



Williamstown Sailing Club

How to enter the 2017-18 racing season

Things that are changing

- This year we are changing the way club members:
 - enter as competitors in the WSC racing season
 - submit their documentation
 - sign on and off for weekly races
- This presentation will explain how it all works and show you screenshots of the software we will be using.

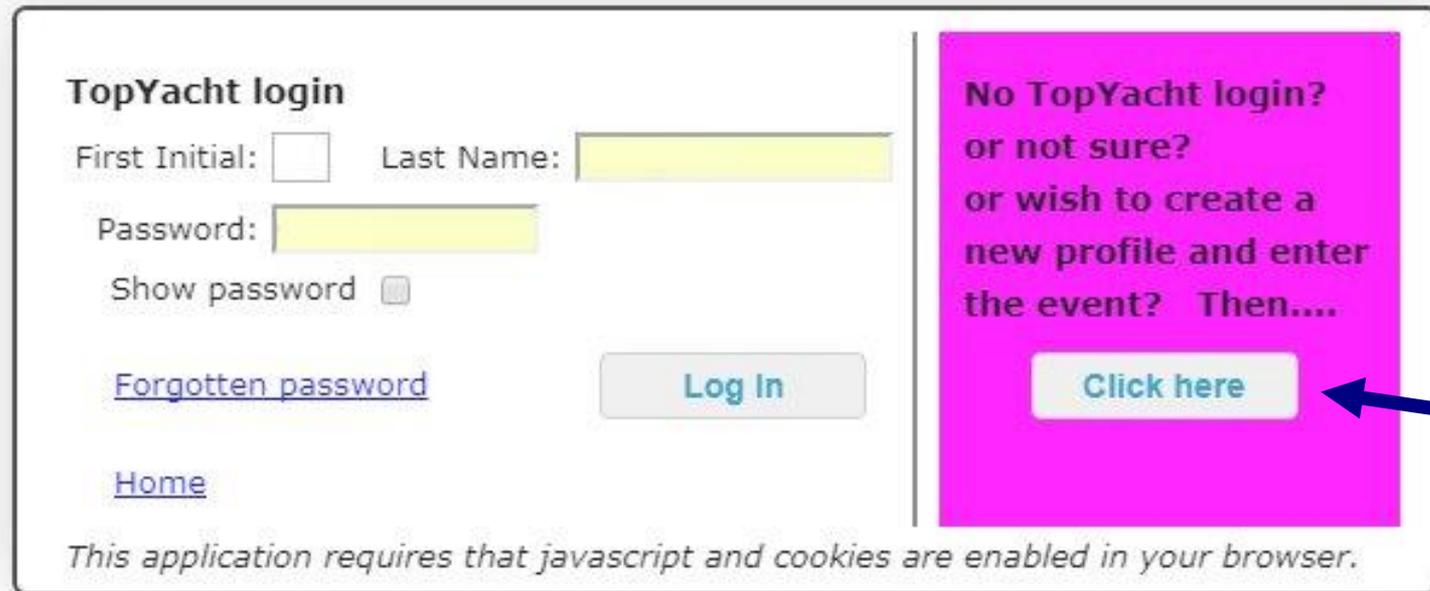
The TopYacht Entry System (TES)

- 'TES' is software that members will use to register as a competitor in the racing season.
- You will connect to TES via a link on the 'racing' page of the WSC website. After clicking on the link you will see the **TES home screen**, shown below.
- The first step is to create your 'profile'. Start by clicking on the 'Enter' button.



Creating your 'profile'

- After clicking the 'Enter' button on the previous screen, you will see the screen shown here. To create your WSC **profile**, you click on the 'click here' button in the purple box.



The screenshot shows the TopYacht login interface. On the left, there is a login form with fields for 'First Initial', 'Last Name', and 'Password'. Below the password field is a 'Show password' checkbox. There are links for 'Forgotten password' and 'Home', and a 'Log In' button. On the right, a purple box contains the text: 'No TopYacht login? or not sure? or wish to create a new profile and enter the event? Then....' and a 'Click here' button. A blue arrow points to the 'Click here' button. At the bottom of the page, a note states: 'This application requires that javascript and cookies are enabled in your browser.'

TopYacht login

First Initial: Last Name:

Password:

Show password

[Forgotten password](#)

[Home](#)

**No TopYacht login?
or not sure?
or wish to create a
new profile and enter
the event? Then....**

This application requires that javascript and cookies are enabled in your browser.

Provide your profile information

- You will see the screen shown below. To create a profile, key details are required. Fill in all the fields shown. *Make sure to make a note of your password* because you will need it the next time you log in.
- When you **save** the changes your profile will be created.

Key details

IMPORTANT!!
Each member of the same family needs a unique password.

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Gender *	<input type="text"/>	Year of Birth if u19	<input type="text"/>
Password *	<input type="text"/>	Mobile No *	<input type="text"/>
Email address *	<input type="text"/>		
Emerg Contact Mob *	<input type="text"/>		
Emergency Contact *	<input type="text"/>		

[Home](#)



Entering the WSC racing season

- After saving your profile, you will jump to the screen that is used to enter the WSC racing season.
- The details from your profile will appear in this form automatically, but you must fill in the fields that are blank and indicate acceptance of the declaration at the bottom.
- As long as you provide the minimum information, your entry will be accepted and you can return to it later to edit, update or add to.
- The following screenshots show what the form looks like.

Required information for entry -1

- Skipper details

Club Series Racing Season 2017-2018			
Skipper Details profile 10600			
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Year of Birth if u19	<input type="text"/>	Gender *	<input type="text"/>
Mobile No *	<input type="text"/>		
Email address *	<input type="text"/>		
Post Code *	<input type="text"/>		
Emergency Contact *	<input type="text"/>		
Emerg Contact Mob *	<input type="text"/>		

Required information for entry - 2

- Boat information
 - Use the drop-down arrows to find and select your type of boat.

Boat	
Select/Create New	<input type="text"/>
Boat Class *	<input type="text"/> 
Sail No*	<input type="text"/>
Boat Name*	<input type="text"/>

Required information for entry - 3

- Boat documentation
 - You can upload your documentation after completing and saving the rest of the entry form.
 - You will need to complete the necessary documentation and save it as a 'PDF' electronic document which can be uploaded to the TES database. If you need help with this, the club will provide it.

Boat documentation

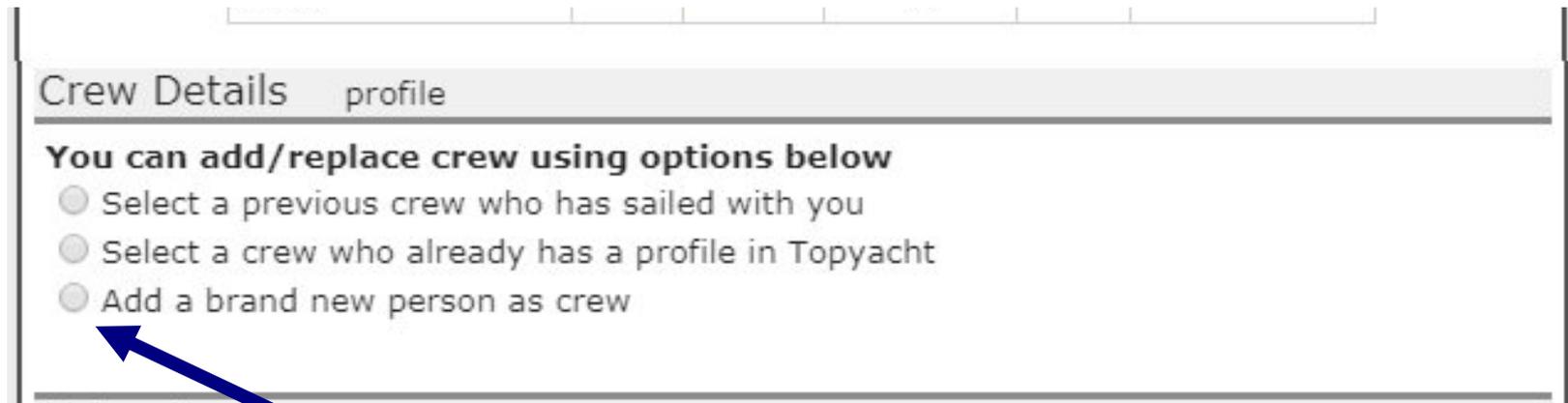
*** Upload relevant documents as per NOR/race documentation.**

- For a **NEW** boat, `Save Entry/Changes` then return here to upload documents.
- Boat Photo (if required): jpg or png file less the 3M
- Other documents: **single** pdf, jpg or png file less than 2M.
- Provide: **expiry date** where appropriate.
- **Important: scan docs other than photos in black and white at 200 dpi resolution for small upload.**

Item	Form	Upload	File Date	View	Expiry
OTB Equipment Audit	Click	<input type="button" value="GO"/>	2017-08-07	<input type="button" value="GO"/>	<input type="text" value="dd/mm/yyyy"/>

Required information for entry - 4

- Crew details
 - Provide the details for your usual crew. You can do this after you have submitted your entry.
 - You should choose the third radio button the first time you enter the details of your crew.



Crew Details profile

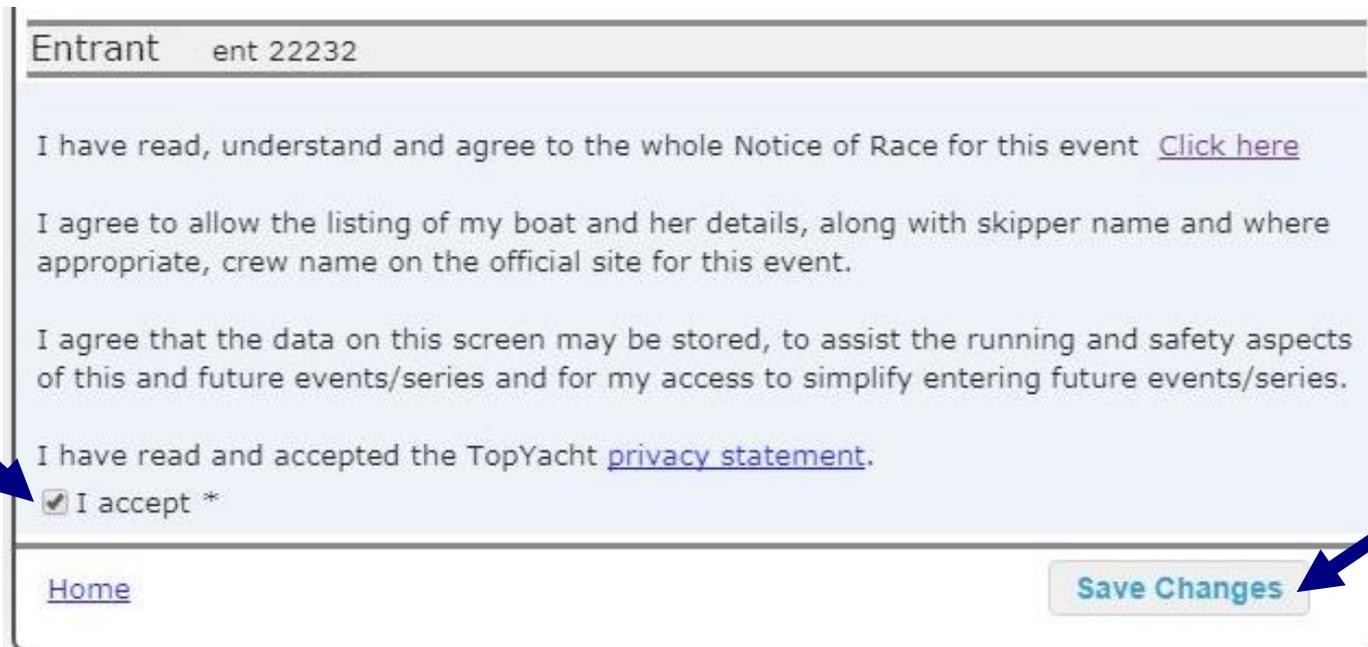
You can add/replace crew using options below

- Select a previous crew who has sailed with you
- Select a crew who already has a profile in Topyacht
- Add a brand new person as crew

A blue arrow points to the third radio button option, 'Add a brand new person as crew'.

Required information for entry - 5

- Acceptance of rules declaration
 - Click the 'I accept' box before saving your entry.
 - If you have left out essential information you will be prompted to provide it.



Entrant ent 22232

I have read, understand and agree to the whole Notice of Race for this event [Click here](#)

I agree to allow the listing of my boat and her details, along with skipper name and where appropriate, crew name on the official site for this event.

I agree that the data on this screen may be stored, to assist the running and safety aspects of this and future events/series and for my access to simplify entering future events/series.

I have read and accepted the TopYacht [privacy statement](#).

I accept *

[Home](#)

Updating your details at a later time

- To update your entry, you can log in again at a later time, using your password. Click on the 'Update entry' button on the TES home screen. Then log in, using your name and password. Your entry form will appear and you can edit it.



**Williamstown SC Club Series Racing Season
2017~2018**

Club Series Racing Season 2017-2018 [Enter](#) [Update Entry](#) [View List](#)

[Update Profile](#)

Need assistance?
Email details to the address below; we will enter you and get back to you ASAP.
support@topyacht.com.au

Viewing the list of competitors

- You can also see a list of all the members who have completed their entries. To do this, click on the 'View list' button on the TES home screen.



**Williamstown SC Club Series Racing Season
2017~2018**

Club Series Racing Season 2017-2018 [Enter](#) [Update Entry](#) [View List](#) [Update Profile](#)

Need assistance?
Email details to the address below; we will enter you and get back to you ASAP.
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The competitors list

- After clicking on the 'View list' button, you will see a list of all the members who have completed their entries. You can sort the list by class, boat name, sail number, skipper or crew. This makes it easy to find your own entry, and to see who else has entered the season.

Williamstown SC Club Series Racing Season Club Series Racing Season 2017-2018

Entrants **There are currently 2 entrants**

Sort by clicking on column label. Shift click another column label for secondary sort.

Filter column by entering text in empty cell at top of column.

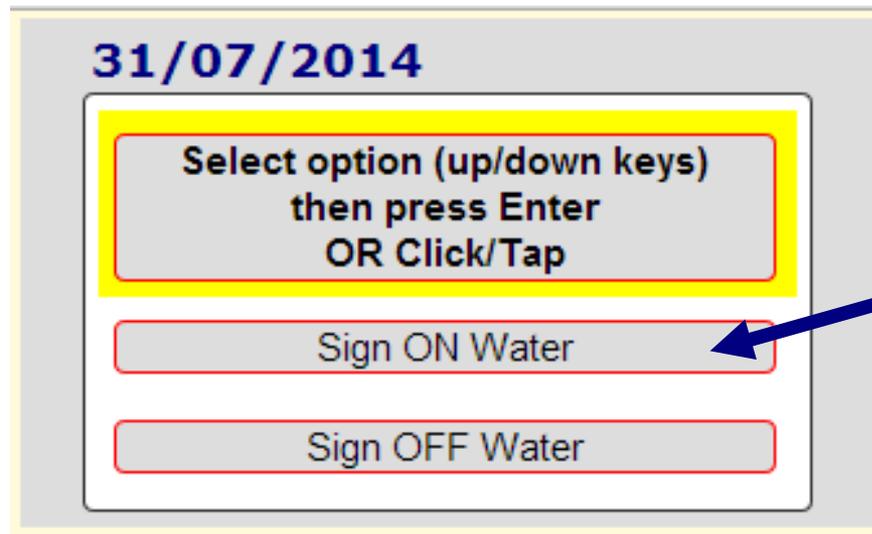
CLASS	BOAT NAME	SAIL NO	SKIPPER	CREW1
<input type="text"/>				
Aclass	GEORGE	112030	Alan Smith	
Explorer	EDNA MAY	127	Michael Lambiris	

Signing on and off for weekly races

- Once racing starts, members who have entered the series will be able to sign on each week for the weekly races.
- In the past we have used a paper list in the briefing area of the clubhouse for signing on and off. In the coming season, signing on and off will be done online, using the TopYacht **OnWater** package.
- We will have a laptop in the briefing area for members to use to sign on and off. You will also be able to do it remotely, using your own device.
- The Officer of the Day (OOD) will control the period of time during which signing on and off is available.

Signing on for a race

- There will be a link to the sign-on/sign-off software on the racing page of the WSC website. When you click on the link you will see the screen for the current week's races.
- To sign on for the week's races, click on the 'sign ON water' button.



Finding your boat in the list

- The sign-on screen shows all the competitors entered in the racing series. They are listed in green on the right before they sign on (think grass!)
- To sign on, you search for your boat (e.g. by sail number)

GOING ON WATER ~ Charlie sess 1

1/ Type Boat Name OR Sail No and Class
2/ When only ONE boat is showing, press Enter key or Enter button.
3/ To confirm your selection, press Enter key or Enter button again.
4/ **OR just** click/tap on boat.

Press Esc to start over.

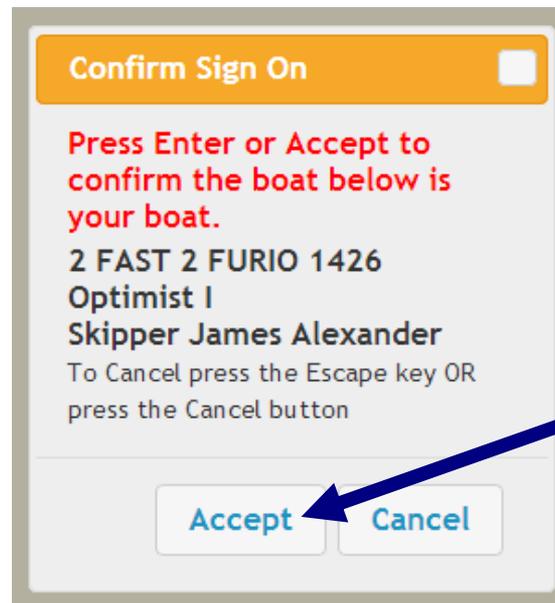
ON LAND >>>>>>>> **ON WATER**

- 408 Optimist I
- 1455 1455 Optimist O
- 2 FAST 2 FURIO 1426 Optimist I
- ? 1295 Optimist O
- AIRWAVE 7007 Sabot
- ANOTHER MENACE 6287 Sabot
- AQUABOY 1444 Optimist O



Checking your sign-on details

- When you have found your entry and clicked on it, you will see the following confirmation screen. This step ensures you are signing on under the correct details. Accept the sign-on details if they are correct. Otherwise, cancel and try again.



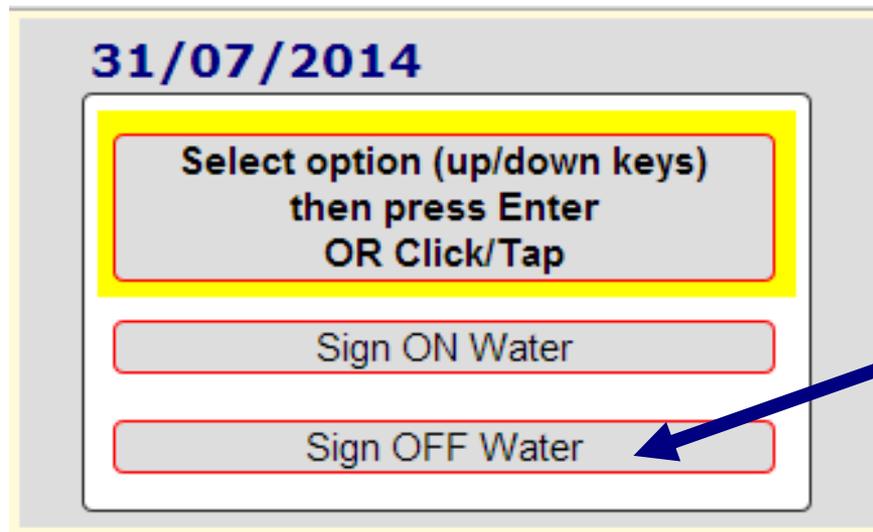
The 'on-water' list

- The screenshot below shows in blue who is signed on for a race (think water!).

ON LAND >> >> >> >> >>	ON WATER
408 Optimist I	2 FAST 2 FURIO 1426 Optimist I
1455 1455 Optimist O	
? 1295 Optimist O	
AIRWAVE 7007 Sabot	

Signing off after a race

- After racing, you can 'sign off' by linking to the TopYacht Onwater software via the link on the Club Webpage and clicking on the 'Sign OFF water' button. Then find your boat, listed in blue on the 'on water' side of the screen, and click it to return it to the green 'on land' side of the screen.
- Remember, we will have a laptop in the briefing area for members to use to sign on and off. But you will also be able to use your own device.



For your information

- You may be interested to know that this coming season the OOD will use TopYacht 'WebTimes' software to capture the finish times of a race electronically.
- As a backup, a written finish sheet will also be kept.
- After all races are completed for the day, the results will be downloaded into TopYachtResults by the Club's TopYacht administrator, for processing and publication.
- We hope that this new process will make results more accurate and speed up their publication.

Getting help

- We want to make sure the new processes are implemented smoothly, with the minimum of difficulty for members.
- Information sessions and individual help sessions will be available soon.

This presentation was prepared by Michael Lambiris
18 August 2017

End