



TES: New Event Setup Guidelines

Part 1: On-Water

NoR

This starts with the Notice of Race (NoR)

A copy of this document is required for TopYacht personnel to set up a new event, Ideally, it should be in the final stages of preparation before being sent to TopYacht for action.

When the setup is complete, TopYacht personnel will email a hyper-link to the club's nominated contact. This hyperlink is event specific, and, ideally should be the last addition to the NoR prior to it being released into the public domain.

It is TopYacht's expectation that the club or OA will test the entry form by either viewing test boats added by TY, or entering their own test boat to check:

- Entry fees, early bird entries and late entry fees are correct. (See [Appendix 2:](#))
- Payment options e.g. Credit Card, Club Account For more information, See [TES ~ Regatta Entry Fee Collection Options](#)
- race dates, event dates and entry cut-off dates are correct
- the correct handicap options (if relevant) are available
- the reports setup are sufficient to the OA's requirements
- the crew requirements are as per the OA's expectations
- Conditions of Entry and links are all correct
- all required boat documentation, ie Safety Declaration forms are set up
- Any other requirements eg mooring needs; parent consent form, appropriate qualification requirements, etc

Series Definitions

To further expedite the setting up TES, it is beneficial if a series definition spreadsheet is populated. While it is understood that it may not be possible to complete it to the minutest level of detail, such a matrix will assist TopYacht as well as the Club to plan the event.

Click [HERE](#) to download an Excel spread-sheet as an example. This template contains several examples on different tabs. The layout should be self-explanatory. See [Appendix 1: Cloning an Event](#)

Part 2: Timing

TopYacht personnel process event setup requests on a first-come-first-served basis.

Routinely, allow one week for the processing of a request.

However, this lead-time will increase depending on the time of year, and it's typically longest (up to 4 weeks) during spring, being the time most clubs are planning the coming season.

Clubs are strongly advised to plan early, as there is an additional fee for queue-jumpers, as such actions will require TopYacht staff to work additional hours outside normal work hours.

Part 3: Completeness of the NoR

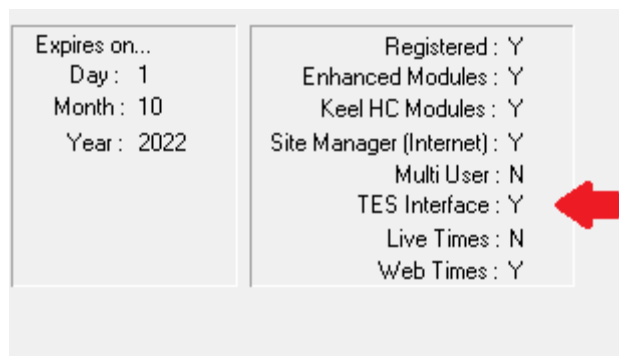
Please do not send an early NoR draft if its accuracy cannot be assured. This document forms the basis of the TES setup. If the TES setup requires amendments because the NoR changes, additional fees at premium rates may be payable to meet deadlines.

Part 4: TopYacht Interface.

Users who wish to download entrants into TopYacht will require a TES Interface License extension

The currency of the User's license can be determined by:

TopYacht | Admin | Database | User Registration



New TES customers should ensure that they have this license extension prior to submitting the first request. Ongoing Clubs will have the TES license extension renewed automatically.

Additionally, verify that the TopYacht registration will not expire mid-event. Routinely, TopYacht staff sends out a renewal invoice well before the license is due to expire. If payment is overlooked, TopYacht reverts to read-only, preventing additional races to be setup. The expiry date is thus:



Part 5: Shopping Cart.

An optional part of TES is a shopping cart.

This allows the pre-purchase of extras such as:

- Clothing
- Lunch Orders
- Social Function entry passes

These extras can only be purchased at the time the competitor enters the event, and can be Free-Of-Charge (if they are inclusions with the entry fee) or charged on a price per item basis.

Part 6: Crew Declaration and PoB Reporting requirements.

See the Document [TES ~ Crew Declarations & POB](#)

Part 7: Entry Confirmation at Registration.

See the Document [TES ~ Entry Confirmation at Registration](#)

Part 8: Event and Series Logos.

TopYacht **strongly** recommends that any event and sponsor logos are no wider than 750 pixels. Anything larger will spoil the appearance of the screen, as well as place unnecessary overheads on the network, slowing down the overall performance

Keel Boats

The management of logos for Keel-boats is (now) handled by the Club's TES administrator

Off-the-Beach Boats

The management of logos for OTB-boats is (still) handled by TopYacht.

Please include any logos (correctly sized) to TopYacht when submitting the request

Summary.

Download the cover (Microsoft WORD) document (click [HERE](#)), complete the details, and then forward:

- the cover document
- NoR
- Series definition spreadsheet
- (any) logos,
- Shopping cart list

To <mailto:support@topyacht.com.au>

Please remember: Timing is the key. Do not leave it to the last minute.

Associated Documents.

[TES ~ Regatta Entry Fee Collection Options](#)

[TES ~ Crew Declarations & POB](#)

[TopYacht ~ Display Crew Names on Results](#)

[TES ~ Entry Conformation at Registration](#)

[TES ~ New or Update Entry](#)

[TES ~ Importing Keelboat Entrants into TopYacht via Step 6a](#)

[TES ~ Importing OTB Entrants into TopYacht via Step 6a](#)

[TES ~ Handling Bow Numbers](#)

[TES ~ Setup Event SMS Contact Number](#)

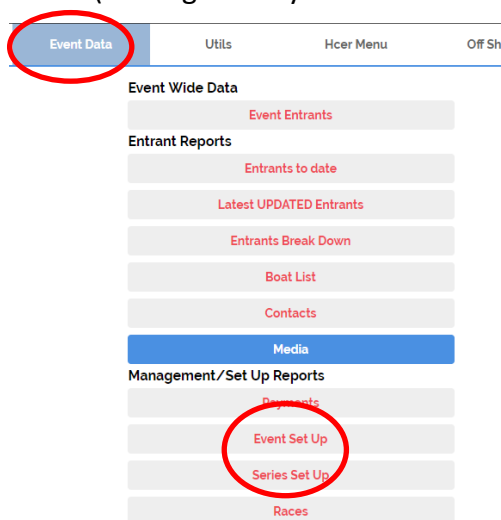
[TES ~ Personal Locator Beacon Numbers](#)

[Duplicate Sail Numbers](#)

Appendix 1: Cloning an Event

If you would like a new event set-up that is pretty much the same as last year's

- Log into the admin area
- select the event you wish to clone.
- Click the **Event Data** tab.
- Click and download the event set up and the series set up spreadsheets.
- Mark up ALL changes in RED (making it every clear what has changed from last year).



Appendix 2:

Sample Text for inserting into the Notice of Race:

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

Click this link to enter: <https://topyacht.com.au/db/kb/1453>.

****Host club name**** has computer facilities and staff on hand during 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 \$75.00 for the XXX event.

Entries completed before Saturday 30th July 2011 will receive an early-bird discount of \$20.

While it is only a matter of semantics, the concept of a discount sounds less draconian (more attractive??) than an additional late entry fee!!!