

CREW DECLARATIONS – INSHORE AND OFFSHORE SERIES/RACES

INTRODUCTION

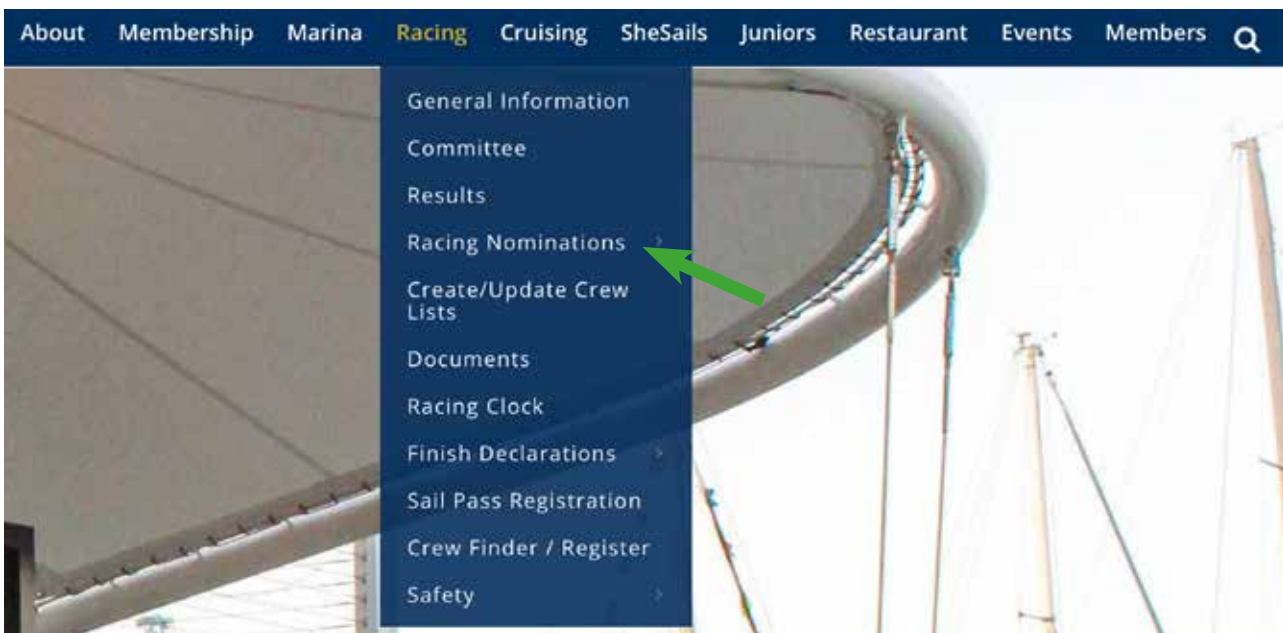
The Crew Declarations facility is used for club racing, or events within a series where sailors may change crew race-to-race. Designed for Inshore and offshore events, up to Cat 3 Not intended for Cat 1 & 2 use.

- Details are **boat based** and only updateable by the boat skipper/contact.
- Collects crew detail (name emergency contact details, AS member number, and/or other info) on a race by race basis
- The skipper can add crew members to their boat for a race. This is done quickly and easily via a smart phone or any internet enabled device (see below).
- The skipper can come back at any time and tick/untick who is “On Board”
- Once a week (one minute after midnight Monday by default) the list of who is “OnBoard” each boat is logged and then the “OnBoard” tick box is automatically un-ticked ready for the next race in the series.
- This data is then accessible at any time to the club administration.

ACCESSING THE CREW DECLARATIONS SCREEN

If you make your entry using the “Multi Select” option, you will not be able to add/update your crew list at the same time. You will need to submit your entry and then return to add crew lists separately for each series that you enter.

After you have completed your entry, go back to the nominations link on the RSAYS website.



On the screen that opens, go to the section headed “CREW LISTS”

CREW LISTS

An up-to-date crew list detailing all on board must be submitted before EACH race.

The simplest way to do this is through TES after you have made your initial entry.

The list will then be stored and be available to be confirmed/updated through a smart phone or tablet on the day of the race.

To create or update your crew list, click on the button below:



Click on this button

Continued on next page

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This will take you to the log In screen below:

RSAYS Summer Season 2021 - 2022
Update race crew list.

Primary Sail No:

Password/PIN No:

Show password

STEP 1

You will be presented with a list of the series/races that you have entered.

RSAYS Summer Season 2021 - 2022
Select Series to update crew.
Old Series are NOT shown.

- INSHORE SERIES Includes CLUB A
- WOMENS SERIES - 8 races
- TWILIGHT SERIES 1 - 10 races
- TWILIGHT SERIES 2 - 10 races
- Bunday Cup
- Reverie Trophy
- James Howell Cup
- Kaesler Wines Cup
- Women's Keelboat Invitation Ra
- TG Flint Memorial
- Inkster Memorial

Select a series/race, in this case the INSHORE SERIES

Then click "Update Crew"

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STEP 2

Create a new crew list or edit an existing one.

If this is a new boat to the Boat Register or you have not created a crew list before, then click on the “Create a new crew” button.

Fill out the fields in the blank crew line that appears.

INSHORE SERIES Includes CLUB AMS SERIES - 16 races

* Provide Skipper/Crew Details

Get previous crew Submit Create a new crew

Please note 'New Crew' are not added to a boats 'offshore' crew.

On Board	First Name	Last Name	AS No	Mobile	Email
<input type="checkbox"/>					

Populate the fields in the new crew line and repeat the process until all your possible crew are entered. Don't restrict it to just the crew that are in the current series (ie the INSHORE SERIES) as a master list of crew members will be created that will follow the boat and be available for all future series/races/events.

STEP 3

From the crew list, select those that are to be included in the INSHORE SERIES by ticking in the “On Board” column. Then click the “Submit” button.

INSHORE SERIES Includes CLUB AMS SERIES - 16 races

* Provide Skipper/Crew Details

Get previous crew Submit Create a new crew

On Board	First Name	Last Name	AS No	Mobile	Email
<input checked="" type="checkbox"/>	A	Crew			
<input checked="" type="checkbox"/>	B	Crew			
<input checked="" type="checkbox"/>	C	Crew			
<input type="checkbox"/>	D	Crew			
<input type="checkbox"/>	E	Crew			

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You will then be taken to the confirmation screen and an email will be sent to the Squadron.

POB SUMMARY

Boat **RSAYSTEST SQ100**
Series **INSHORE SERIES** Includes **CLUB AMS SERIES - 16 races**
As at 2021-06-12 10:54:36

On board is ...

1. A Crew
2. B Crew
3. C Crew

[Return to log in page](#)

STEP 4 ETC

Repeat this procedure for each series that you have entered using the Multi Select option, prior to the first race of each series.

You will be presented with the crew list that you created in steps 1 to 3 above and you will only need to tick those that will be on board. If necessary you can add new crew members to the master list using the "Create a new crew" button as before.

Note: These procedures can be carried out on any internet enabled device ie computer, tablet or smart phone.