



TES ~ Altering Series Options.

Prerequisites:

A TES administrator login for the event.

Change Options:

- Log into TES
- Select the **Event** from the drop-down menu



- Click on **Edit Series Set Up**

Admin Utilities Careful, there is no Undo button!

Event Management

Tool Box

Set Up / Edit

Event Set Up

Edit Series Set Up ←

Edit Custom Fields

This takes you to the Series Set Up page.

Note the scroll right bar indicated. There are more fields to the right!!

Melbourne to Geelong Passage Race 2021

Series Setup

seld	Series Name	Display Ord	Series Name Short	Series Ref	Series Intro	Sers Type	Classes Table	Default Class	Date R1
8507	Melbourne to Geelong Passage Race	1	RGYC_PASS_21	RGYC_PASS_21	GO	AUTO_HC			dd / mm / y
8508	Miscellaneous	2	FOS_Misc_21	FOS_Misc_21	GO	AUTO_HC			dd / mm / y
8509	Race Committee	3	FOS_RC_21	FOS_RC_21	GO	COMMITTEE			dd / mm / y
8510	Media	4	FOS_Media_21	FOS_Media_21	GO	COMMITTEE			dd / mm / y

←

SEID	The Series ID in the TES database and cannot be altered. It is the number needed to use in TopYacht for direct data downloads.
SERIES NAME	The name that appears as it appears on all the TES screens that refer to this Series.
DIS ORD	The display order on the web with 1 on top.
UPDATE DEADLINE	Date from which updates to entries will no longer be permitted. Normally this date is after the Cut Off date so updates can be applied but new entries will not be accepted. Updates may include changes/on line payments.
For offshore events, the updates deadline can be extended on a per boat basis via the Offshore Tracker >> Boats screen.	
CUT OFF DATE	Date on which no NEW entries will be accepted by TES. Changes can be made to existing Entries prior to the Update Deadline. This can be left blank for club events.
Casual entries are accepted up to the Cut Off date, ignoring the Update Deadline. You can stop new Series Entries by setting the Update Deadline to (say) one day after race 2. No new Series entries are accepted after R2, but casuals can still enter and Series entrants can update relevant data eg change email address!	
CAS DL D	Casual entry Deadline Days: This is the number of days prior to midnight on the race day, that TES will accept Casual entries for the next race in this Series. For that day use 0, for the day before use 1 etc.
CAS DL H	Casual entry Deadline Hours: this is the number of hours before midnight, on the nominated cut off day, which entries will be accepted up to.
ADMIN ONLY	If checked this Series will appear on the Admin screen only ie NOT on the sailors' screens. This is checked initially until you OK the Series set up. Unchecking makes the screen visible to sailors.
HIDE	If checked then this Series will not appear on the sailors screens not on the Admin Screens. This can be used to hide previous Series.
COE	Click here to edit the COE. Please retain the data storage and privacy links for TopYacht so both the club and TopYacht are meeting their disclosure requirements.

Further Reading:

[TES ~ Casual Keel-boat Entry Setup](#)