



TES ~ Regatta Entry Fee Collection Options.

Background

TES is a templated but very flexible on line entry system. One thing that has proven impractical to implement is to refuse an entry that is not paid for as part of the *initial* entry process.

TES Forced Entrant Payment Option:

Most regatta organisers want the entry list to look impressive as early as possible to encourage other entrants. If an entry was not accepted without payment, prospective sailors may wait till the last minute to formally enter.

In the same vein, most organisers require an early list of potential entrants to ensure the planning can progress without a major rush in the last few days.

Most club events and some regattas allow for “pay on club account” or “direct debit” payment options. Under these circumstances you can’t insist that an entrant pays before the entry is accepted.

The alternative approaches

- TES can be configured to display extra columns on the public viewable entrants list. This should be included as part of the [Event Setup](#) package supplied to TopYacht by the Organising Authority.

One is **PAID** the other **OK**. The latter is something that is checked by the event administrator.

The **OK** column can have a label of your choice.

- Most regattas offer a pricing incentive to pay early and many have a late payment fee. E.g.

Entry Fee
• Early Bird Entry Fee - Pay before 01/01/2014 - \$430.00
• Standard Entry Fee - Pay on or after 01/01/2014 - \$480.00

The TES Administrator can

- see who has paid, and;
- [email](#) those who have not. See [TES ~ Reconciling Payments](#)

Part of an event configuration is the nomination of Entry Fee Collection Option. This is set by TopYacht Staff, and should be included as part of the [Event Setup](#) package supplied to TopYacht by the Organising Authority.

Options:

- Entered On date (**E**),
- Paid On date (**P**),
- Immediate (**I**),

Using **E** or **P** allows entrants to enter, but pay at that time or at a later time. The **E/P** determines when any late fee is applied based on when the boat entered or when it paid.

Using **I** is the same as **P** but the entrant becomes a "tentative entrant" and as such is not visible in the list of entrants on line and is not imported into TopYacht until they have paid.

Very few events use the 'I' option because.

- potential entrants hang back until the last minute making it hard for the club to determine entry numbers well in advance

- having larger numbers at the start of the entry window tends to create a snowball effect enticing others to also enter.
- entrants that are paying other than by credit card need to be manually flagged as **paid** (in TES) by event staff. See [TES ~ Reconciling Payments](#)

TES Administrator Tools

Because most clubs use either the **E** or the **P** option, TopYacht provides a number of tools to enable the event organisers to monitor and manage the entrants.

- a **\$** button in the **Ent Paid** column of the opening screen of the admin area - one for each series. This is the *one-stop-shop* to check the status of payments.
- a **Payments** report and a **Entrants to Date** report in the **EVENT DATA** section. Both include payment data.
- you can send emails to entrants and use the "ONLY select Entrants who have not paid" to target slow payers.
- at registration time the TopYacht [entry confirmation](#) sheet for each boat flags those who have not paid so they can be sorted at that time.

Associated Documents

[TES ~ New Event Setup Guidelines](#)

[TES ~ Reconciling Payments](#)

[TES ~ Email Incomplete Entrants](#)

[TES ~ Entry Confirmation at Registration](#)