



TES ~ How to Enter a Keel-Boat Sailing Event.

This guide is for keelboat racing NOT for Off the Beach racing.

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TES allow you to enter sailing events at many clubs and regattas.

Once you have entered one event, the boat details (AND uploaded “boat docs”) and your details are available to make it very quick and easy to enter other events.

To Start an Entry

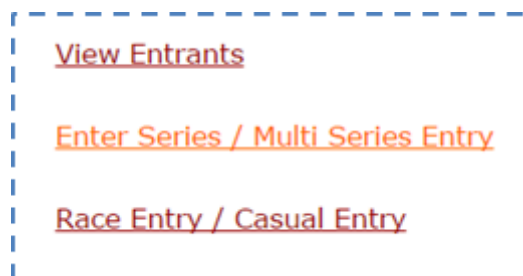
Click on the Entry Link provide by the host Yacht Club. Routinely, it should be included in the Notice of Race, or on the event web-page.

Failing this, click on https://www.topyacht.com.au/db/kb2/events_display.php. The event you are seeking should be towards the top of the list. Click on the event...

The link will send you to a page similar to this.



There are three options:



- Click **View Entrants** to view a list of boats that have entered to date.
- Click Enter Series / Multi Series Entry to enter a single race as a series entry. It opens a new page where you can select the Series you wish to enter.

The Organising Authority elects whether the Multi Select option is available to prospective entrants.

- Click **Race Entry / Casual Entry** to enter a **single** race as a casual entry.
 - Casual entrants will not receive a series score for Club racing.
 - Casual entries are not permitted in a regatta. Entrants must enter for the whole regatta. The organising authority may choose to offer discounts for a limited number of races sailed, but the boat will be allocated a DNC score for all races not sailed.

Before you can commence your entry you need to confirm whether your boat is stored in the TopYacht Boat Registry; and you are nominated as the owner.

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	
<input type="radio"/>	Multi Select - Select this option to enter several Series at the one time
-	- - - Twilight Series - - - - -
<input type="radio"/>	Spring Twilight Series
<input type="radio"/>	Summer Twilight Series
<input type="radio"/>	Autumn Twilight Series
-	- - - Saturday Racing - - - - -
<input type="radio"/>	Spring Saturday Series
<input type="radio"/>	Summer Saturday Series
<input type="radio"/>	Autumn Saturday Series
<input type="radio"/>	Joe Walsh Rigging Down Harbour Series

STEP 2: Select an Option

ENTRY OPTIONS	
<input type="radio"/>	Enter boat already in TopYacht Boat Register
<input type="radio"/>	Update existing entry details in selected Series
<input type="radio"/>	Enter boat NOT in TopYacht Boat Register

STEP 3: Press Submit

[Click Here](#) to change Owner/Main Contact or Email Address for existing boat.

[Click Here](#) For assistance: contact the event organisers.

Firstly, verify the boat is already in TopYacht, and you are registered owner.

Click the link [TopYacht Boat Register](#).

STEP 2: Select an Option	
ENTRY OPTIONS	
<input type="radio"/>	Enter boat already in TopYacht Boat Register
<input type="radio"/>	Update existing entry details in selected Series
<input type="radio"/>	Enter boat NOT in TopYacht Boat Register

See [Appendix 1: Searching the TopYacht Boat Register](#) for the searching the Boat Register.

- If your boat exists then proceed to the section: [Entering a boat ALREADY in TopYacht](#)
- If the boat has changed owners then contact TopYacht via the link towards the bottom of the entry page.

[Click Here](#) to change Owner/Main Contact or Email Address for existing boat.

- If you boat is definitely not there, then proceed to the section: [Entering a boat NOT already in TopYacht Boat Register](#).

Entering a boat ALREADY in TopYacht

STEP 1: Select Series

SERIES	
<input type="radio"/>	Multi Select - Select this option to enter several Series at the one time
-	- - - Twilight Series - - - - -
<input type="radio"/>	Spring Twilight Series
<input type="radio"/>	Summer Twilight Series
<input type="radio"/>	Autumn Twilight Series
-	- - - Saturday Racing - - - - -
<input type="radio"/>	Spring Saturday Series
<input type="radio"/>	Summer Saturday Series
<input type="radio"/>	Autumn Saturday Series
<input type="radio"/>	Joe Walsh Rigging Down Harbour Series

Either click the

1. A Single Series. (Entering Additional series subsequently uses this same screen), or
2. Multi Select option (to enter a number of Series at the one time),

Option 1: A Single Series.

Select a single Series that you wish to enter, for example click on the radio button for Spring Saturday Series.

-	- - - Saturday Racing - - - - -
<input checked="" type="radio"/>	Spring Saturday Series
<input type="radio"/>	Summer Saturday Series

Option 2: A Multi Series

See the section [Entry Form – Selecting Several Series at Once– “Multi Select”](#).

STEP 2: Select an Entry Option

ENTRY OPTIONS	
<input checked="" type="radio"/>	Enter boat already in TopYacht Boat Register
<input type="radio"/>	Update existing entry details in selected Series

STEP 3: Press Submit

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.


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

Enter Series with existing boat ...

- Either the `normal point of contact` /owner OR boat rep can log in.
- To check boats/contacts in database click link [TopYacht Boat Register](#)

Primary Sail No:

Personal password/PIN No:

If login fails 

Forgotten password/PIN?

Change Owner/Contact OR update registered Email address

Problems logging in? [Please contact event organiser.]

If the Log In Fails?

- Try again.
- If it still fails, use the "**Forgotten Password/PIN**" utility. Your password will be emailed to the email address stored in the TES database. Check the junk and spam folders if the email does not appear in your email In Box.

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 Entry Option ie Enter boat **NOT** in [TopYacht Boat Register](#)

STEP 2: Select an Option

ENTRY OPTIONS

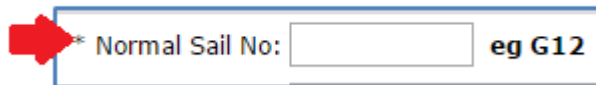
- Enter boat already in [TopYacht Boat Register](#)
- Update existing entry details in selected Series
- Enter boat **NOT** in [TopYacht Boat Register](#)

STEP 3: Press Submit

Completing the Entry Form - Intro.

Important Notes

- For a boat already in the TopYacht boat register, most of the fields will be pre-populated with previously stored information e.g. boat name, sail number, your name etc. This makes the whole process very fast.
- For a boat NOT already in TopYacht, then you must populate all the fields on the form for the first Series that you enter.
- Some fields are marked with an asterisk (*). These fields MUST be complete or you will not be able to submit your entry



A screenshot of a form field. On the left, there is a red arrow pointing to the text '* Normal Sail No:'. To the right of this text is an empty rectangular input box. Further to the right, the text 'eg G12' is displayed. The entire field is enclosed in a blue border.

- The data collected is Club Dependant
- The following is an example of an entry form for a NEW boat i.e. there are no pre-populated fields.

Entry Form – Boat / Handicap Details

This example collects only basic information about the boat. The Organising Authority dictates the information to be provided about the boat.

Spring Saturday Series

Series Entry - For Complete Details see NOR/Sailing Program [click here](#).

BOAT **Please do not recreate a boat already in the Boat Register** [TopYacht Boat Register](#)

* Normal Sail No: <input type="text"/>	eg G12	* Home Club Initials: <input type="text"/>	eg RGYC
* Boat Name: <input type="text"/>		Maritime Regist`n No: <input type="text"/>	
* Design: <input type="text"/>	eg Beneteau 361		

In the above example, you MUST complete each box/field except the Maritime Regist`n No.

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:

The “**Primary Contact Person**” is the person nominated as the Single Person Accountable (SPA) to receive any correspondence about the boat, has the address for the insurance renewal etc. Normally this is the owner.

This MUST be a real person as explained in the next section; NOT ‘**J Small** / ‘as the first name, and ‘**K Brown**’ as the last name for joint owners.

If you do not have an email address, insert the words “*no email address*”.

Entry Form – Joint Owners

Event organisers/clubs require a single, *real* person as a "Single Person Accountable" for a boat, so organisers have a single address to mail club information etc.; chase insurance information etc.

The reason is similar to banks, which require a Primary Card Holder for a plastic card.

Joint owners are handled by inputting the details in the **Name to display as SKIPPER**".

<p>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.</p> <p>First Name: <input type="text"/> Last Name: <input type="text"/></p>

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, making your "Single Person Accountable" a 'joint person', will cause issues when entering each person separately for the crew list for overnight/offshore racing.

Entry Form – Uploading Boat and Race Documents.

This is described in a Separate Document.

[Boat and Race Document Uploading](#)

Entry Form – Selecting Fee Option and Payment Option

The fee options will vary dramatically between one club/event and the next.

Below are some examples.

Most clubs use the TopYacht Entry System to collect their entry fees.

If your club does not, then **ignore this section**.

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 the entry, check the page and verify all mandatory fields are complete (the one with the asterisk)

In the case of a NEW boat, it is not able to upload “boat docs”, you will still need to check 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

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 what 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.

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, [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 documents as 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.

STEP 2: Select an Option	
ENTRY OPTIONS	
<input type="radio"/>	Enter boat already in TopYacht Boat Register
<input type="radio"/>	Update existing entry details in selected Series

This will take you to the entry page populated with the data previously provided.

BUT

Now you can access the boat documents area and upload your documents as per the section [Entry Form – Uploading Boat and Race Documents.](#)

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.

STEP 1: Select the First Option

Multi Select - Select this option to enter several Series at the one time

STEP 2: Check EACH of Series box you wish to enter. There are no fees in this example.

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. The entrant will pay the total of the fees for the Selected Series. The fee structure demonstrates a Club’s non-member / member policy.

Select Series

- Club Championship [\$150.00/\$100.00]
- Summer Series [\$120.00/\$80.00]
- Twilight Series [\$350.00/\$250.00]

Appendix 1: Searching the TopYacht Boat Register

Click on this link.

http://www.topyacht.com.au/mt/boat_list.php. It lists some 12,000 boats!!.

TopYacht Boat Registry				
Show <input type="text" value="20"/> entries	Search: <input type="text"/>			
Boat Name	Sail No	Contact	Archived	Select
>PLAY	SM277	Phil Gomez	Y	GO
'TIL FAT LADY SINGS	3912	David L. Smith		GO
+GST	AUS762	Stephen Girdis		GO
111	111	Clay Clay		GO
1278 HEAVEN CAN WAIT	AUS1278	Peter Hollis		GO
? EASY	TBA	David James		GO

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.

TopYacht Boat Registry				
Show <input type="text" value="20"/> entries	Search: <input type="text" value="OATS"/>			
Boat Name	Sail No	Contact	Archived	Select
WILD GOATS	M123	Peter Russell		GO
WILD GOATS	064	Ross Manning		GO
WILD OATS X	AUS7001	Robert Oatley		GO
WILD OATS XI	AUS10001	Robert Oatley		GO

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.

Clicking [GO](#) for a boat loads a photo of the boat provided this has been previously uploaded by the owner.

Appendix 2: Document Revision

Issue 1	15 Sep 2015
Issue 2	11 Oct 2016
Issue 3	29 Jun 2022