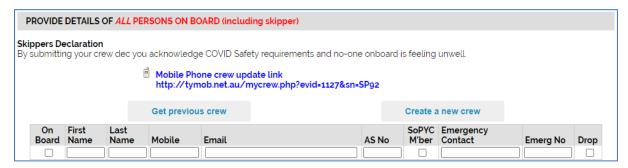# KEELBOAT CREW DECLARATIONS GUIDE

This guide helps to explain how to use the new Keelboat Sign On system via TopYacht, implemented due to COVID safety requirements. For each race, a list of all persons onboard must be submitted using this method.

Once a boat has entered a Keelboat Series at SoPYC, there will be a section in each boat's TopYacht entry page that allows the Skipper to add in their crew's contact details. See screenshot below:

To make last minute changes, Skipper's can access this same information via a mobile device using the link below:

http://tymob.net.au/1127

1127 is the event ID no. in TopYacht which means that this number will change every season. Each season a new link will be sent to registered Skippers.

Via the link, you will see the following screen.

Type in your sail number and TopYacht password then use the Log In button.

The next screen (shown below) lists the events the boat has been entered in. Choose one to update crew. Each event requires a different crew list.

After selecting the relevant event and clicking '**Update Crew**' button, you will come to the screen below:

To add crew that have been previously entered via this method, simple click on '**Get previous crew**'. It is a good idea for Skippers to pick a convenient time to enter any possible crew they would likely take onboard at any future race, simply to save time adding in new crew before leaving the pen. All crew will be saved in the list for future selection.

Any new crew, use the '**Create a new crew**' button and add their details.

The list only shows the crew onboard your boat for the previous race. Tick the '**On Board'** box to show them as onboard for the very next race.

Any crew not racing with you on the day, do not tick them as being On Board. Crew no longer crewing with you can be removed by ticking the '**Drop**' button. Their name will disappear from the list but will still be saved in the previous crew archives for future use.

TIPS

Tip 1

To find people's Australian Sailing numbers, apart from asking them, you can look them up on the Australian Sailing website:

https://www.sailing.org.au/member-finder/

Tip 2

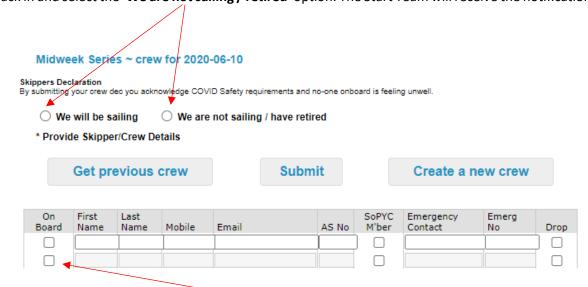Each week, at 00:01 Monday, this information is logged and then the ticks for the On Board column are removed. The expectation is that you select the crew for each race (or event) so that it reflects the actual situation on your boat for that race. This is important for the Club and also for the authorities if something untoward happens to the boat.

Tip 3

Please remember to click on **SUBMIT** to save your changes.

Tip 4

Please tick the relevant option below. If at any time you decide to retire from the race, you can log back in and select the '**We are not sailing / retired**' option. The Start Team will receive the notification.

Midweek Series ~ crew for 2020-06-10

Skippers Declaration
By submitting your crew dec you acknowledge COVID Safety requirements and no-one onboard is feeling unwell.

○ We will be sailing   ○ We are not sailing / have retired

* Provide Skipper/Crew Details

Get previous crew   Submit   Create a new crew

On Board	First Name	Last Name	Mobile	Email	AS No	SoPYC M'ber	Emergency Contact	Emerg No	Drop
☐						☐			☐
☐						☐			☐

Tip 5

Please ensure that each person on board with you are ticked against the **On Board** tick box.