

HOW TO ENTER A SAILING EVENT USING THE TOPYACHT ENTRY SYSTEM (TES)

**SQUADRON
RACING**



TES allows you to enter sailing events at many clubs and regattas around Australia.

Once you have entered one event, then your boat details (AND uploaded “boat docs”) and your details are then available to you to make it very quick and easy to enter another event.

Table of Contents

To start an entry	2
Check if your boat is already in TopYacht / if you are registered as the owner	4
Entering a boat ALREADY in TopYacht.....	4
Logging in	6
Entering a boat NOT already in TopYacht	7
Filling in the entry form - intro	7
Entry form – boat / handicap details.....	8
Entry form – Primary Contact Person details	9
Entry form – Joint Owners	10
Entry form – selecting fee option and payment option.....	10
Entry form – Selecting several Series at once– “Multi Select”	11
Entry form – Oops- I have errors!.....	11
Entry form – updating an entry.....	12
Entry form – making a casual entry	12

To start an entry

On your computer, smart phone or tablet, go to the nominations link on the RSAYS web site



Select the "Summer 2021-22" link and this will take you to:

For Season 2021-22 all nominations, crew lists and payments will be made using the Top Yacht Entry System (TES)

ENTRY RESTRICTIONS
NONE: You can enter **one** or **any combination** of the Series/Races listed below.

ENTRY FEES
Fees must be paid at the time of entry using the credit card option through the TES secure gateway. The following fees apply:

<p>Series Entries (casual entries available at \$20/race)</p> <p>Inshore Series (PHS & AMS – Includes Club AMS Series) (16 races: Div 1 & Div 2 – \$160)</p> <p>Women's Series (PHS & AMS) (8 races: Div 1 & Div 2 – \$120)</p> <p>One Design Series (16 races: Etchells, J24's, Sports Boats – \$120)</p> <p>Twilight Series 1 (PHS) (10 races: Div 1 & Div 2 – \$150)</p> <p>Twilight Series 2 (PHS) (10 races: Div 1 & Div 2 – \$150)</p> <p>Friday Afternoon Sternchasers (PHS) (8 races: allboats – no charge)</p>	<p>Standalone Trophy Races</p> <p>Bunday Cup (sternchaser PHS – \$15) Reverie Trophy (allboats PHS & AMS – \$15) Kaesler Cup (Div 1, Div 2 PHS & AMS – \$15) James Howell Cup (allboats PHS & AMS – \$15) Women's Keelboat Invitation (Div 1, Div 2 PHS & AMS – \$15) TG Flint Memorial (allboats PHS & AMS – \$15) Inkster Memorial (sternchaser PHS – \$15)</p> <p>State AMS / IRC Series (Organising Authority CYCSA – \$25)</p>
--	---

Standalone Offshore Trophy Races (PHS & AMS)
Orontes Trophy (allboats \$15)
Haystack Island Race (allboats \$15)
Gleneig Gulf Race (allboats \$15)
Tapley Shoal Race (allboats \$15)
Adelaide to Pt Lincoln Race (allboats \$15)
Jubilee Cup – handicap course (allboats \$15)

ENTRY OPTIONS
To view entrants, make series or casual entries, make payment and submit a crew list, click below:

VIEW CURRENT ENTRANTS	← Click to show the current list of entries
MULTI OR SINGLE SERIES ENTRY	← Click to commence a series entry
CASUAL ENTRY	← Click to commence a casual entry

To commence an entry click on the "MULTI OR SINGLES SERIES ENTRY" button.

Note: The Casual Entry is only used to enter the next race in a series but its functionality is very similar.

The "MULTI OR SINGLES SERIES ENTRY" button opens a page where you can select which Series / Race you wish to enter.

An example is shown on the next page.

HOW TO ENTER A SAILING EVENT USING THE TOPYACHT ENTRY SYSTEM (TES)

STEP 1: Select Series

You can enter one or any combination of the Series/Races listed below

SERIES

[MULTI SELECT] - Select this option to enter MORE THAN ONE series/race concurrently

- **OR - To enter ONE series/race ONLY select from the list below**

- **Series Races**

INSHORE SERIES Includes CLUB AMS SERIES - 16 races

WOMENS SERIES - 8 races

ONE DESIGN SERIES - 16 races

TWILIGHT SERIES 1 - 10 races

TWILIGHT SERIES 2 - 10 races

FRIDAY AFTERNOON STERNCHASERS - 8 races, no charge

- **Standalone Offshore Trophy Races**

Orontes Trophy

Haystack Island Race

Glenelg Gulf Race

Tapley Shoal Race

Adelaide-Port Lincoln Race

Jubilee Cup (handicap course)

- **Standalone Trophy Races**

Bunday Cup

Reverie Trophy

James Howell Cup

Kaesler Wines Cup

Women's Keelboat Invitation Race

TG Flint Memorial

Inkster Memorial

- **State AMS/IRC Series**

STATE AMS & IRC SERIES

STEP 2: Select an Option

ENTRY OPTIONS

Enter boat already in [TopYacht Boat Register](#)

Update existing **SERIES** entry details in selected Series

Enter boat **NOT** in [TopYacht Boat Register](#)

STEP 3: Press Submit

SUBMIT

As shown above, there are 3 steps to enter a Series.

But before you can commence your entry you need to establish whether your boat is already stored in the **TopYacht** Boat Registry or not; and, if you are listed as the owner.

Continued on next page

HOW TO ENTER A SAILING EVENT USING THE TOPYACHT ENTRY SYSTEM (TES)

Check if your boat is already in TopYacht / if you are registered as the owner.

To check if your boat already exists in the TY Registry please click the link [TopYacht Boat Register](#) you can see that twice on the screen under **STEP 2** ...

STEP 2: Select an Option

ENTRY OPTIONS

- Enter boat already in [TopYacht Boat Register](#)
- Update existing **SERIES** entry details in selected Series
- Enter boat **NOT** in [TopYacht Boat Register](#)

- If your boat exists then proceed as per the next section.
- If the boat has changed owners then contact TopYacht as per the link near the bottom on the entry page (see below).

Change Owner/Main Contact or Email Address for existing boat

- If your boat is definitely not there, then use the Enter boat NOT already in TopYacht Boat Register option in Step 2.

Entering a boat ALREADY in TopYacht

STEP 1: Select Series

You can enter one or any combination of the Series/Races listed below

SERIES

- [MULTI SELECT] - Select this option to enter MORE THAN ONE series/race concurrently**
- OR - To enter ONE series/race ONLY select from the list below**

Series Races

- INSHORE SERIES Includes CLUB AMS SERIES - 16 races
- WOMENS SERIES - 8 races
- ONE DESIGN SERIES - 16 races
- TWILIGHT SERIES 1 - 10 races
- TWILIGHT SERIES 2 - 10 races
- FRIDAY AFTERNOON STERNCHASERS - 8 races, no charge

Standalone Offshore Trophy Races

- Orontes Trophy
- Haystack Island Race
- Glenelg Gulf Race
- Tapley Shoal Race
- Adelaide-Port Lincoln Race
- Jubilee Cup (handicap course)

Standalone Trophy Races

- Bunday Cup
- Reverie Trophy
- James Howell Cup
- Koester Wines Cup
- Women's Keelboat Invitation Race
- TG Flint Memorial
- Inkster Memorial

State AMS/IRC Series

- STATE AMS & IRC SERIES

As shown above you can either click the Multi Select option to enter a number of Series /Races at the one time, or you can enter a single Series / Race for now and then enter another Series later on, from this same screen.

Continued on next page

HOW TO ENTER A SAILING EVENT USING THE TOPYACHT ENTRY SYSTEM (TES)

We will explore the single Series entry first.

Select a single Series that you wish to enter, for example click on the radio button for the Inshore Series

- OR - To enter ONE series/race ONLY select from the list below

- **Series Races**

- INSHORE SERIES Includes CLUB AMS SERIES - 16 races
- WOMENS SERIES - 8 races
- ONE DESIGN SERIES - 16 races
- TWILIGHT SERIES 1 - 10 races
- TWILIGHT SERIES 2 - 10 races
- FRIDAY AFTERNOON STERNCHASERS - 8 races, no charge

STEP 2: Select an Option

ENTRY OPTIONS

- Enter boat already in [TopYacht Boat Register](#)
- Update existing **SERIES** entry details in selected Series
- Enter boat **NOT** in [TopYacht Boat Register](#)

We are assuming you are entering an existing boat, so click that option.

STEP 3: Press Submit

SUBMIT

Press SUBMIT at the bottom the page to progress to the Login Page.

Continued on next page

Logging in

Enter the boat's sail number and the password of the main contact for that boat. The main point of contact is normally the owner of the boat.

Enter Series with existing boat ...


- Either the `normal point of contact` /owner OR boat rep can log in.
- To check boats/contacts in database click link [TopYacht Boat Register](#)

Primary Sail No:

Personal password:

[Show password](#)

If login fails



If the Log In Fails?

- Try again.
- If it still fails, use the Forgotten password/PIN option to have your password emailed to your email address that is stored in TopYacht.

OR

- Check with the RSAYS Boating Office.

Entering a boat NOT already in TopYacht

STEP 1: Select Series

Select the Series as per the preceding section.

STEP 2: Select an Option

Select the last option ie Enter boat **NOT** in **TopYacht Boat Register**

STEP 2: Select an Option

ENTRY OPTIONS	
<input type="radio"/>	Enter boat already in TopYacht Boat Register
<input type="radio"/>	Update existing SERIES entry details in selected Series
<input checked="" type="radio"/>	Enter boat NOT in TopYacht Boat Register

STEP 3: Press Submit

Press SUBMIT at the bottom the page.

Filling in the entry form - intro

Important notes

1. If you are entering a boat that **already existed** in **TopYacht**, then most of the "fields" will be pre-populated with your previously stored information e.g. boat name, sail number, your name etc. This makes the whole process very fast indeed.

If you are entering a **boat NOT already** in **TopYacht**, then you will have to fill in all the fields on the form **for the first Series that you enter**.

2. On the form some fields are marked with an asterix ie a * as circled below.

<input checked="" type="radio"/> Normal Sail No:	<input type="text"/>
	eg G12

You MUST complete these fields or you will not be able to submit your entry.

3. The following example is what an entry form looks like for a NEW boat ie there are no pre-populated fields.

Each club seems to want to collect slightly different data. So the example that follows is just one possibility. Other clubs may collect different data.

Entry form – boat / handicap details

Below is a sample of some of the details to be collected about each boat.

BOAT	
* Normal Sail No:	<input type="text"/> eg Gs2
* Home Club Initials:	<input type="text" value="RSAYS"/>
* Boat Name:	<input type="text"/>
* Maritime Regist'n No:	<input type="text"/>
* Hull Number:	<input type="text"/>
* Design:	<input type="text" value="Beneteau 361"/> eg Beneteau 361
Provide details of any differences from Class Design	
<input type="text" value="Modified keel and open back cruising boat"/>	

Reminder: All fields maked with an asterisk (*) MUST be completed.

The next section may differ from one series to another. The example shown below is from the Inshore Series.

* Preferred Division - Committee will have the final say in divisional placement			
<input type="radio"/>	Division 1		
<input type="radio"/>	Division 2		
ENTRY OPTIONS			
Please note : Entry in the AMS division of this series also provides automatic entry into the Club AMS Championship Series			
AMS: <input type="checkbox"/>	AMS certificate No: 28636	AMS date: 2019-09-12	AMS rating: 0.913
PHS: <input type="checkbox"/>	Performance based handicap system		

PREFERRED DIVISION:

Where series are conducted in divisions, select your preferred division. This may be changed at the discretion of the handicap committee.

ENTRY OPTIONS:

Select the handicap divisions that you wish to enter. Where a vessel has a current AMS Certificate, the certificate number, date and rating will be pre-populated.

Entry form – Primary Contact Person details

PRIMARY CONTACT PERSON - Individual who *normally* receives all correspondence from event organisers eg emails, telephone calls, SMS messages.

If a different person is to receive all correspondence **for this race/Series**, complete 'Contact Person/Boat Rep for THIS race/Series' lower down.

* First Name: * Last Name:

* Password/PIN
- Please choose a password of 4 to 12 characters.

* Australian Sailing No:

* Street Address:

* Suburb:

* State: * Postcode:

* Country:

* E-Mail:

Secondary E-Mail:

* Mobile:

Additional SMS Mobile:

Additional SMS Mobile:

Contact Person/Boat Rep for THIS race/Series - if different to above! HELP!

First Initial: Last Name: TopYacht Password:

Name to display as 'SKIPPER'. Leave this blank UNLESS the name is different to individual above.
 For joint owners spread them across the two cells eg 'John Smith /' and 'Tim Brown'

First Name: Last Name:

As the heading says this is for the “Primary Contact Person”.

This is the person who receives any correspondence about the boat, has the address for the insurance renewal etc. Normally this is the owner.

Put another way this is the person where the buck stops!

This **MUST** be a real person as explained in the next section; **NOT** “J Small /” and “K Brown” as first and last names of joint owners.

Note: If you do not have an email address then fill in that box with the words **“no email address”**.

Entry form – Joint Owners

Event organisers/clubs require a single, real person as a “Primary Contact Person” for a boat. This is so organisers have a single address to mail club information etc; chase insurance information etc., etc.

I.e. clubs need one nominated person where the buck stops when they (the club/organisers) are sending out or chasing down information for an entry.

The reason is similar to banks, which require a “primary card holder” for a plastic card.

Where there are joint owners this can be easily handled by inputting the details in the **Name to display as SKIPPER** section as below.

For example the first name can be input as “J Smith” and last name becomes “/L Brown”. You do this as part of the entry.

Name to display as 'SKIPPER'. Leave this blank UNLESS the name is different to individual above.
For joint owners spread them across the two cells eg 'John Smith /' and 'Tim Brown'

First Name: Last Name:

Just above this part of the form, there is provision for a “Secondary Email” address and an “Additional SMS” mobile so two person’s contact details can be recorded to receive any electronic messages from the club

Entry form – selecting fee option and payment option

FEES/PAYMENT

*** Fees**

Entry fee [\$115.00]

NOT paid as yet.

*** Select Payment Option**

I intend to pay for my entry via the option selected below.

By Master Card / Visa Card through a Secure Internet Gateway (link on next page)

Above is an example of the payment screen for an entry in the Women’s Series.

Please note: Whilst it is not compulsory to use the credit card option for payment of entry fees, it will greatly reduce the administrative overhead at the Club if you do so.

Also note that entry into any Series/Race is not valid until payment has been made.

Once you believe that the form is complete, read the Conditions of Entry then tick the Conditions of Entry box at the bottom of the screen and press the Submit button.

I understand and accept the Terms and Conditions of Entry.

[Print This Entry Form](#)

Entry form – Selecting several Series at once– “Multi Select”

The procedure for selecting multiple Series at the one time is the same as entering a single series with the following changes.

1. Select the first option in Step 1 ie

STEP 1: Select Series

You can enter one or any combination of the Series/Races listed below

SERIES
<input checked="" type="checkbox"/> [MULTI SELECT] - Select this option to enter MORE THAN ONE series/race concurrently

2. On the Entry Page tick EACH of the series/races that you wish to enter.

* Please **ONLY** nominate the Series in which you intend to compete.
BE AWARE that once you have submitted this entry you CAN NOT ALTER the selection below.
You can enter other Series individually from the previous screen!

Select Series

- INSHORE SERIES Includes CLUB AMS SERIES - 16 races [\$160]
- WOMENS SERIES - 8 races [\$120]
- ONE DESIGN SERIES - 16 races [\$120]
- TWILIGHT SERIES 1 - 10 races [\$150]
- TWILIGHT SERIES 2 - 10 races [\$150]
- FRIDAY AFTERNOON STERNCHASERS - 8 races
- Orontes Trophy [\$15]
- Haystack Is Cup or Island Cup [\$15]
- Glenelg Gulf Race [\$15]
- Adelaide-Port Lincoln Race [\$15]
- Jubilee Cup (handicap course) [\$15]
- Bunday Cup [\$15]
- Reverie Trophy [\$15]
- James Howell Cup [\$15]
- Kaesler Wines Cup [\$15]
- Women's Keelboat Invitation Race [\$15]
- TG Flint Memorial [\$15]
- Inkster Memorial [\$15]
- STATE AMS & IRC SERIES [\$25]

After making your selection, complete the form following the procedures detailed in the first part of this document.

Entry form – Oops- I have errors!

You have pressed the Submit button but instead of submitting the page it takes you to the top of the page with a list of Errors in red.

Please fix the error(s) or omissions listed below then submit your entry.

- 1 - Please enter your Sail No
- 2 - Please enter your club initials
- 3 - Please enter your Boat Name
- 4 - Please enter your Boat Name
- 5 - Please enter your Hull Number
- 6 - Entry not acceptable unless Conditions of Entry ticked

The errors tell you what needs fixing

Once these are fixed then pressing the Submit again will result in the entry being accepted.

Entry form – updating an entry

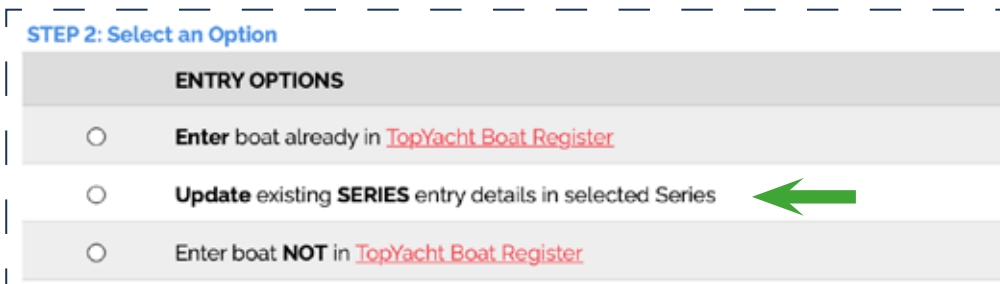
From the entry starting page on the RSAYS website, click on the Multi or Single Series Entry button



ENTRY OPTIONS
To view entrants, make series or casual entries, make payment and submit a crew list, click below:

- VIEW CURRENT ENTRANTS
- MULTI OR SINGLE SERIES ENTRY**
- CASUAL ENTRY

On the Enter Series page select the Series in Step 1 as per previously then select the **Update** existing entry details in selected Series in Step 2.



STEP 2: Select an Option

ENTRY OPTIONS

- Enter boat already in [TopYacht Boat Register](#)
- Update** existing **SERIES** entry details in selected Series
- Enter boat **NOT** in [TopYacht Boat Register](#)

This will take you to the entry page and it will be populated with the data you previously provided. Now you can make any changes such as crew lists and upload boat documents if you wish.

Entry form – making a casual entry

From the entry starting page on the RSAYS website, click on the Casual Entry button



STEP 1: Select Series

SERIES

- INSHORE SERIES Includes CLUB AMS SERIES - 16 races Race No 1 09/10/2021
- ONE DESIGN SERIES - 16 races Race No 1 10/10/2021
- TWILIGHT SERIES 1 - 10 races Race No 1 13/10/2021
- WOMENS SERIES - 8 races Race No 1 17/10/2021
- FRIDAY AFTERNOON STERNCHASERS - 8 races Race No 1 29/10/2021
- TWILIGHT SERIES 2 - 10 races Race No 1 12/01/2022

This will take you to the **Casual Entry** screen which will allow you to make an entry for the **NEXT** race in a selected series. Races available for selection will be updated as the season progresses.

Select the series and then proceed as for a Multi or Single Series entry described earlier.