



TES ~ TopYacht Entry System for Off-the-Beach Events

Important!!

The TopYacht Entry System (TES) for Off-the-Beach boats is person based as opposed to boat based (for Keelboats).

This means that both the skipper AND crew **must** have a Profile in TES ***before an event entry can be made.***

Overview

Add the Skipper FIRST

The skipper starts the entry.

Add the Boat

As part of the entry, select one of your existing boat(s) OR create a new one even if that boat was previously owned by someone else.

Adding Crew

Select from...

- your previous crew; or
- add a new Crew Member

A profile for that new crew member ***must exist in TES.*** (Instructions for creating a new profile are at the end of this document.).

Complete all other sections further down the page.

Detail

From the event/club's website find the entry page.

On the entry page there will be a section like the sample below.

Single Handed	Enter	Update Entry	View List
Double Handed	Enter	Update Entry	View List

The actual entry pages are the same for both except the "Double Handed" has a place to add crew.

When you click the "Enter" button it opens the login page.

TopYacht login

First Initial: Last Name:

Password:

Show password

[Forgotten password](#)

[Home](#)

This application requires that javascript and cookies are enabled in your browser.

**No TopYacht login?
or not sure?
or wish to create a
new profile and enter
the event? Then....**

If you already have a TopYacht profile, then enter your details then press the “Log In” button

TopYacht login

First Initial: Last Name:

Password:

Show password

If you do not have a TopYacht profile, then use the “Click Here” button on the right. (See creating new profile at the end of this document.)

The entry page has a number of sections.

The key sections start with the screens snips below.

Skipper Details profile 3830

First Name *

Last Name *

Boat

Select/Create New

Sail No *

Crew Details for crew 1 profile

You can add/replace crew using options below

Important: Do not replace details below with another person. Create a new person with an option above.

For a double handed entry, the club needs the details of the crew for safety, communication and for other reasons.

Adding crew to your boat provides 4 options.

Use crew displayed below – this is applicable if you are updating your entry and the crew is already attached.

Select a previous crew who has sailed with you – search for a previous crew person and add them to this entry.

Select a crew who already has a profile in TopYacht – you will need their name and they will have to tell you their TopYacht password. You can't just find them on a list and add them as that would contravene privacy rules.

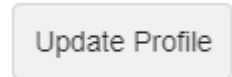
Add a brand-new person as crew - DO NOT TO USE THIS OPTION!! You can end up creating a duplicate person which will make their life difficult going forward in terms of entered in events. **MUCH BETTER** – get them to tell you their TopYacht pw as above OR tell them that they must create a TopYacht profile, then provide you with their pw. (See further down this document for creating new profile.)

Once you have added your crew (where relevant), complete the remaining sections remembering to click the "Save Changes" at the bottom of the page.



Update your profile

Towards the bottom of the entry page is an option to update your personal profile, things like email address mobile etc.



Create a new profile

From the main screen click the "Enter" button for any of the options as per example below,



On the log in screen, click the “Click Here” in the pink area on the right.

**No TopYacht login?
or not sure?
or wish to create a
new profile and enter
the event? Then....**

[Click here](#)

Fill in all sections of the “Key Details” then click Save Changes.

Key details

IMPORTANT!!
Each member of the same family needs a unique password.

First Name * Last Name *

Gender * Year of Birth if u19

[Save Changes](#)

If you are a parent completing this for a child, remember it is the child’s details that are required.

If you are creating a profile as a crew member, then when it moves you to the entry part of the page just go to the very bottom and press the “Home” link.

[Home](#)

Finding Your Password

From the main screen click the “Enter” button for any of the options as per example below,

Single Handed	Enter	Update Entry	View List
Double Handed	Enter	Update Entry	View List

On the log in screen click the “Forgotten password” link at the bottom left.

TopYacht login

First Initial: Last Name:

Password:

Show password

[Forgotten password](#) [Log In](#)

Fill in the form as shown below **making sure to use the email address** that you entered when creating your profile OR the email address your skipper entered when creating a new profile for you as crew.

Retrieve Password

Email address:

If several people share this email address then also provide name below.

First Name: Last Name:

If you don't have an email address, contact the event organisers.

[Email](#)

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