



TES ~ Multiple Owners / Secondary Contacts.

Prerequisites:

A TES administrator login for the event.

Background:

Keelboat TES is "boat based" in the sense that you enter a boat into an event As such, there is ONE and ONLY ONE Normal Point of contact for a boat - i.e. the person where the buck stop if the clubs is chasing payments, needs a mailing address etc. The boat has IRC cert, PHRF Certs insurance certs etc. attached to it.

To be a **secondary** contact associated with the boat you need to have been nominated by the **primary** contact.

Nomination Process:

The **Primary** Contact logs in using the Sail Number and their own password, then add the other person as a "Series Contact".

Contact Person/Boat Rep for THIS race/Series - if different to above!

First Initial: Last Name: TopYacht Password:

Routinely, a boat is entered using its sail number and the password of the owner OR associated person.

In the case of a **secondary** contact doing the entry, that person puts in the sail number and their **own** password not that of the owner/Primary Point of Contact.

This then brings up the entry thus...

PRIMARY CONTACT PERSON - Individual who normally receives all correspondence from event organisers eg emails, telephone calls, SMS messages.

First Name: Rod Last Name: McCubbin

CONTACT FOR THIS SERIES/ Boat Rep - Individual who receives all correspondence from event organisers eg letters, emails, telephone calls, SMS messages - for this Race/Series.

* First Name: * Last Name:

* Password/PIN: - Please choose a password of 4 to 12 characters.

* Street Address: * Suburb:

* State: * Postcode:

The TES admin can add also an existing sailor in TES as an associated contact to a boat.

BUT: -be warned- there is no "undo", so double check you get the correct person and the correct boat.

To do this use the Club Menu >> Dups screen

Search on person and boat then marry them.

0 Mobile Numbers updated.

Find Sailor Dups Hint: use % as wild card at beginning or end

First Initial or part First Name

Last Name

OR Mobile

OR email

No sailor match found

=====

Find Boat Dups : Hint: use % as wild card at beginning or end

Sail No

OR Boat Name of part of

No matching boat found

=====

Add Sailor to MyCrew for boat

boid said

=====

Add Sailor as Secondary Contact/Owner for boat

boid said

=====

If the person does not exist then create them use the “update your personal profile” at the bottom of the even- entry page.

[Change Owner/Main Contact or Email Address for existing boat](#)

[Add/Update personal profile for THIS event \(owners & offshore crew ONLY\)](#)

[Find crew OR to register as crew available](#)

[Help](#)

NOTE:

After being added an associated person can enter an event and will appear everywhere to do with **that** event. In this circumstance, the Normal Contact will appear in one place only and that is on the entry page as per the below.

PRIMARY CONTACT PERSON - Individual who *normally* receives all correspondence from event organisers eg emails, telephone calls, SMS messages.

First Name: Rod Last Name: McCubbin

CONTACT FOR THIS SERIES/ Boat Rep - Individual who receives all correspondence from event organisers eg letters, emails, telephone calls, SMS messages - *for this Race/Series*.

* First Name: * Last Name: