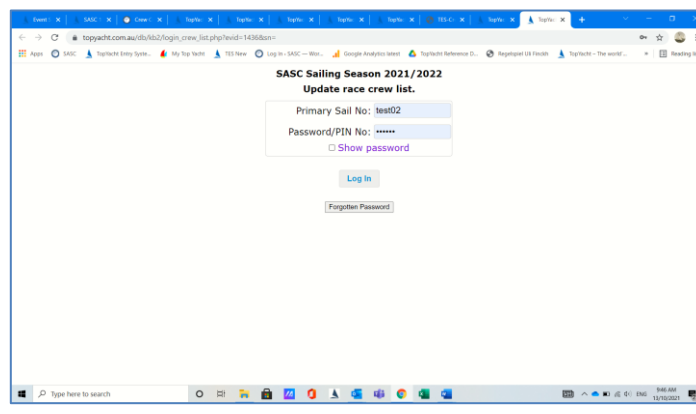# TES: Crew Declarations & P.O.B.
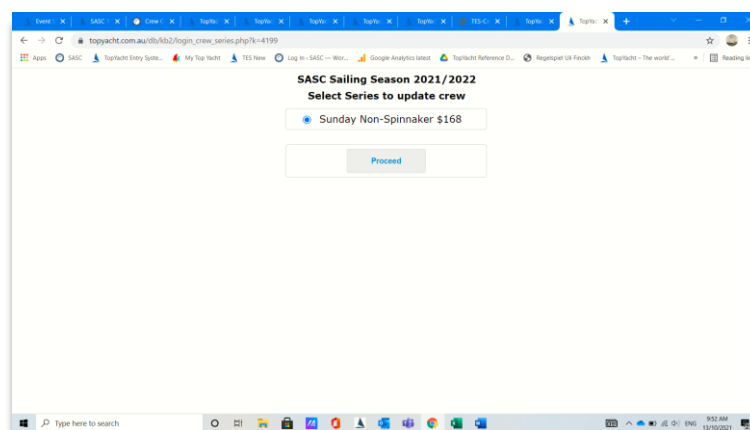
SASC 2021-22 Season

Introduction:

➢ Crew lists for all yachts competing in SASC races must be submitted before 10am on each race day or before 3pm on Twilight Race days. Skippers also need to add their name and contact details to the list.

➢ You can record all crew on TopYacht at the start of the series and select those racing on the day. You will need to do this each week from Tuesday morning.

➢ Initial setup of crew details is easier on a laptop or desktop but you can select crew "on board" for each race via a smartphone.

➢ The link below will take you to the Crew list login page – enter your sail number and TopYacht password:

TopYacht Crew List Link

➢ Add your sail number and your normal TopYacht password then tap (or click) on the **Log In** button.

➢ You will be presented with a list of all the Series in which you are entered. Select the relevant Series then tap the **Proceed** button.

Adding Crew to the Boat for this Series

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

Choose **Get Previous Crew** or **Create new crew**.

Selecting the Crew for THIS Race

Once you have crew entered for 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.

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

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

If you would like to go back to add more crew from the above screen just use the browser back arrow. Otherwise you need to go to the login page again.