How To Enter a Sailing Event using the TopYacht Entry System (TES)

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.
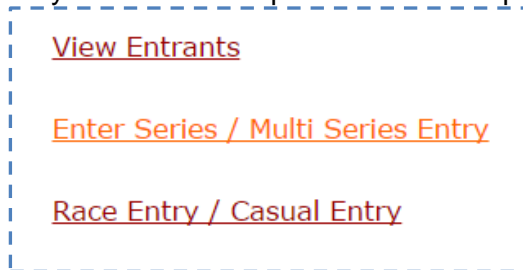
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To start an entry

Click on the entry link provide by your yacht club.
The link will send you to a page similar to the example below.

TopYacht Entry System	Greenwich Flying Squadron Season 2015-2016	5 Sep 2015~23 Apr 2016

View Entrants

Enter Series / Multi Series Entry

Race Entry / Casual Entry

As you can see this provides 3 main options.

View Entrants

Enter Series / Multi Series Entry

Race Entry / Casual Entry

To commence an entry click on the Enter Series / Multi Series Entry link.

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.

An example is shown on the next page.

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How To Enter a Sailing Event using the TopYacht Entry System (TES)

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.

Enter Series /Update Entry / Add Crew

STEP 1: Select Series

To enter just one Series - select that Series below.
This provides an entry page for just that Series.

OR

To enter a number of Series, use the `Multi Select` option.
This provides an entry page where you can tick off each of the Series you wish to enter.

SERIES

○	**Multi Select** - Select this option to enter several Series at the one time
-	- - -**Twilight Series** - - - - - - - - - - -
○	Spring Twilight Series
○	Summer Twilight Series
○	Autumn Twilight Series
-	- - -**Saturday Racing** - - - - - - - - - - -
○	Spring Saturday Series
○	Summer Saturday Series
○	Autumn Saturday Series
○	Joe Walsh Rigging Down Harbour Series

STEP 2: Select an Option

ENTRY OPTIONS

○	**Enter** boat already in TopYacht Boat Register
○	**Update** existing entry details in selected Series
○	Enter boat **NOT** in TopYacht Boat Register

STEP 3: Press Submit

SUBMIT

Click Here to change Owner/Main Contact or Email Address for existing boat.

Click Here For assistance: contact the event organisers.

As you can see above there are 3 steps to enter a Series.

But 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.

Cont'd over.

How To Enter a Sailing Event using the TopYacht Entry System (TES)

Check if your boat is already in TopYacht / if you are registered as the owner.

To check if your boat already exists in the TY Registry please click the link TopYacht Boat Register you can see that twice on the screen under STEP 2 …

STEP 2: Select an Option

ENTRY OPTIONS

- ○ **Enter** boat already in TopYacht Boat Register
- ○ **Update** existing entry details in selected Series
- ○ Enter boat **NOT** in TopYacht Boat Register

> There is a section on Searching in the TopYacht Boat Register later in this document. If you would like guidance with this, then you can find the relevant section in the Table of Contents at the start of this document.

- If your boat exists then proceed as per the next section.
- If the boat has changed owners then contact **TopYacht** as per the link near the bottom on the entry page (see below).

  Click Here to change Owner/Main Contact or Email Address for existing boat.

-
- If you boat is *definitely* not there, then use the Enter boat **NOT** already in TopYacht Boat Register option in Step 2.

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How To Enter a Sailing Event using the TopYacht Entry System (TES)

Entering a boat ALREADY in TopYacht

STEP 1: Select Series

SERIES

○	**Multi Select** - Select this option to enter several Series at the one time
-	**- - -Twilight Series - - - - - - - - - - -**
○	Spring Twilight Series
○	Summer Twilight Series
○	Autumn Twilight Series
-	**- - -Saturday Racing - - - - - - - - - - -**
○	Spring Saturday Series
○	Summer Saturday Series
○	Autumn Saturday Series
○	Joe Walsh Rigging Down Harbour Series

As you can see you can either click the **Multi Select** option to enter a number of Series at the one time, or you can enter a single Series for now and then enter another Series later on, from this same screen.

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.

-	**- - -Saturday Racing - - - -**
●	Spring Saturday Series
○	Summer Saturday Series

STEP 2: Select an Option
We are assuming you are entering an existing boat, so click that option.

ENTRY OPTIONS

●	**Enter** boat already in <u>TopYacht Boat Register</u>
○	**Update** existing entry details in selected Series

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How To Enter a Sailing Event using the TopYacht Entry System (TES)

STEP 3: Press Submit

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.

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 the preceding section.

STEP 2: Select an Option

Select the last option ie Enter boat **NOT** in TopYacht Boat Register

Cont' over

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STEP 3: Press Submit

Press SUBMIT at the bottom the page.

Filling in the entry form - intro

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. This makes the whole process very fast in deed.
- 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 ie a * as circled below.

You MUST complete these fields or you will not be able to submit your entry.
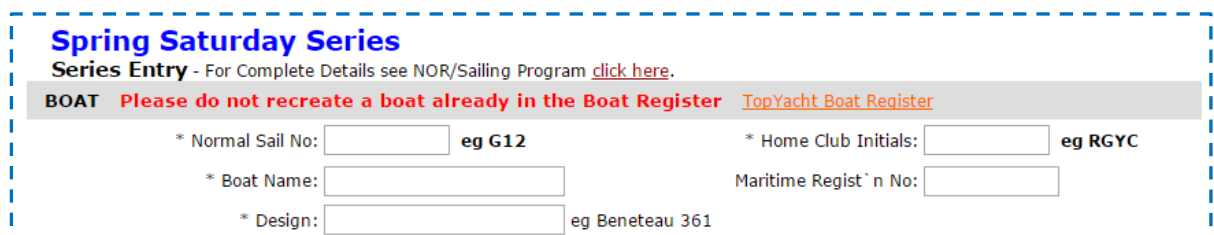
3)

The following example is what an entry form looks like *for a NEW boat* ie 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. Many clubs require a lot more information about the boat.

In the above example, you MUST provide detail in each box/field except the Maritime Regist'n No.

Con'td over.

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 CLASS AND/OR HANDICAP INFORMATION

Important : Club PHS Handicap will be provided by HC committee.

The event handicapper reserves the right to set/alter handicap values.

Entry form – Primary Contact Person details

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

* First Name: _____   * Last Name: _____

* Password/PIN _____ - Please choose a password of 4 to 12 characters.

* Yachting Australia No: _____ - Non YA members use all 10 digits of your Mobile No with no spaces.

* Street Address: _____   * Suburb: _____

* State: [▼]   * Postcode: _____

* Country: [▼]

* E-Mail: _____

Secondary E-Mail: _____

* Mobile: _____   * Contact number during Event: _____

Additional SMS Mobile: _____

* Emergency Contact Person: _____   * Emergency Tel: _____

Name to display as `SKIPPER`.
This can be `James Cook OR `J Cook / B Hughes` where there are joint owners.
Leave this blank UNLESS the name is different to individual above.

First Name: _____   Last Name: _____

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.

Put another way this is the person where the buck stops!

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".

How To Enter a Sailing Event using the TopYacht Entry System (TES)

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.

I.e. 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.

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.

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.

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.

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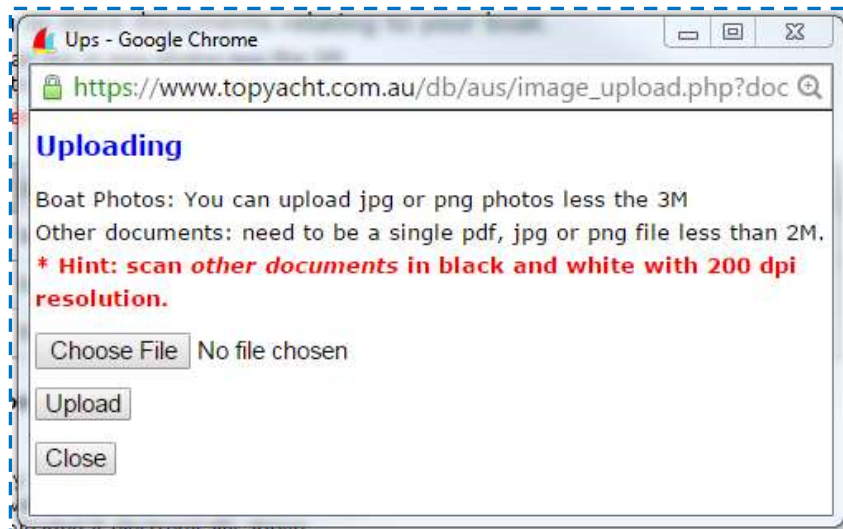
Click on the *Choose File* button and then locate the file you wish to upload on your computer. Highlight the file then double click on it. Example shown below.
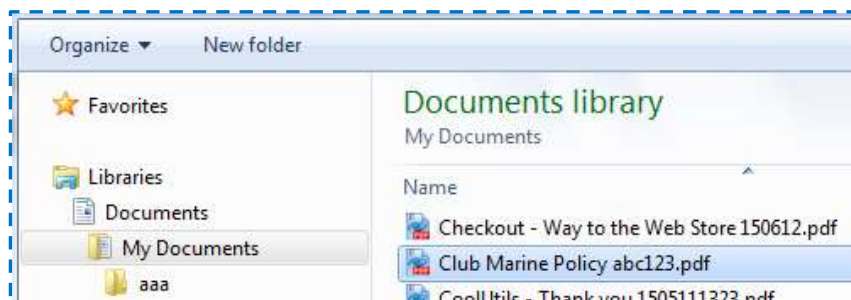
Now click the Upload button.

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:

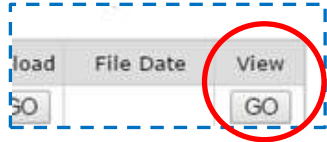- It you do not have a scanner at home or at work then check with family or friends; many people have them these days; sometimes a computer's printer is also a scanner.
- When scanning a document try and set the scanner to 240dpi black and white. This produces a quite readable image that is not too big!
- 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.

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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.

* Fees

- ◯ Prepaid - have already made a Season Entry
- ⦿ **Non Member Series Entry [$360.00]**
- ◯ Member Series Entry [$230.00]
- ◯ Exempt - facility holder

* Select Payment Option - NOT required for Prepaid or Exempt fee option

I intend to pay for my entry via the option selected below.

- ◯ By Master Card / Visa Card through a Secure Internet Gateway (link on next page).
  Note: there is 2% surcharge on Credit Card Payments
- ◯ Through Club Account ~ ONLY if member at RPAYC
- ◯ Bank Transfer (bank details on next page)

Entry form – Check it out 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**

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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.

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ENTRY SUMMARY for Entry ID = 64440

Entry Type : Series Entrant
Series Name : Spring Saturday Series
Boat Name : BLACK MAGIC
Sail Number : TEST03
Contact: Adam Black
Password / PIN 121212
Contact: 0490538770

Entry received on 15/09/2015 22:10.

Your boat is now stored in the TopYacht Boat Register.
Please do NOT recreate this boat for other Series/Events.

To update/alter THIS entry use the 'update' option on the entry page.
To enter OTHER Series/Events use the 'enter existing boat' option on the entry page.

FEES Check Entry and Payment amount

- Exempt. No payment required.

Go   REFUND POLICY

Go   PRIVACY STATEMENT

Your chosen password is 121212
Please store this somewhere safe. It WILL be required if you wish to update your entry or enter future events

PRINT this Form now!

Print a copy for your records.   Print This Form

RETURN to Entry Page   Click here   to return to menu to view your entry.

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

View Entrants

Enter Series / Multi Series Entry

Race Entry / Casual Entry

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.

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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.

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.

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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.

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.

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