

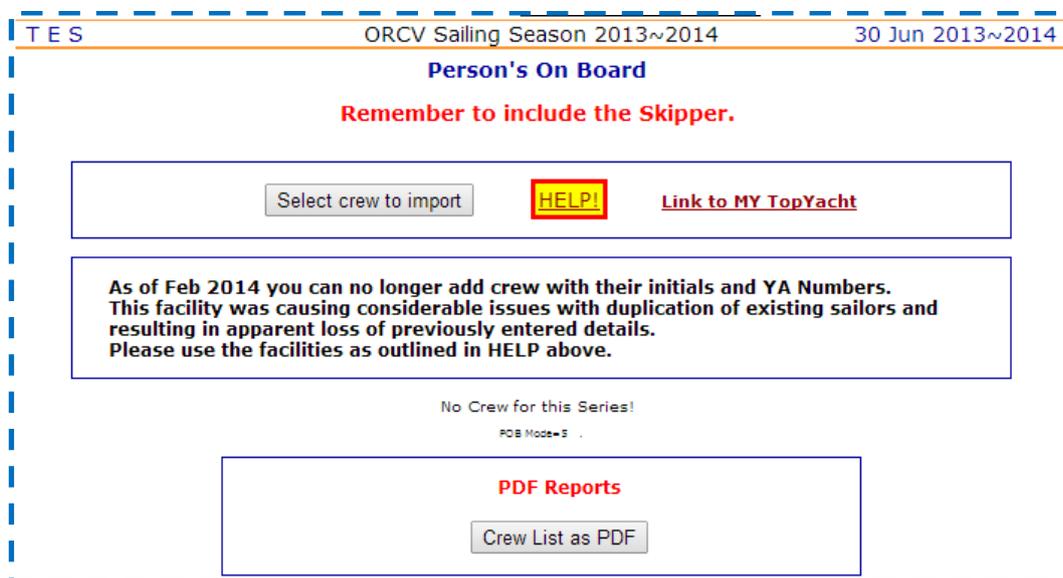
Adding Offshore Crew in TopYacht Entry System (TES)

You can add **offshore crew** to your boat for relevant races either by updating your entry or when you first enter the race with a boat **already** stored in TopYacht.

After logging in, find the **Add/Update Skipper & Crew List** button about half way down the screen. Click this button.



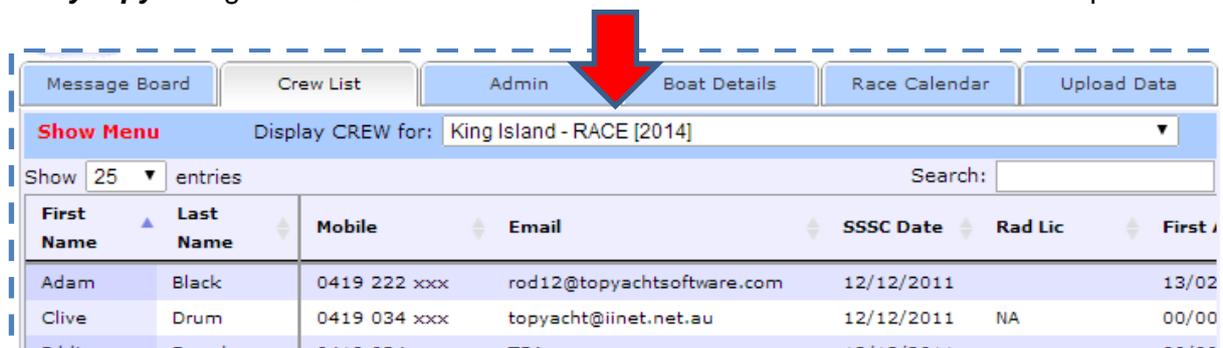
This takes you to the **POB** screen



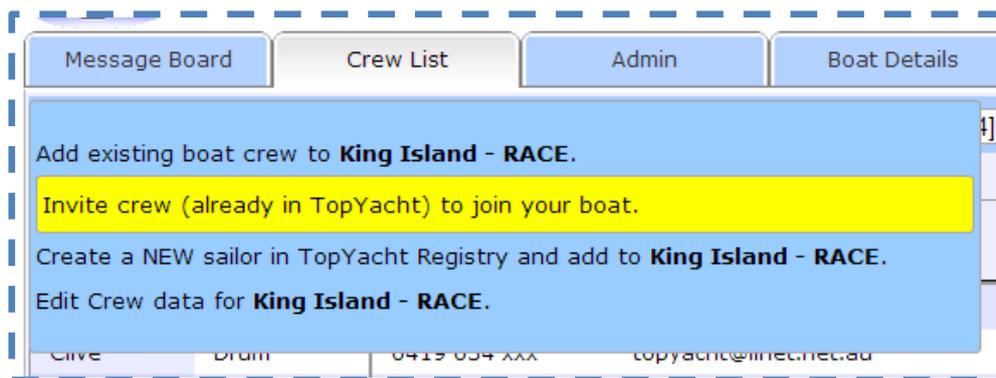
You can quickly and easily add crew who are already associated with your boat by pressing the **Select crew to import** button.

If the crew members you want are not yet showing as crew for your boat, then click on the link to **MY TopYacht**.

In **MyTopyacht** go to the **Crew List** Tab **AND** select the relevant race from the drop box.



Move the mouse onto the **Show Menu** button top left. This provides 4 options; in the screen shot below the first option (Invite additional..) is highlighted..



Option 1

If the sailor is already associated with your boat then they can be selected using this option.

Option 2

If the sailor is not associated with your boat but is already in the *TopYacht* Registry, then use the second option to send him/her an email inviting them to join the crew.

Once they have joined your crew, then return to the 'update your entry' screen and add them as crew for this race.

Option 3

If the sailor is not already in the *TopYacht* Registry then use the third option (Create a NEW ..) to create a new sailor in *TopYacht* and add them as "race crew."

Option 4 **** NEW ****

This option provides a one stop shop where you can check and update details for all crew for this race on a single screen.

Session expires in 19:54 <input type="button" value="Restart Session"/>							
Scroll right to see additional fields. To save altered data, click in another cell. Once the alteration is accepted the cell will get a coloured border.							
Crew	Crew	Crew	Crew	Crew	Crew	Crew	Contact
First Name	Last Name	Mobile No	Email address	Emergency contact No	Emergency Contact	YA No	Street Address
Adam	Blackman	0419 222 xxx	ab@topyachtsoftware.com	0419 001 xxx	Jimmy Thoms	121212	3 Luss St
Clive	Drum	0419 034 xxx	cbdrum@inet.net.au	TBA	TBA	343434	31 Lux St

You can scroll to the right to see many more fields of information.

Note: If you are on this screen for quite some time, then remember to refresh the security session (button top left) every now and then before it times out.

Continued over.

Back in your entry the screen looks like this once you have added some crew

T E S ORCV Sailing Season 2013~2014 30 Jun 2013~2014

Person's On Board

Remember to include the Skipper.

Select crew to import **HELP!** [Link to MY TopYacht](#)

**As of Feb 2014 you can no longer add crew with their initials and YA Numbers.
This facility was causing considerable issues with duplication of existing sailors and
resulting in apparent loss of previously entered details.
Please use the facilities as outlined in HELP above.**

NAME	RAD LIC NO	F AID DATE	SSSC DATE	CREW ROLE	Priv PLB	PLB HEX_ID	EDIT	DROP
Adam Black		13/02/2012	12/12/2011	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
Clive Drum	NA		12/12/2011	<input type="text"/>	<input checked="" type="checkbox"/>	12341234ace5678		
Eddie French			12/12/2011	General Hand	<input type="checkbox"/>	<input type="text"/>		

As owner or boat rep, you can ...

- Check the person has entered the relevant details by pressing the edit button for that sailor **OR use the new option 4 as per the previous page.**
- Remove/drop someone if they will not be sailing on this boat in this race. **This can now also be done in the *MyTopyacht* crew area for a selected race.**

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