2
○	Tuff Marine Series	#1	#2
○	Etchells Summer		
○	Etchells Winter		

Click either the Multi Select option to enter a number of Series at the one time, or just enter a single Series for now. Entering another Series at a later time is done from this same

We will explore the Single Series Entry first.

Select a single Series that you wish to enter, for example click on the radio button for Spring Saturday Series.

○	Summer Aggregate Only
○	Cruising Summer Aggregate Only
○	Member Twilight Series
○	Winter Series
○	Two Handed
○	Tuff Marine Series

STEP 2: Select an Option

We are assuming you are entering an existing boat, so click that option.

NTRY OPTIONS

○	**Enter** boat already in TopYacht Boat Register
○	**Update** existing entry details in selected Series

Press [SUBMIT] at the bottom the page to progress to the Login Page.

Logging In

Enter the boat's sail number and the password of the main contact for that boat. The main point of contact is normally the owner of the boat.

Enter Series with existing boat ...

- **Either the `normal point of contact`/owner OR boat rep can log in.**
- **To check boats/contacts in database click link** TopYacht Boat Register

Primary Sail No: [   ]

Personal password: [   ]

Log In

Forgotten password?

Change Owner/Contact OR update registered Email address

Problems logging in?   [Please contact event organiser.]

If the Log In Fails?

➢ Try again.

➢ If it still fails, use the Forgotten Password/PIN option to have your password emailed to your email address that is stored in **TopYacht**.

Entering a Boat NOT Already in TopYacht

STEP 1: Select Series

Select the Series as per Entering a Boat ALREADY in TopYacht.

STEP 2: Select an Option

Select the last option i.e. Enter boat **NOT** in TopYacht Boat Register

STEP 3: Press Submit

Press SUBMIT at the bottom the page to progress to the Login Page.

Completing the Entry Form

Introduction

Important Notes

1.

➢ If you are entering a boat that already existed in TopYacht, then most of the "fields" will be pre-populated with your previously stored information e.g. boat name, sail number, your name etc.

➢ If you are entering a boat NOT already in TopYacht, then you will have to fill in all the fields on the form for the first Series that you enter.

2.

On the form some fields are marked with an asterix (*).You MUST complete these fields or you will not be able to submit your entry.

3.

The following example is what an entry form looks like *for a NEW boat i.e*. there are no pre-populated fields.

Each club seems to want to collect slightly different data. So the example that follows is just one possibility. Other clubs may collect different data.

Entry Form: – Boat / Handicap Details

This example collects only basic information about the boat. You MUST provide detail in each box/field except the Maritime Regist'n No. Other clubs require a lot more information.

The next section differs considerably from one event to another. A basic layout example is shown below. There is nothing you need to fill in, in this case.

BOAT SPECS

Launch Year:	1984			
* DRAFT: (metres)	12.0	* Beam: (metres)	1.0	
* LOA: (metres)	2.0	LWL: (metres)	3.00	
* RIG:	Mast Head	KITE RIG:		
Mast Height: (metres)	0.00	Displacement (kg)	0	
* Hull Colour	White			

Entry Form: – Primary Contact Person Details

PRIMARY CONTACT PERSON - Individual who *normally* receives all correspondence from event organisers eg emails, telephone calls, SMS messages.

If a different person is to receive all correspondence **for this race/Series**, complete 'Contact Person/Boat Rep for THIS race/Series' lower down.

* First Name:	Adam	* Last Name:	Black
* Password/PIN	121212		

- Please choose a password of 4 to 12 characters.

* Australian Sailing No:	121212
* Street Address:	3 Lux St
* Suburb:	CHELT
* State:	VIC
* Postcode:	3192
* Country:	Hong
* E-Mail:	webmaster@topyachtsoftware.com
Secondary E-Mail:	
# Mobile:	+61418599088
# Bus hrs tel no:	0490538770
Fax:	0732464588
Additional SMS Mobile:	
RGYC Member No::	

Contact Person/Boat Rep for THIS race/Series - if different to above!

First Initial: [ ] Last Initial: [ ] AS No: [ ] [Apply Contact]

As the heading says this is for the "Primary Contact Person".

This is the person who receives any correspondence about the boat, has the address for the insurance renewal etc. Normally this is the owner.

This **MUST** be a real person as explained in the next section; **NOT** 'J Small / ' and ' K Brown' as first and last names of joint owners.

Note: If you do **not** have an email address, then fill in that box with the words 'No Email Address'.

Entry Form – Joint Owners

Event organisers/clubs require a single, real person as a "Primary Contact Person" for a boat.

This is so organisers have a single address to mail club information etc; chase insurance information etc., etc.

That is, clubs need one nominated person where the buck stops when they (the club/organisers) are sending out or chasing down information for an entry.

The reason is similar to banks, which require a "primary card holder" for a plastic card.

Where there are joint owners this can be easily handled by inputting the details in the Name to display as SKIPPER" section as below.

For example the first name can be input as "J Smith" and last name becomes "/L Brown". You do this as part of the entry.

Name to display as 'SKIPPER'.   Leave this blank UNLESS the name is different to individual above.
For joint owners spread them across the two cells eg 'John Smith /' and 'Tim Brown'

First Name: [   ]   Last Name: [   ]

Just above this part of the form, there is provision for a "Secondary Email" address and an "Additional SMS" mobile so two person's contact details can be recorded to receive any electronic messages from the club.

Further, if you were to make your "primary contact person" a 'joint person', this will cause issues when you need to enter each of you separately for a crew list for overnight/offshore racing.

Entry Form – Uploading Safety Audits, Insurance etc.

For clubs who require you to provide various documents electronically, the follow section will be available. The required documents may vary from one club to another.

For a NEW boat

The "boat docs" area will appear as below.

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: Documents cannot be stored for a new/unregistered boat. Please complete your entry then return to the entry page and use the `update entry` option to add the needed documents.**

***Required Documentation**

☐ I have lodged
- 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 OR I have uploaded it electronically above.

When an entry is being made with a NEW boat.

> ➢ Complete the entry; THEN

> ➢ do an update entry (see later) with your newly registered boat and you will have access to the "boat's docs" area as per the next page.

For a Boat Already Registered in TopYacht

The "boat docs" area will appear as below.

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	☐		GO		GO
Equipt Audit Form Cat 7	☐		GO		GO
Insurance Cert	☐		GO		GO

***Required Documentation**

☐ I have lodged
- 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 OR I have uploaded it electronically above.

### Uploading Your Documents Electronically

To be able to upload the required documents you will need then stored on your computer in an electronic format i.e. as a suitable file.

A boat photo is usually done on a digital camera or a smart phone. Transfer a suitable photo onto your computer into a folder you can easily find again e.g. "My Documents". Make sure the photo is less than 3M in file size.

These days most insurance certificates are supplied as an electronic file. You just need to know where it is stored on your computer.

Your safety audit will often be a piece of paper marked off by the auditor. You will need to get this scanned to an electronic file before you can upload it.

Once you have the documents on your computer, click the GO button in the upload column. This opens the upload page.
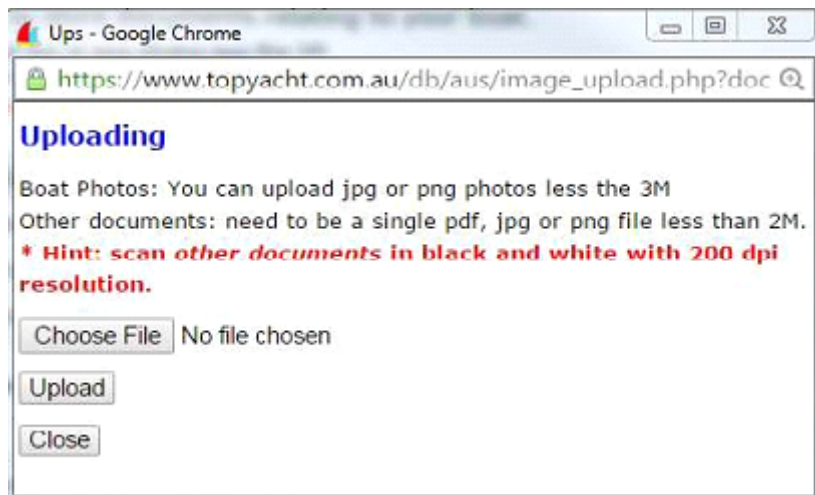
Click on the Choose File button and then locate the file you wish to upload on your computer. Highlight the file then double click on it. Example shown below.
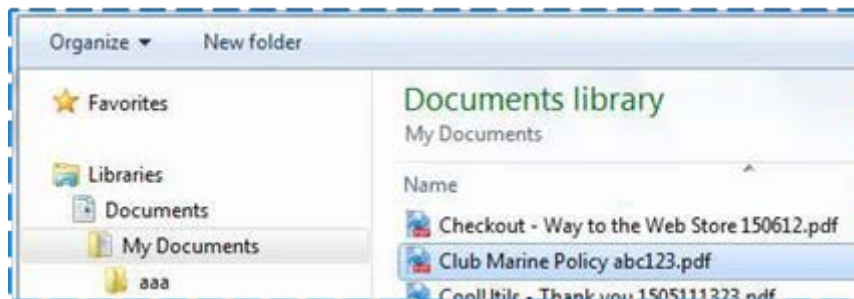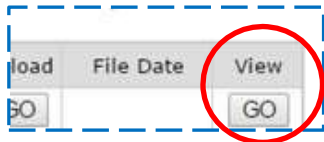

Now click the Upload button.

Once complete, the Upload Page will either tell you the file was saved successfully (as below) OR that there was a problem.

Close the Upload Page

Clicking on the View GO button will show you the file that you uploaded.

Repeat for the other documents.

Hints:

- ➢ It you do not have a scanner at home or at work then check with family or friends; many people have them these days; sometimes a computer's printer is also a scanner.

- ➢ When scanning a document try and set the scanner to 240dpi black and white. This produces a quite readable image that is not too big!

- ➢ When scanning multiple pages, make sure the scanner software allows you to join them *into a single file* for each document i.e. one file for the safety audit, one file for the insurances (if you scanned it) etc.

- ➢ Do NOT photograph your safety audit form as the photo will be way too big to be uploaded.

- ➢ If this is all sounding very complicated, then seek out a friend or family member (amazing what kids can do these days!!) who understand scanners etc.

Entry Form: – Selecting Fee Option and Payment Option

Most clubs use the TopYacht Entry System to collect their entry fees.

Some clubs do not. If your club does not, then ignore this section.

The fee *options* will vary dramatically between one club/event and the next. Below are some examples.

In this case a boat can only tick the prepaid option *IF* they have already entered and paid for (in this case) the Season Entry. The other fee options are self-explanatory as are the payment options.

Entry Form – Check it Before Submitting.

Before submitting your entry, run your eye over the page and check that all mandatory fields are complete i.e. the one with the asterix *.

In the case of a NEW boat, it is not able to upload "boat docs", **but** you will still need to tick the box as shown below OR the Submit will fail.

*Required Documentation

☑ I have lodged
- 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 OR I have uploaded it electronically above.

Once you believe that the form is complete, read the Conditions of Entry then tick the Conditions of Entry box at the bottom of the screen and press the Submit button.

* ☑ I understand and accept the Terms and Conditions of Entry.

Print This Entry Form   **Submit**

Entry Form: – Oops- I Have Errors!

You have pressed the Submit button but instead of submitting the page it takes you to the top of the page with a list of Errors in red.

Fear not! The errors tell you want needs fixing.

Please fix the error(s) or omissions listed below then submit your entry.

1 - Please enter your Design

2 - Please tick the *Required Documentation option

In this example the boat Design is missing and the Required Documentation is not ticked.

* Design: [   ] eg Beneteau 361

*Required Documentation

☐ I have lodged
- A current audited Category 7

Once these are fixed then pressing the Submit again will result in the entry being accepted.

Entry Form: – The Entry Confirmation Page

When your entry is accepted you will be passed to the Entry Confirmation page. This summarises your entry.

For events that are collecting fees, there will be an additional area detailing the fees and the payment method chosen. If payment is by Credit Card, then a link to a secure payment gate way will be available.

Once you have checked these details, then press the Click Here at the bottom of the page to return to the entry starting page.

Important:

If you entered a NEW boat, then do an Update Entry as per the next section so you can upload your documents if required.

Entry Form: – Updating an Entry

On the entry starting page click on the Enter Series / Multi Series Entry option

On the Enter Series page select the Series in Step 1 as per previously then select the

Update existing entry details in selected Series in Step 2.

This will take you to the entry page and it will be all filled in with the data you previously provided.

BUT

Now you can access the boat documents area and upload your documents as per the section earlier in the document.

Entry Form: – Selecting Several Series at Once– "Multi Select"

The procedure for selecting multiple Series at the one time is the same as entering a single series with the following changes.
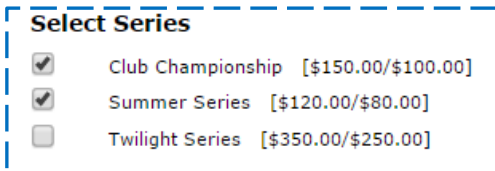
1. Select the first option in Step 1 ie

    ⦿ **Multi Select** - Select this option to enter several Series at the one time
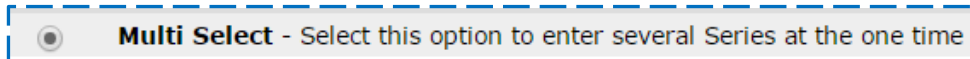
2. On the Entry page tick EACH of the Series you wish to enter. In the example below there are no fees attached to the various Series.

    Select Series
    ☐ Spring Twilight Series [$0]
    ☐ Summer Twilight Series [$0]
    ☐ Autumn Twilight Series [$0]
    ☑ Summer Saturday Series [$0]
    ☑ Autumn Saturday Series [$0]
    ☑ Joe Walsh Rigging Down Harbour Series [$0]

The following example has a fee for each Series Selected.

In this case the entrant will pay the total of the fees for the Selected Series.

    Select Series
    ☑ Club Championship [$150.00/$100.00]
    ☑ Summer Series [$120.00/$80.00]
    ☐ Twilight Series [$350.00/$250.00]

In this example you can see the "non-member fee" followed by the "member fee" as implemented that that particular club.

Appendix 1:

Searching the TopYacht Boat Register

Follow the link provided to get here.

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

This lists some 7000 boats and counting.

Boat Name	Sail No	Contact	Archived	Select
>PLAY	SM277	Phil Gomez	Y	GO
'TIL FAT LADY SINGS	3912	David L. Smith		GO
+GST	AUS762	Stephen Girdis		GO
111	111	Clay Clay		GO
1278 HEAVEN CAN WAIT	AUS1278	Peter Hollis		GO
2 EASY	TBA	David James		GO

To search for your boat either enter the boat name or sail number or your name in the search box in the top right.

For example to search for boats that have "OATS" in the boat name; we get the following.

Boat Name	Sail No	Contact	Archived	Select
WILD GOATS	M123	Peter Russell		GO
WILD GOATS	064	Ross Manning		GO
WILD OATS X	AUS7001	Robert Oatley		GO
WILD OATS XI	AUS10001	Robert Oatley		GO

If you can find your boat then you know it already exists in TopYacht. If it is not to be found, then you need to create new entry and put in the boat details as part of the new entry.
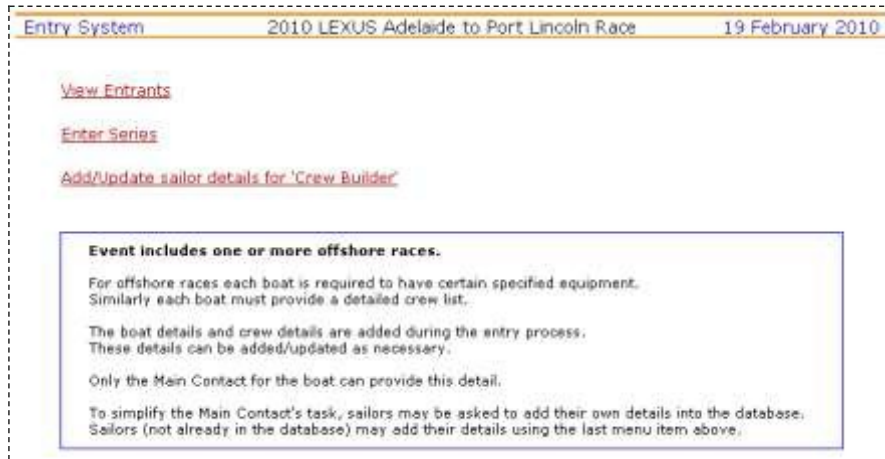
Appendix 2:

Crew: Entering Sailors Details for an Offshore Race

Not all Off-Shore events require crew lists. If the "Add/Update sailor details for 'Crew Builder' " option does NOT appear, then the event does NOT require you to provide Persons-on-Board details.

Click the Add/Update link shown below.

This takes you to the Log In screen.

Enter your initials and your YA number.

Caution: Make sure you use the correct YA number. If you do not and you are already in the system, then you create a duplicate and will make the boats owner's task very difficult selecting the "real you".

If you are already in the TopYacht database from a previous event then your details are there for you to update. Click the [Update Sailors Details] button.

If you are not there, then use the [Create New Sailor] button

Complete the Sailors Details section *in full*, the Next of Kin section and other sections as required by the event you are entering.

The DOB section is only required for junior crew when there is an age restriction on entrants. When you have finish, you MUST press the "Submit Entry" button at the bottom of this page.

Sailor's Details
All areas MUST be completed.

FIRST NAME	Rod
LAST NAME	McCubbin
YA MEMBERSHIP NO	xxxxxxxxxxxxxxxxx
STREET ADDRESS	
SUBURB	
STATE	
POSTCODE	
COUNTRY	
PHONE	
MOBILE	
EMAIL	
SIZE OF EVENT T-SHIRT - if applicable!	
JACKET COLOUR	
Personal PLB - brand/type	
Personal PLB - Reg No	
DATE OF BIRTH	

PLYC Membership
If you are a member of PLYC provide current details.

MEMBER NO	

Sailor's Qualifications
Complete only relevant areas.

RADIO OP LICENCE No	
FIRST AID CERT EXPIRY DATE	00/00/0000
SSSC EXPIRY DATE	00/00/0000

Sailor's Next Of Kin
All areas MUST be completed.

RELATIONSHIP	Spouse

Appendix 3:

Boat Owners: Adding Crew for an Offshore Race

Not all Off-Shore events require crew lists. If the "Offshore racing – Crew Details" option does NOT appear on the Entry page, then the event does NOT require you to provide Persons-on-Board details.
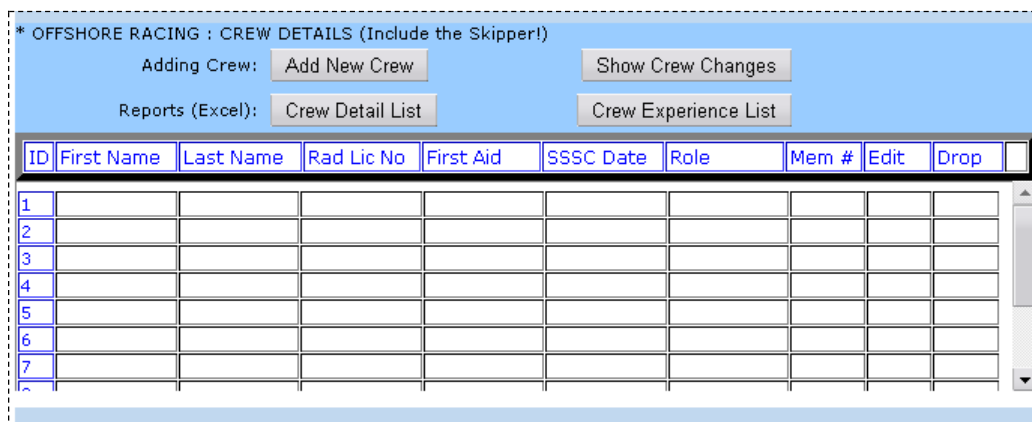
If you are the "Main Contact for the boat it is your responsibility to add all relevant crew to your boat.

To do this,

> ➢   Use STEP 1: Select Series shown above

> ➢   Then, select 'Update' in STEP 2: Select an Option to log in.

At the bottom of the boat details section is the [Add/Update Off Shore Boat Details] button. Click to update/provide further relevant boat details.

Now, move further down the page to the ***Offshore Racing: Crew*** Section.

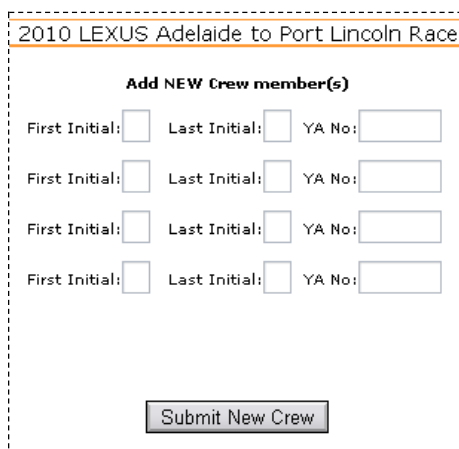To add a crew member click on the [Add New Crew] button. You can add up to 4 crew-members at a time.

To add them you need to know their initials and their YA number they have previously entered into the TopYacht database.

Warning: Be careful to get this correct. An error will create a new person to the database with the initials you have just entered along with that YA number!

Initially when you return to the main screen it appears that nothing has happened.

ID	First Name	Last Name	Rad Lic No	First Aid	SSSC Date	Role	Mem #	Edit	Drop
1	R	R							
2									
3									

As the preceding screen warned, click the Show Crew Changes button. Once pressed the crew member(s) will appear.

ID	First Name	Last Name	Rad Lic No	First Aid	SSSC Date	Role	Mem #	Edit	Drop
1	Rod	McCubbin	1331						

➢ You can then add additional crew as needed or "Drop" a crew member who drops out. (red button)

➢ You can also click on the blue "Edit" button to access the details of each crew member and update them as needed.

➢ You can create out a list of crew with the Crew Detail List button.

➢ If relevant to your event, you can create the Crew Experience List to make sure that all crew meet the requirements of the event.