



TES ~ Notice Of Race Compatibility

The key advantages for **TES** for a regatta are:

- radically reducing the administration load;
- removing the need to translate poor handwriting;
- making payments easy to track;
- provide ready access to emergency contact information should it be required;
- provide a real time web listing of entrants – and, near the date, divisional splits and handicaps (where relevant); and
- provide an electronic list of entrants/divisional/handicap data ready to import directly into the TopYacht race results software used by the club.

To make best use of TES the following suggestions are offered:

1. We recommend that **only** “On Line Entry” be permitted because:
 - One key advantage of on line entry is that all data is in one place. A place that provides instant admin access to check all entry details from payments to emergency contact information.
 - Secondly – the data is entered by the sailors so they can’t complain if the boat class is incorrect!
 - Most major regattas from Sydney to Hobart, Hamilton Island Race week down, accept on line entries only for these reasons.
 - The system has been used for Adelaide to Port Lincoln for the last few years and several OTB events in SA so a number of SA sailors are familiar with the system.
 - For sailors who need a hand to make an entry, many clubs provide a computer at the club on normal race days and provide someone to help the folks get started. This is very valuable and appreciated service for older members who have not become familiar with Internet banking etc.
 - Ideally, the NoR should contain the **only** link to the entry portal. Placing it here increases the chances of prospective competitors actually reading the document.
2. If you provide alternative entry methods, then those who have not done it on line before are likely to fall back onto the methods with which they are familiar ie paper. IF YOU then want it all entries in one spot then someone will have to translate the handwriting and enter all paper entries into the on line system. This takes time and assumes legible handwriting – which often it is not.
3. The on line system does not need someone (in an office) to administer and check the paper entries so it cuts off at midnight on a particular day rather than at close of office hours. Thus we provide a cut off “day” rather than “1900 hrs etc”. Sample text for the Notice of Race is in [Appendix 1](#).

TES can handle many types of payments. BUT...

We recommend you follow the lead of most major events and only accept payment by Credit Card, as part of the on line entry process.

On line card payments....

- Are deposited into the Club's account within one week of being made;
- Are itemised weekly via a payment detail report;
- Automatically ticked off as "paid" within TES.

This save the clubs the administration time and associated labour associated with all other forms of payment. If you choose to offer one or more options other than on line payment, then you will have to cross reference the payments against each entry and you then need to tick them off as paid in TES. While only the Bank's charges are passed on to the Club, it saves a lot of time. Some events simply wear this cost and put it against the time saved; others increase the entry fee by say \$3 to cover the associated bank charges.

The system can also allow entrants to nominate the purchase of other items such as event clothing, the presentation dinner etc.

Appendix 1

Sample Text for inserting into the Notice of Race

Entries shall be lodged no later than *Wednesday 3rd August 2011*.

Entries to be completed online at *www.mysailingclub.com.au*

****Host club name**** has computer facilities and members on hand on normal sailing days to assist those without computer access or who would like some assistance; to submit their entry.

Fees

The Entry Fees shall be *\$55.00* for the XXX event.

Entries completed prior to Saturday 30th July 2011 will receive an early-bird discount of \$20¹.

Appendix 2: Further Reading

[TES ~ Update Existing Entry ~ Make Payment after Initial Entry](#)

[Reconciling Payments and Credit Card Transactions](#)

[Check or Mark off Payments](#)

[Event Setup](#)

¹ It is better to offer a carrot instead of threaten