



TES ~ Administrator's Quick Entry of Competitor

Restrictions

This functionality is ONLY available for Keelboat events.

TES Administrator Privileges are required.

Step 1:

Log into TES as Administrator.


Step 2:

Select the event.

Step 3:

Click on 

Step 4:

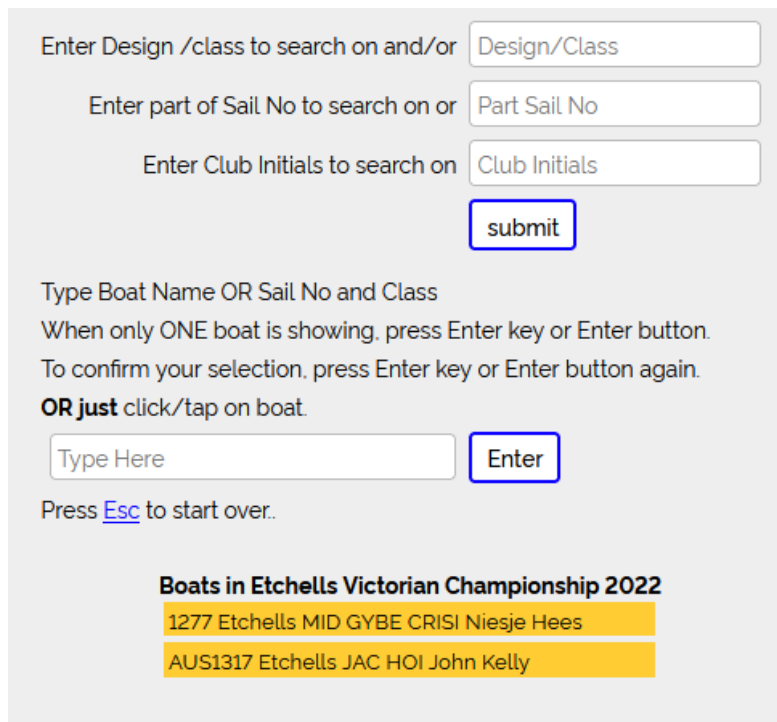
Under **Entrants**, Click 

Step 5:

Select the Series from the Drop-Down box.

Step 6:

Follow the on-screen instructions.



Enter Design /class to search on and/or

Enter part of Sail No to search on or

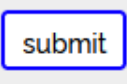
Enter Club Initials to search on

Type Boat Name OR Sail No and Class
When only ONE boat is showing, press Enter key or Enter button.
To confirm your selection, press Enter key or Enter button again.
OR just click/tap on boat.

Press [Esc](#) to start over..

Boats in Etchells Victorian Championship 2022

- 1277 Etchells MID GYBE CRISI Niesje Hees
- AUS1317 Etchells JAC HOI John Kelly

And press 

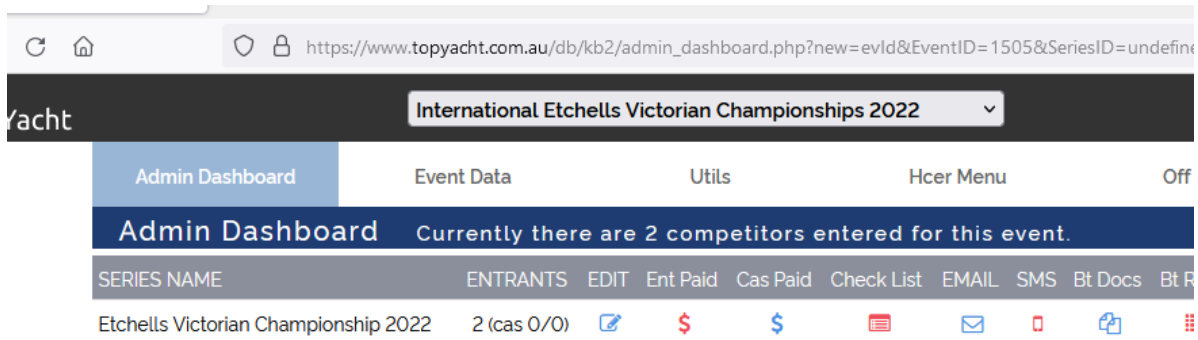
A list of boats will appear that meets the search criteria entered.

Then:

Click the boat in the left list to add it to Series (i.e. the right hand list).

Step 7:







On the main menu press the  box for the relevant Series.



International Etchells Victorian Championships 2022


Admin Dashboard Event Data Utils Hcer Menu Off

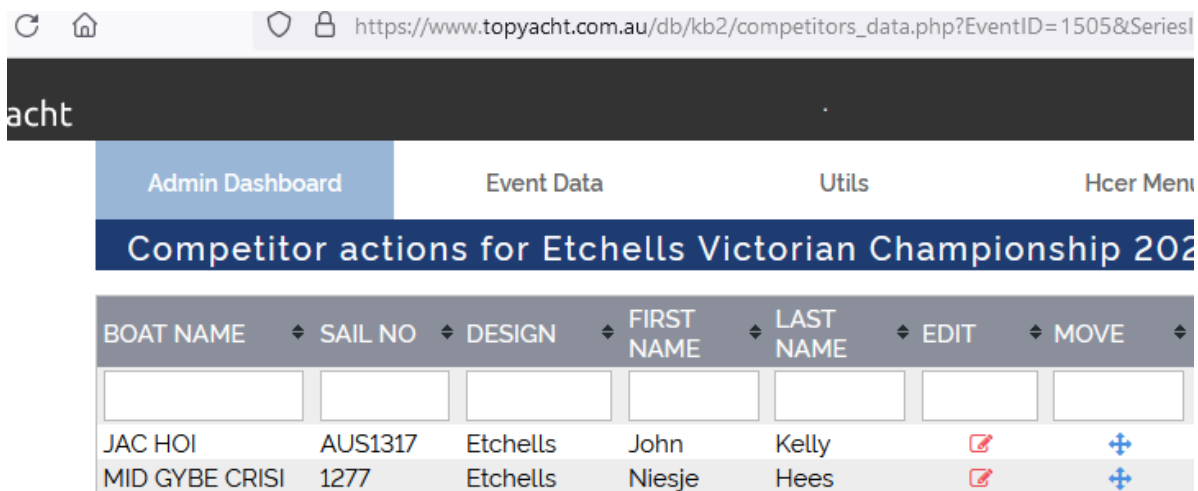
Admin Dashboard Currently there are 2 competitors entered for this event.

SERIES NAME	ENTRANTS	EDIT	Ent Paid	Cas Paid	Check List	EMAIL	SMS	Bt Docs	Bt R
Etchells Victorian Championship 2022	2 (cas 0/0)		\$	\$					







Then:

Click the  box for the relevant boat,



Admin Dashboard Event Data Utils Hcer Menu

Competitor actions for Etchells Victorian Championship 2022

BOAT NAME	SAIL NO	DESIGN	FIRST NAME	LAST NAME	EDIT	MOVE
JAC HOI	AUS1317	Etchells	John	Kelly		
MID GYBE CRISI	1277	Etchells	Niesje	Hees		



This opens the **Update Entry** page. Check any relevant boxes, and click the

Submit

bar at the bottom of the page.