



# TES: Crew Declarations & Keelboat P.O.B.

## Synopsis

This functionality allows the boat owner to list crew members for their boat on a race by race basis.

The crew lists within TES are maintained on a series-by-series basis. Hence, a boat may potentially have different crew members in each Series the boat is entered into.

Initially the crew are added as part of the entry.

Additional crew can be added by 'Updating' the entry OR via a mobile friendly web link.

## Restrictions:

- This facility is not available for OTB events.
- Interactions with MemberPoint are limited to name only.

## Setup

TopYacht Staff configure the information fields that can be displayed on-screen at event setup time. These fields originate from each sailor's personal profile.

Contact TopYacht if there is a need to change the information that is currently displayed, or include it in the TES event set-up. Routinely, TopYacht Staff will clone similar events from previous years.

## Accessing the Crew Decs/POB screen by Skipper/Owner

- When an event is entered via TES you will find a **crew dec/POB** link



or,

- by performing an **Update Entry** (in TES) from any Series.
- By using this link:

<http://tymob.net.au/1234>

In this example, the **1234** is the Event ID (EVID) which is allocated by the TopYacht Team when the event is created in TES. It follows that this number changes with each event.

This takes you to the log on page

**Port Phillip Sailing Club 2021-2022**  
**Update race crew list.**

Primary Sail No:

Password/PIN No:

Show password

**Enter** your normal TopYacht password then tap (or click) on the Log In button.

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

**Port Phillip Sailing Club 2021-2022**  
**Select Series to update crew**  
**Old Series are NOT shown**

Audi White - SMS TESTS

Intention To Race

POB Crew and SMS send Test

TY SMS test series

Select the relevant Series then tap the  button.

### Adding Crew to the Boat for this Series

This takes you to a page that is initially rather empty.

**POB Crew and SMS send Tests ~ crew for 2019-12-02**

We will be sailing     We are not sailing / have retired

\* Provide Skipper/Crew Details

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.

**POB Crew and SMS send Tests**

\* Provide Skipper/Crew Details

Get existing crew      Submit      Create a new crew

On Board	First Name	Last Name	Mobile	AS No	Emerg No	Emergency C
<input type="checkbox"/>	Allen	Barry	+61418599088	121212	+61426234810	Martha Jar
<input type="checkbox"/>	James	Blyes	0414 141 141	tba	0414 414 414	Jillian Bly
<input type="checkbox"/>	Joe	Blow	+61419637842	1223456	018018018	Joe Blow

If this list shows crew who are no longer associated with your boat then you can Drop them from the list. They should disappear *next time* you log into this screen. 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.

<input checked="" type="checkbox"/>	Ralf McSea	0419034831	rod12@topyachtsoftware.com	Drop
<input type="checkbox"/>	Randle Miller	0419041904	rod@topyacht.com	Drop

Add selected crew      Close previous crew

Ralf McSea was added in this example.

Get previous crew      Submit      Create new crew

On Board	First Name	Last Name	Mobile	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
<input type="checkbox"/>	Ralf	McSea	0419034831		030303			<input type="checkbox"/>

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.

On Board	First Name	Last Name	Mobile	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
<input type="checkbox"/>	aaa New	Crew						<input type="checkbox"/>
<input type="checkbox"/>	Ralf	McSea	0419034831		030303			<input type="checkbox"/>

## 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.

Get previous crew
Submit
Create new crew

On Board	First Name	Last Name	Mobile	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
<input type="checkbox"/>	Allan	Brough	0414141414		121212	Alison Brough	0414 421 421	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Clive	Drum	0411111114		343434	Jennie Drummer	TBA	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jane	Graham	tba			Allen Craham	987654321	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ralf	McSea	0419034831		030303	Alan Smith	12121212	<input type="checkbox"/>

Here you can:

- Add an existing crew (This is a crew person previously added to your boat.);
- Create a new crew person;
- Check off those who are board **FOR THIS RACE**; or,
- Correct name spelling.

By scrolling the screen right, additional fields and the **Drop** button are exposed.

The drop button allows you to drop a person off the boat FOR THIS SERIES.

To permanently remove a person, there is another **Drop** button on the list of existing crew, accessible by pressing the Get previous crew button.


POB summary  
for **TEST BOAT TEST02**  
in **Jo Johannesen Twilight Series**  
as of 2017-10-24 17:41

1. Clive Drum
2. Jane Graham
3. Ralf McSea

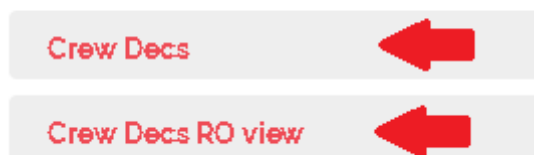
## Important Notes

- When you have completed the list, press the **Submit** button. This will email you the list of crew you have marked as **On Board** FOR THIS RACE.
- Please provide the entire data request by your club. This is required for safety reasons and to meet the new Australian Sailing rule 46 requirement.
- Remember to check off the crew on each race day, as this is a further requirement of the new Australian Sailing rule 46.

## Accessing the Crew Decs/POB screen by the TES Administrator

- Log into TES as the administrator, and select the event from the Dropdown menu.
- Click on  Club Menu, located on the top task-bar
- Choose either option.

### POB



- The Crew Decs RO view report's scope is limited to this day's racing
- The Crew Decs report contains historical information.

TopYacht Staff can separately configure the information fields that can be presented on-screen. This information can be downloaded into an Excel report. These fields originate from each sailor's personal profile.

### Associated Documents

[TES ~ OnWater Sign on Sign Off](#) (for OTB)

[TES Add ~ Edit Offshore Crew](#)

[TES ~ New Event Setup Guidelines](#)

[TES ~ Creating a Personal Profile](#)

## Appendix 1:

### **Fields Associated with Crew Declarations.**

This is included as a technical (in-house) reference ONLY

Red field can be added to Crew Dec screen.

There are 3 relevant tables.

The Day Crew Sailors

The linking on a Day Crew Sailor to a boat for a Series

Club Membership number.

<b>REG_SAILORS</b>	<b>REG_CREW</b>	<b>MBR_NUMS</b>
REG_SAID	REG_CREW_ID	MBR_NUMS_ID
SAID	SEID	REG_SAID
FIRST_NAME	CLID	CLID
LAST_NAME	SAID	MBR_NUM
STREET_ADDRESS	BOID	
COUNTRY	REG_SAID	
POSTCODE	ON_BOARD_Q	
EMAIL		
MOBILE	RC_NOTE	
YA_NO	RC_NOTE2	
EMERGENCY_CONTACT	RC_PLB	
EMERGENCY_NO	SSSC_Q	
RS_SHIRT_SIZE	GP_Q	
DBL_VAX_Q	GP_Q2	
	UPDATED	