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To enter a boat that already Exists in the TopYacht registry into a Series.

On the Web, go to the Enter Series screen.

To check if your boat already exists in the TY Registry please click the appropriate link repeated twice toward the bottom of the page ie “TopYacht Boat Register”.

- If you boat exists then proceed as below.
- If the boat has changed owners then contact TopYacht as per the link toward the bottom on the page.
- If you boat is **definitely** not there then use the Enter boat NOR already in TY register” option in Step 2.

Enter Existing Boat....

Select the Series (step 1) you wish to Enter.

Select the Enter boat ALREADY in TY Register option (step 2)

Entry System Sail Port Stephens 2009 20~26 April 2009

Enter Series

STEP 1: Select Series

SERIES

- Commodores Cup ~ PHS Cruising [20 - 22 April]
- NSW IRC Championships [24~26 April]
- Sports Boats ~ SMS [24~26 April]
- Performance Cruising [24~26 April]
- Melges 24 Nationals [24~26 April]

STEP 2: Select an Option

ENTRY OPTIONS

- Enter boat **ALREADY** in [TopYacht Boat Register](#)
- Update** existing entry details in selected Series

Enter boat **NOT** already in [TopYacht Boat Register](#) from previous Events. **First please double check list below by Sail No and Boat Name!**

[Click Here](#) to view TopYacht Boat Register/List.
[Click Here](#) to change Main Contact/Owner for existing boat.
[Click Here](#) For assistance: contact the event organisers.

STEP 3: Press Submit

SUBMIT

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Press submit to go to the Login Page.

Enter the boat's sail number and the YA Number of the main contact for that boat. (This will take you to the Main Entry page.)

Entry System	Sail Port Stephens 2009	20~26 April 2009
Enter Series with existing boat ...		
Primary Sail No: <input type="text"/>		
Yachting Australia No: <input type="text"/> OR Regatta No: <input type="text"/>		
<p>Note1: Your Yachting Australia Member No is found on your Yachting Australia membership card; AND must have been registered in the TopYacht Boat Register for previous Event(s) to be recognised.</p> <p>Note2: If you have trouble logging in, then please contact the event administrator.</p> <p>Note3: Forgotten Password/YA No? Click here.</p>		
<input type="button" value="Log In"/>		

If the Log In Fails..

Try again.

If it still fails, use the option on the Log in page to have your registered YA Number emailed to your registered address

Or

If necessary use the Change Main Contact option on the Enter Series page as shown on previous page.

To update your existing entry and/or make a payment after initial entry

On the Web go to the Series Entry screen.

Select the Series (step 1) you are already entered into,

Select the Update option (step 2)

Entry System Sail Port Stephens 2009 20~26 April 2009

Enter Series

STEP 1: Select Series

SERIES	
<input checked="" type="radio"/>	Commodores Cup ~ PHS Cruising [20 - 22 April]
<input type="radio"/>	NSW IRC Championships [24~26 April]
<input type="radio"/>	Sports Boats ~ SMS [24~26 April]
<input type="radio"/>	Performance Cruising [24~26 April]
<input type="radio"/>	Melges 24 Nationals [24~26 April]

STEP 2: Select an Option

ENTRY OPTIONS	
<input type="radio"/>	Enter boat <i>ALREADY</i> in TopYacht Boat Register
<input checked="" type="radio"/>	Update existing entry details in selected Series
<input type="radio"/>	Enter boat NOT already in TopYacht Boat Register from previous Events. First please double check list below by Sail No and Boat Name!

[Click Here](#) to view TopYacht Boat Register/List.
[Click Here](#) to change Main Contact for existing boat.
[Click Here](#) For assistance: contact the event organisers.

STEP 3: Press Submit

Pressing submit takes you to the Login Page.

- See screen dump on previous page of this user's guide.

Enter the boat's sail number and the YA Number of the main contact for that boat.

This takes you to the Main Entry page.

Here you can update your boat / main contact / skipper / crew details.

When you have finished remember to press the Submit button.

To make a Plastic card payment OR check the details for other forms of payments, press the Submit button at the bottom on the Entry screen to go to the Entry Confirmation and Payments screen.

When the Skipper is NOT the Main Contact OR Dual Skippers

If your boat has a main contact that is not the skipper then.

1/ Provide the details of the main contact in the appropriate area at the top of the Entry Screen.

MAIN CONTACT / SKIPPER / OWNER DETAILS

* First Name:	Tim	* Last Name:	Smithy
* YA No:	123456	- Yachting Australia No (overseas entrants use 'NA')	
* Street Address:	2 Two Rd	* Suburb:	TWOWAY TOWN
* State:	VIC	* Postcode:	1234
* Country:	Australia	E-Mail: tim@topspeed.com	
* Mobile no 1:	0444 044 044	* Mobile no 2:	0444 044 044
* Emergency Contact Person:	Bill Blogs	* Emergency Tel:	0333 044 044

Note: Your Yachting Australia Member No is found on your Yachting Australia membership card.

Contact is **NOT** Skipper:

2/ Click the Main Contact is not Skipper Button.

The screen redraws and lets you add the Skipper name and YA no.

The Skipper detail will appear in all reports on the Internet if it exists otherwise the Main Contact is assumed to be the skipper.

Notes:

- To have a "Skipper" name like ' J Brown / L Small' ; enter 'J Brown' as the first name and enter '/ L Small' as the last name.
- Many events will not accept dual skippers.

MAIN CONTACT / SKIPPER / OWNER DETAILS

* First Name:	Tim	* Last Name:	Smithy
* YA No:	123456	- Yachting Australia No (overseas entrants use 'NA')	
* Street Address:	2 Two Rd	* Suburb:	TWOWAY TOWN
* State:	VIC	* Postcode:	1234
* Country:	Australia	E-Mail: tim@topspeed.com	
* Mobile no 1:	0444 044 044	* Mobile no 2:	0444 044 044
* Emergency Contact Person:	Bill Blogs	* Emergency Tel:	0333 044 044

Note: Your Yachting Australia Member No is found on your Yachting Australia membership card.

Contact is **NOT** Skipper:

Skipper First Name: Skipper Last Name:

* Yachting Australia Member No (overseas entrants use letters 'NA'):

You can make this change as you enter a new Series/Race or as an update to an existing entry.

Checking your payment has been received.

To check whether your payment has been received and processed please use the “View Entrants” option on the Web and look in the “OK” box.

Entry System Sail Port Stephens 2009 20~26 April 2009

View Entrants

Enter Series

TY Entry System Skandia Geelong Week 2009 23~26 Jan 2009

Series Entries

Audi Series - AMS, IRC, PHD

OK = Payment received

BOAT NAME	SAIL NO	SKIPPER	FROM	DESIGN	STATE	AMS	IRC	EHC	DIV	OK
<u>2XTREME</u>	4272	Andrew Clark	BYS	adams 10	VIC	0.867			3	Y
<u>ABSOLUT</u>	SM35	Terry Hall	SYC	Archambault 35	VIC	0.908	1.035		2	Y
<u>ALEGRIA</u>	Q345	Rod Jones	MYC/RQYS	Archambault A40rc	QLD	1.094	0.990		2	Y

Caution: Please be aware that Plastic Card Payments are acknowledged immediately but direct deposits, cheques etc can take considerable time to reach the organisers and be processed/confirmed.

To make a payment after you have entered.

Normally payment is expected when you first enter the event. If for some reason the payment does not appear to go through (see Caution above) you can make the relevant payments and/or check on payment requirements and/or update your boat/skipper/crew details at any time up to the cut off date. Please be aware that payment received by the organisers after the “Late” date will incur the late entry fee penalty which exists for most events.

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