



# TES: Crew Declarations & P.O.B.

## Prerequisites:

- A TopYacht Licence extension is required;
- TES has been configured (by TopYacht) for a keel-boat event.
- TopYacht has been correctly configured

## Accessing the Crew Decs/POB screen

When you put in an entry via TopYacht you will find a “crew dec/POB” link you can use on your mobile device eg phone or tablet. You can also locate this by doing an “Update Entry” (in TES) from any Series you are entered at the club.

**PROVIDE DETAILS OF ALL PERSONS ON BOARD (including skipper)**

 [Mobile Phone crew update link  
http://tymob.net.au/mycrew.php?evid=855&sn=TEST02](http://tymob.net.au/mycrew.php?evid=855&sn=TEST02)

Take note of this link.

<http://tymob.net.au/1234>

- evid (1234) is the Event ID (allocated by the TopYacht Team). This number changes event-by-event;

This takes you to the log on page

**RMYS Wednesday Summer Series  
2017/2018**

**Update race crew list.**

Primary Sail No:

Password/PIN No:

Put in your normal TopYacht password then tap (or click) on the **Log In** button.

You will be presented with a list of Series in which you are an entrant. The Series name may be shorted to display neatly on a phone.

**RMYS Wednesday Summer Series  
2017/2018**

**Select Series to update crew.**

Jo Johannesen Twilight Ser

Super Wednesday Twilight S

Select the relevant Series then tap to **Update Crew** button.

## Adding Crew to the Boat for this Series

This takes you to a page that is initially rather empty.

**\* Provide Skipper/Crew Details**

If you have crew members that have been on your boat at this club before OR who have competed in an offshore race with you, then they will probably be available in the **Get previous crew** option.

Select crew below to add for this Series.

SEL	NAME	MOBILE	EMAIL	DROP
<input type="checkbox"/>	Allan Brough	0414141414	ab@topyachts.com.com	<input type="button" value="Drop"/>
<input type="checkbox"/>	Clive Drum	0411111114	cbdrum@inet.net.au	<input type="button" value="Drop"/>

If this list shows crew who are no longer associated with your boat then you can **Drop** them from the list. If they appear again in the future that is simply because there were associated with your boat several times. Just drop them again.

Once you have selected a few you can add them to the boat for this Series by tapping the **Add selected crew** button.

If there are none to add then simply close the drop down by tapping **Close previous crew**.

SEL	NAME	MOBILE	EMAIL	DROP
<input checked="" type="checkbox"/>	Ralf McSea	0419034831	rod12@topyachtsoftware.com	<input type="button" value="Drop"/>
<input type="checkbox"/>	Randle Miller	0419041904	rod@topyacht.com	<input type="button" value="Drop"/>

Ralf McSea was added in this example.

On Board	First Name	Last Name	Mobile	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
<input type="checkbox"/>	Ralf	McSea	0419034831		030303			<input type="checkbox"/>

You can also add a new person by tapping **Create new crew**. They are initially entered as "aaa New Crew" – simply type over this and add other relevant details.

On Board	First Name	Last Name	Mobile	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
<input type="checkbox"/>	aaa New	Crew						<input type="checkbox"/>
<input type="checkbox"/>	Ralf	McSea	0419034831		030303			<input type="checkbox"/>

## Selecting the Crew for THIS Race

Once you have crew attached to the boat, you select them for THIS race.

The blue square boxes around the 3 selected crew members (shown below) indicate that each update has been received by the server.

Get previous crew Submit Create new crew

On Board	First Name	Last Name	Mobile	Mbr Num	AS No	Emergency Contact	Emerg No	Drop
<input type="checkbox"/>	Allan	Brough	0414141414		121212	Alison Brough	0414 421 421	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Clive	Drum	0411111114		343434	Jennie Drummer	TBA	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jane	Graham	tba			Allen Craham	987654321	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ralf	McSea	0419034831		030303	Alan Smith	12121212	<input type="checkbox"/>

Once you are done, tap the **Submit** button for confirmation of the crew list you have provided.

POB summary  
for **TEST BOAT TEST02**  
in **Jo Johannesen Twilight Series**  
as of 2017-10-24 17:41

1. Clive Drum
2. Jane Graham
3. Ralf McSea

This list is also emailed to your email address as registered in TopYacht.

## Alternate interface

You can also add race crew to TopYacht via the **Member Point** app.

**Finally – a warning!!**

Each week, at 00:01 Monday, this information is logged and then the ticks for the **On Board** column are removed.

The expectation is that you select the crew for each race (or event) so that it reflects the actual situation on your boat for that race. This is important for the club and also for the authorities if something untoward happens to the boat.