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**To enter a boat that already Exists in the TopYacht registry into a Series.**

On the Web, go to the Enter Series screen.

To check if your boat already exists in the TY Registry please click the appropriate link repeated twice toward the bottom of the page ie “TopYacht Boat Register”.

- If you boat exists then proceed as below.
- If the boat has changed owners then contact TopYacht as per the link toward the bottom on the page.
- If you boat is **definitely** not there then use the Enter boat NOR already in TY register” option in Step 2.

Enter Existing Boat...

Select the Series (step 1) you wish to Enter.

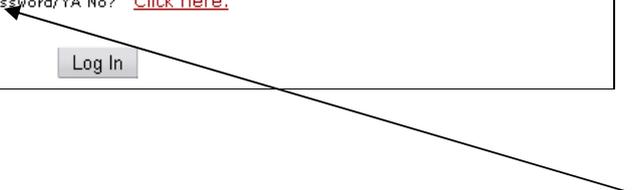
Select the Enter boat ALREADY in TY Register option (step 2)

Entry System	Sail Port Stephens 2009	20~26 April 2009
<b>Enter Series</b>		
<b>STEP 1: Select Series</b>		
<b>SERIES</b>		
<input checked="" type="radio"/>	Commodores Cup ~ PHS Cruising [20 - 22 April]	
<input type="radio"/>	NSW IRC Championships [24~26 April]	
<input type="radio"/>	Sports Boats ~ SMS [24~26 April]	
<input type="radio"/>	Performance Cruising [24~26 April]	
<input type="radio"/>	Melges 24 Nationals [24~26 April]	
<b>STEP 2: Select an Option</b>		
<b>ENTRY OPTIONS</b>		
<input checked="" type="radio"/>	Enter boat <i>ALREADY</i> in <a href="#">TopYacht Boat Register</a>	
<input type="radio"/>	Update existing entry details in selected Series	
<input type="radio"/>	Enter boat <b>NOT</b> already in <a href="#">TopYacht Boat Register</a> from previous Events. <b>First please double check list below by Sail No and Boat Name!</b>	
	<a href="#">Click Here</a> to view TopYacht Boat Register/List.	
	<a href="#">Click Here</a> to change Main Contact/Owner for existing boat.	
	<a href="#">Click Here</a> For assistance: contact the event organisers.	
<b>STEP 3: Press Submit</b>		
<input type="button" value="SUBMIT"/>		

Press submit to go to the Login Page.

Enter the boat's sail number and the YA Number of the main contact for that boat. (This will take you to the Main Entry page. )

<a href="#">Entry System</a>	Sail Port Stephens 2009	<a href="#">20~26 April 2009</a>
Enter Series with existing boat ...		
Primary Sail No: <input type="text"/>		
Yachting Australia No: <input type="text"/> OR Regatta No: <input type="text"/>		
<p>Note1: Your Yachting Australia Member No is found on your Yachting Australia membership card; AND must have been registered in the TopYacht Boat Register for previous Event(s) to be recognised.</p> <p>Note2: If you have trouble logging in, then please contact the event administrator.</p> <p>Note3: Forgotten Password/YA No? <a href="#">Click here.</a></p>		
<input type="button" value="Log In"/>		



### If the Log In Fails..

Try again.

If it still fails, use the option on the Log in page to have your registered YA Number emailed to your registered address

*Or*

If necessary use the Change Main Contact option on the Enter Series page as shown on previous page.

## To update your existing entry and/or make a payment after initial entry

On the Web go to the Series Entry screen.

Select the Series (step 1) you are already entered into,

Select the Update option (step 2)

Entry System      Sail Port Stephens 2009      20~26 April 2009

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### Enter Series

**STEP 1: Select Series**

SERIES	
<input checked="" type="radio"/>	Commodores Cup ~ PHS Cruising [20 - 22 April]
<input type="radio"/>	NSW IRC Championships [24~26 April]
<input type="radio"/>	Sports Boats ~ SMS [24~26 April]
<input type="radio"/>	Performance Cruising [24~26 April]
<input type="radio"/>	Melges 24 Nationals [24~26 April]

**STEP 2: Select an Option**

ENTRY OPTIONS	
<input type="radio"/>	Enter boat <i>ALREADY</i> in <a href="#">TopYacht Boat Register</a>
<input checked="" type="radio"/>	<b>Update</b> existing entry details in selected Series
<input type="radio"/>	Enter boat <b>NOT</b> already in <a href="#">TopYacht Boat Register</a> from previous Events. <b>First please double check list below by Sail No and Boat Name!</b>

[Click Here](#) to view TopYacht Boat Register/List.  
[Click Here](#) to change Main Contact for existing boat.  
[Click Here](#) For assistance: contact the event organisers.

**STEP 3: Press Submit**

Pressing submit takes you to the Login Page.

- See screen dump on previous page of this user's guide.

Enter the boat's sail number and the YA Number of the main contact for that boat.

This takes you to the Main Entry page.

Here you can update your boat / main contact / skipper / crew details.

*When you have finished remember to press the Submit button.*

To make a Plastic card payment OR check the details for other forms of payments, press the Submit button at the bottom on the Entry screen to go to the Entry Confirmation and Payments screen.

## When the Skipper is NOT the Main Contact OR Dual Skippers

If your boat has a main contact that is not the skipper then.

1/ Provide the details of the main contact in the appropriate area at the top of the Entry Screen.

**MAIN CONTACT / SKIPPER / OWNER DETAILS**

* First Name:	Tim	* Last Name:	Smithy
* YA No:	123456	- Yachting Australia No (overseas entrants use 'NA')	
* Street Address:	2 Two Rd	* Suburb:	TWOWAY TOWN
* State:	VIC	* Postcode:	1234
* Country:	Australia		
E-Mail:	tim@topspeed.com		
* Mobile no 1:	0444 044 044	* Mobile no 2:	0444 044 044
* Emergency Contact Person:	Bill Blogs	* Emergency Tel:	0333 044 044

**Note: Your Yachting Australia Member No is found on your Yachting Australia membership card.**

Contact is **NOT** Skipper:

2/ Click the Main Contact is not Skipper Button.

The screen redraws and lets you add the Skipper name and YA no.

The Skipper detail will appear in all reports on the Internet if it exists otherwise the Main Contact is assumed to be the skipper.

### Notes:

- To have a "Skipper" name like ' J Brown / L Small' ; enter 'J Brown' as the first name and enter '/ L Small' as the last name.
- Many events will not accept dual skippers.

**MAIN CONTACT / SKIPPER / OWNER DETAILS**

* First Name:	Tim	* Last Name:	Smithy
* YA No:	123456	- Yachting Australia No (overseas entrants use 'NA')	
* Street Address:	2 Two Rd	* Suburb:	TWOWAY TOWN
* State:	VIC	* Postcode:	1234
* Country:	Australia		
E-Mail:	tim@topspeed.com		
* Mobile no 1:	0444 044 044	* Mobile no 2:	0444 044 044
* Emergency Contact Person:	Bill Blogs	* Emergency Tel:	0333 044 044

**Note: Your Yachting Australia Member No is found on your Yachting Australia membership card.**

Contact is **NOT** Skipper:

Skipper First Name:  Skipper Last Name:

\* Yachting Australia Member No (overseas entrants use letters 'NA'):

You can make this change as you enter a new Series/Race or as an update to an existing entry.

**Checking your payment has been received.**

To check whether your payment has been received and processed please use the “View Entrants” option on the Web and look in the “OK” box.

The screenshot shows the TES web interface. At the top, it displays 'Entry System', 'Sail Port Stephens 2009', and '20~26 April 2009'. Below this, there are two buttons: 'View Entrants' (circled in red) and 'Enter Series'. A red arrow points from 'View Entrants' to the 'Series Entries' section. This section shows 'TY Entry System', 'Skandia Geelong Week 2009', and '23~26 Jan 2009'. Underneath, it lists 'Series Entries' and 'Audi Series - AMS, IRC, PHD'. A note says 'OK = Payment received' (circled in red). Below this is a table with columns: BOAT NAME, SAIL NO, SKIPPER, FROM, DESIGN, STATE, AMS, IRC, EHC, DIV, and OK. The 'OK' column has 'Y' for all three entries, which are circled in red.

BOAT NAME	SAIL NO	SKIPPER	FROM	DESIGN	STATE	AMS	IRC	EHC	DIV	OK
<u>2XTREME</u>	4272	Andrew Clark	BYS	adams 10	VIC	0.867			3	Y
<u>ABSOLUT</u>	SM35	Terry Hall	SYC	Archambault 35	VIC	0.908	1.035		2	Y
<u>ALEGRIA</u>	Q345	Rod Jones	MYC/RQYS	Archambault A40rc	QLD	1.094	0.990		2	Y

**Caution:** Please be aware that Plastic Card Payments are acknowledged immediately but direct deposits, cheques etc can take considerable time to reach the organisers and be processed/confirmed.

**To make a payment after you have entered.**

Normally payment is expected when you first enter the event.

If for some reason the payment does not appear to go through (see Caution above) you can make the relevant payments and/or check on payment requirements and/or update your boat/skipper/crew details at any time up to the cut off date. Please be aware that payment received by the organisers after the “Late” date will incur the late entry fee penalty which exists for most events.

## Sailors: Entering your details for inclusion on a boat in an Offshore Race.

**Important Note: Not all offshore events require crew lists. If the “Add/Update sailor details for ‘Crew Builder’ ” option does NOT exist, then your event does NOT require you to provide crew/sailor details.**

Click the Add/Update link shown below.

<a href="#">Entry System</a>	2010 LEXUS Adelaide to Port Lincoln Race	<a href="#">19 February 2010</a>
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[View Entrants](#)

[Enter Series](#)

[Add/Update sailor details for 'Crew Builder'](#)

**Event includes one or more offshore races.**

For offshore races each boat is required to have certain specified equipment. Similarly each boat must provide a detailed crew list.

The boat details and crew details are added during the entry process. These details can be added/updated as necessary.

Only the Main Contact for the boat can provide this detail.

To simplify the Main Contact's task, sailors may be asked to add their own details into the database. Sailors (not already in the database) may add their details using the last menu item above.

This takes you to the Log In screen.

2010 LEXUS Adelaide to Port Lincoln Race
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Update your existing sailor details OR  
add a new "sailor" into the TopYacht Boat Registry

First Name Initial:

Last Name Initial:

Yachting Australia No:

Note1: Your Yachting Australia Member No is found on your Yachting Australia membership card; AND must have been registered in the TopYacht Boat Register for previous Event(s) to be recognised.

Note2: If you have trouble logging in, then please contact the event administrator.

[Return to Entry Menu](#)

Enter your initials and your YA number.

If you are already in the TopYacht database from a previous event then your details are their for you to update so use the “Update...” button.

If you are not there, then use the “Create New..” button..

**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”.**

This takes you to the **Sailors Details Screen**.

Please complete *in full* the Sailors Details section, 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.

2010 LEXUS Adelaide to Port Lincoln Race	
<b>Sailor's Details</b>	
All areas <b>MUST</b> be completed.	
<b>FIRST NAME</b>	Rod
<b>LAST NAME</b>	McCubbin
<b>YA MEMBERSHIP NO</b>	XXXXXXXXXXXXXXXXXXXX
<b>STREET ADDRESS</b>	
<b>SUBURB</b>	
<b>STATE</b>	
<b>POSTCODE</b>	
<b>COUNTRY</b>	
<b>PHONE</b>	
<b>MOBILE</b>	
<b>EMAIL</b>	
<b>SIZE OF EVENT T-SHIRT - if applicable!</b>	
<b>JACKET COLOUR</b>	
<b>Personal PLB - brand/type</b>	
<b>Personal PLB - Reg No</b>	
<b>DATE OF BIRTH</b>	
...	
<b>PLYC Membership</b>	
If you are a member of <b>PLYC</b> provide current details.	
<b>MEMBER NO</b>	
...	
<b>Sailor's Qualifications</b>	
Complete only relevant areas.	
<b>RADIO OP LICENCE No</b>	
<b>FIRST AID CERT EXPIRY DATE</b>	00/00/0000
<b>SSSC EXPIRY DATE</b>	00/00/0000
...	
<b>Sailor's Next Of Kin</b>	
All areas <b>MUST</b> be completed.	
<b>RELATIONSHIP</b>	Spouse

## Boat Owners: Adding crew to your boat for an Offshore Race.

**Important Note: Not all offshore events require crew lists. If the “Offshore racing – Crew Details” option does NOT exist on the Entry page, then your event does NOT require you to provide crew/sailor details.**

**Crew details are NOT required for Lexus Adelaide to Port Lincoln 2011!!**

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 the Enter Series option shown on page 6 above
- select the relevant series
- then, use the “Update Existing Entry” option to log in. (For details see page 3)

2010 LEXUS Adelaide to Port Lincoln Race

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### Enter Series

**STEP 1: Select Series**

SERIES	
<input type="radio"/>	Lexus Adelaide to Port Lincoln - Cruising [PHS]
<input type="radio"/>	Lexus Adelaide to Port Lincoln - Veterans [PHS]
<input type="radio"/>	Lexus Adelaide to Port Lincoln Race - Monohull Racing [PHS/IRC]
<input type="radio"/>	Lexus Adelaide to Port Lincoln - Performance Cruising [PHS/IRC]
<input type="radio"/>	Lexus Adelaide to Port Lincoln - Multihull [PHS]

**STEP 2: Select an Option**

ENTRY OPTIONS	
<input type="radio"/>	Enter boat <i>ALREADY</i> in <a href="#">TopYacht Boat Register</a>
<input type="radio"/>	<b>Update</b> existing entry details in selected Series
<input type="radio"/>	Enter boat <b>NOT</b> already in 'TopYacht Boat Register' from previous Events. <b>First please double check list below by Sail No and Boat Name!</b>

[Click Here](#) to view TopYacht Boat Register/List.  
[Click Here](#) to change Main Contact or email address for existing boat.  
[Click Here](#) for user guide/help.  
[Click Here](#) For assistance: contact the event organisers.

**STEP 3: Press Submit**

This takes you to the Update Existing Entry screen.

Entry System      2010 LEXUS Adelaide to Port Lincoln Race      19 February 2010

## Updating Existing Entry.

..nc..

**You have selected the following Series**

**Lexus Adelaide to Port Lincoln - Veterans [PHS]** - For Details see NOR [click here.](#)

Entry Fee \$200.00  
Late Entry Fee \$50.00

**Late Fees apply to payments received on or after 11/02/2010**  
**Entries will not be accepted on or after 16/02/2010**

- **Items with an \* must be completed.**
- **Items with a # require at least one or the other to be completed.**
- **BEFORE commencing, please check you have information for ALL mandatory fields.**

At the bottom of the boat details section is the **Offshore Racing: Boat** Section.

Use this to update/provide relevant boat details such as Hull Colour etc.

**BOAT SPECS**

Launch Year: 1979

\* DRAFT: (metres) 1.80      \* Beam: (metres) 4.00

\* LOA: (metres) 11.40      LWL: (metres) 9.00

\* RIG: Mast Head      KITE RIG: Mast Head Kite

Mast Height: (metres) 14.50      Displacement (kg) 11500

**\* OFFSHORE RACING : BOAT DETAILS**

Add/Update Off Shore Boat Details

Once this is complete, move further down the page to the **Offshore Racing: Crew** Section.

**\* OFFSHORE RACING : CREW DETAILS (Include the Skipper!)**

Adding Crew:

Reports (Excel):

ID	First Name	Last Name	Rad Lic No	First Aid	SSSC Date	Role	Mem #	Edit	Drop	
1										
2										
3										
4										
5										
6										
7										
8										

To add a crew member click on the **Add New Crew** button.

You can add up to 4 crew at a time.

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

**Warning:** Be careful to get this correct or it will add another new person to the database with the initials you have just entered along with the YA number you have just entered!

2010 LEXUS Adelaide to Port Lincoln Race

**Add NEW Crew member(s)**

First Initial:  Last Initial:  YA No:

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

\* OFFSHORE RACING : CREW DETAILS (Include the Skipper!)

Adding Crew:

Reports (Excel):

ID	First Name	Last Name	Rad Lic No	First Aid	SSSC Date	Role	Mem #	Edit	Drop
1	R	R						<input type="button" value="Edit"/>	<input type="button" value="Drop"/>
2									
3									

As the preceding screen has warned you: you need to now press the **Show Crew Changes** button. Once pressed the crew member(s) will appear.

Reports (Excel):

ID	First Name	Last Name	Rad Lic No	First Aid	SSSC Date	Role	Mem #	Edit	Drop
1	Rod	McCubbin	1331					<input type="button" value="Edit"/>	<input type="button" value="Drop"/>

- 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.

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