



# TES ~ Casual Keel-Boat Entry Setup

## TES Setup

Routinely, TES races are set up for Crew Declarations / I2R but NOT for competitors to make casual entries. The Organising Authority must advise TopYacht Staff to include casual entrants in the series setup.

The additional information must include:

- The Series to accept take Casual entries
- Casual Entry Fee
- And ideally, a program (including dates) of races that permit casuals. If this is not provided, the TES Administrator can add the races after TopYacht Staff have set up the event.

Routinely, this information forms part of the [New Event Set-up](#) package.

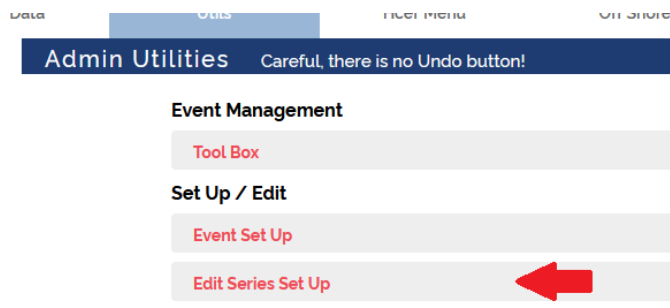
## Prerequisites

- A TES Administrators Login
- Race/s being setup in TES for the date/s that permit casual race entries. This task is carried out by the Club's TES Administrator. This is described in [Appendix 1: Add Races](#)

## Set Cut-off Times

Set the cut off time in days and hours prior to the race after which entries for that race will not be accepted.

This is done in *Utils | Edit Series Setup*



and scroll right.

◆ Casual	◆ Cas DL D	◆ Cas DL H	◆ Admin	◆ Hide
<input type="text" value="search"/>	<input type="text" value="searc"/>	<input type="text" value="searc"/>	<input type="text" value="search"/>	<input type="text" value="search"/>
No	0	0	<input type="checkbox"/>	<input type="checkbox"/>
Yes Hidden	1	7	<input type="checkbox"/>	<input type="checkbox"/>
Yes Hidden	1	7	<input type="checkbox"/>	<input type="checkbox"/>
Yes Hidden	1	7	<input type="checkbox"/>	<input type="checkbox"/>
Yes Hidden	1	7	<input type="checkbox"/>	<input type="checkbox"/>
Yes Hidden	1	7	<input type="checkbox"/>	<input type="checkbox"/>

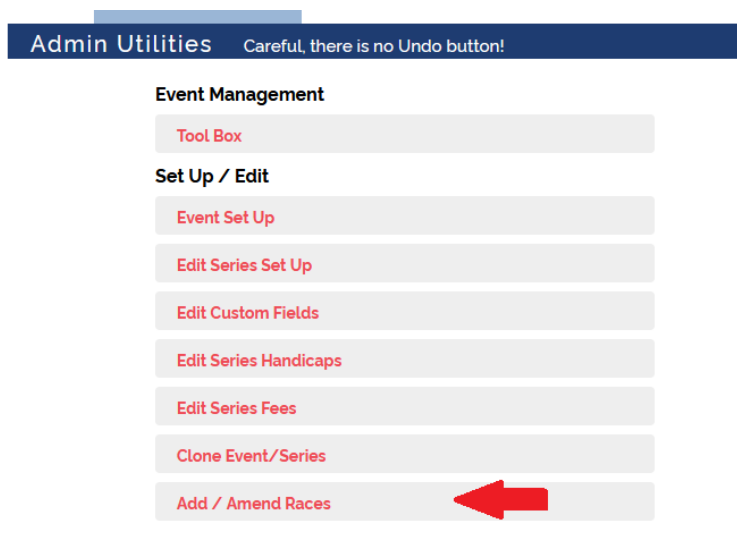
Identify the Columns **Cas DL D** and **Cas DL H**. These set the casual Dead-line time in days (**Cas DL D**) and hours (**Cas DL H**) prior to midnight of the race's scheduled date after which casual entries can no longer be made.

Examples:

- Race is Saturday: Cas DL D = 0; Cas DL H = 12 This gives a cut off of 12 hours before midnight on that day i.e. Saturday 12 midday
- Race is Saturday: Cas DL D = 1; Cas DL H = 13 This gives a cut off of 13 hours and 1 day before Saturday midnight i.e. 11:00 on Friday
- Race is Wednesday: You want casual entries to cut off on the Wednesday at 10am. Cas DL D = 0; Cas DL H = 14. This gives a cut off of 14 hours before midnight on that day i.e. 10am.

## Appendix 1: Add Races

- Log into TES Admin.
- Select the event
- *Utils | Add/Amend Races*



- Select the Series
- Add additional races by following the on-screen prompts.

### Set-Up / Alter Races for the Series

Step 1: Choose the Series above.

Step 2: Add / Edit Races.

Step 3: Refresh Screen to verify additions / modifications.

To edit Race details: edit relevant data then click in another cell.

Number of new or additional races to add

Date for the first of the new/additional races

Click the icon at the right-hand end of the input box for the calendar.

Number days between each new race eg 7 days.

Add Race(s)

- Where there are breaks in a weekly series for (say) Easter, set up the races prior THEN set up the races after.

Once done - you can see them displayed below:

**Keelboat Racing Racing Div & Corio Cruisers**

RAID	RACE NO	RACE DATE	RACE NAME/NOTE	OW
20954	<input type="text" value="1"/>	<input type="text" value="2021-11-06"/>	<input type="text" value="Club Course"/>	<input type="checkbox"/>
20955	<input type="text" value="2"/>	<input type="text" value="2021-11-13"/>	<input type="text" value="Club Course"/>	<input type="checkbox"/>
20956	<input type="text" value="3"/>	<input type="text" value="2021-11-20"/>	<input type="text" value="Club Course"/>	<input type="checkbox"/>
20957	<input type="text" value="4"/>	<input type="text" value="2021-11-27"/>	<input type="text" value="Kevin Bell Series Race 1"/>	<input type="checkbox"/>
20958	<input type="text" value="5"/>	<input type="text" value="2021-12-04"/>	<input type="text" value="WL &amp; Club Courses"/>	<input type="checkbox"/>
20959	<input type="text" value="6"/>	<input type="text" value="2021-12-11"/>	<input type="text" value="Glover Cup"/>	<input type="checkbox"/>
20960	<input type="text" value="7"/>	<input type="text" value="2021-12-18"/>	<input type="text" value="WL &amp; Club Courses"/>	<input type="checkbox"/>
20961	<input type="text" value="8"/>	<input type="text" value="2022-01-29"/>	<input type="text" value="WL &amp; Club Courses"/>	<input type="checkbox"/>

**The OW check-box is used for On Water (sign on) for clubs that run TES without TopYacht**

## Appendix 2: Casual Entries and TopYacht

- The concept of a casual entry in TopYacht setup for a regatta does not exist.



The screenshot shows a web form for setting up a series. It includes the following fields:

- Series Name:** A text input field containing "Etchells Victorian State Title".
- Series Mode:** A dropdown menu with "Keel Boats One Design" selected.
- Note/Sponsor:** An empty text input field.
- Series Type:** A radio button group with two options:
  - Club Series....OR....
  - Regatta / Title / Special Event

A large red arrow points to the "Regatta / Title / Special Event" radio button.

- In a Club Series, a Casual entry receives a place in a race, but does **not** receive a series score.
- TopYacht prevents the adding of casuals when in Regatta mode
- Changing a series setup from a 'Club Series' to 'Regatta' after the first casual has been added will cause TopYacht to fail. It is recommended that users ensure this setting is correct during the series setup.