RPAYC: Crew Declarations & P.O.B.

Prerequisites:

- Enter your yacht into the relevant series online: https://www.rpayc.com.au/sailing/yacht-racing/online-entry-system
- Adding crew for each race can be done via your online entry form or via a mobile/tablet link below.

Accessing the Crew Decs/POB screen

When you submit an entry via TES you will find a "**PROVIDE DETAILS OF…**" section to input your crew for the day. You can also locate this by doing an "Update Entry" (in TES) from any Series you are entered at the club.

PROVIDE DETAILS OF *ALL* PERSONS ON BOARD (including skipper)

Mobile Phone crew update link
http://tymob.net.au/mycrew.php?evid=1159&sn=RPAYC1

| Get previous crew | Create a new crew |

Please note 'New Crew' are not added to a boats 'offshore' crew.

Via your Entry Form

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Via your mobile device

Use the following link to access your boat entry. Take note and save this link.

- **http://tymob.net.au/1159**

    1159 is the 2019-2020 Club Program link, this will change each season;

This link will take you to the log on page (viewed best horizontally)

RPAYC 2019~2020 Season
Update race crew list.

Primary Sail No: rpayc1
Password/PIN No: ••••••
☐ Show password

Log In

Forgotten Password

Put in your normal **Sail Number & TopYacht password** then tap (or click) on the **Log In** button.

You will be presented with a list of Series in which your boat is an entrant. The Series name may be shorted to display neatly on a phone.

RPAYC 2019~2020 Season
Select Series to update crew.
Old Series are NOT shown.

○ Lion Island Series 2020

Update Crew

Select the relevant Series then tap to **Update Crew** button.

Adding Crew to the Boat for this Series

This takes you to a page that can be initially empty.

* Provide Skipper/Crew Details

Get previous crew   **Submit**   **Create new crew**

If you have crew members that have been on your boat at this club before OR who have competed in an offshore race with you, then they will probably be available in the **Get previous crew** option.

Get previous crew   **Create a new crew**

Please note 'New Crew' are not added to a boats 'offshore' crew.

On Board	First Name	Last Name	Mobile	Email	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
☑	Nick	Elliott	0XXXXXXXXX	nick.elliott@rpayc.com.au		557636	Kerry	99983700	☐

If this list shows crew who are no longer associated with your boat then you can **Drop** them from the list. If they appear again in the future that is simply because there were associated with your boat several times. Just drop them again.

Once you have selected a few you can add them to the boat for this Series by tapping the **Add selected crew** button.

If there are none to add then simply close the drop down by tapping **Close previous crew**.

Brendan Rourke was added in this example.

You can also add a new person by tapping **Create new crew**.

They are initially entered as "aaa New Crew" – simply type over this and add other relevant details.

Crew Added will be highlighted in Blue. **SELECT THE SUBMIT BUTTON**

Selecting the Crew for THIS Race

Once you have crew attached to the boat, you select them for **THIS** race.

The blue square boxes around the 3 selected crew members (shown below) indicate that each update has been received by the server.

Lion Island Series 2020

* Provide Skipper/Crew Details

Get previous crew	Submit	Create a new crew

Please note `New Crew` are not added to a boats `offshore` crew.

On Board	First Name	Last Name	Mobile	Email	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
☑	Brendan	Rourke	XXXXXXXXX	brendan.rourke@rpayc.c		555555	Marry Citizen	99983700	☐
☑	Nick	Elliott	XXXXXXXXX	nick.elliott@rpayc.com.au		557636	Kerry		99983700	☐

Once you are done, tap the **Submit** button for confirmation of the crew list you have provided.

POB SUMMARY

Boat **LATERAL PROJECTS RPAYC1**
Series **Lion Island Series 2020**
As at 2020-05-23 15:52:56

On board is ...

1. Brendan Rourke
2. Nick Elliott

Confirmation email sent to Nick Elliott.

Close your browser. Let's go racing…

This list is also emailed to your email address as registered in TopYacht and to the Organising Authority.