

# Hobsons Bay Yacht Club Est. 1888

270 Nelson Place, Williamstown, Victoria p3016 Phone (03) 9397 6111 www.hbyc.org.au

## HOW TO DO AN ONLINE CREW DECLARATION

NB: this can be done any time before the race from any device with internet access

- 1. Go to Hobsons Bay Yacht Club website www.hbyc.org.au
- 2. Click on 'Race Results and Entry' located under 'SAILING'
- 3. Click on 'ENTER A RACE OR SERIES'
- 4. If you are the boat owner/skipper, click on 'Race Entry' or 'Series Entry'. It is preferred that all HBYC Members enter as a Series Entrant.



Hobsons Bay Yacht Club Season 2021/2022

Sept 2021 ~ October 2022

- → VIEW ENTRANTS
- SERIES ENTRY
- RACE ENTRY
- RACE RESULTS
- 5. You will then be provided with a series of single race or series entry options. It is preferred that all HBYC Members enter as a Series Entrant.
- 6. Select all required.



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### Enter Series / Update Entry / Add Crew

#### STEP 1: Select Series

SERIES	
0	Brass Monkey Series
0	RM Smith Summer Pursuit Series
0	Single Handed Series
0	Next Generation Race
0	Warm up Race
0	Safety Beach Long Distance Pursuit
0	Safety Beach to St Kilda Long Distance
0	Club Aggregate 2021-2022
0	Inter-Club Race Series

- 7. The bottom of the page allows you either access your boat details, if registered already, or enter your boat onto the 'TopYacht Boat Register'. Press **Submit.**
- 8. Once the boat is registered and you have your primary sail number and password you can enter the races or Race Series you would like to enter.
  - a. ie. Club Aggregate Series

9. Once these steps are complete, **on your smart phone** you can register your Crew Declarations via the following link (valid for Season 2021-2022 only). Note, this link will change each sailing season.

#### http://tymob.net.au/1616

It is recommended that this link is kept as a short cut on the screen of your mobile phone to allow easy access

10. For notes on creating a short cut on your phone, please refer to the following links

Apple

https://support.apple.com/en-gb/guide/iphone/iph42ab2f3a7/ios

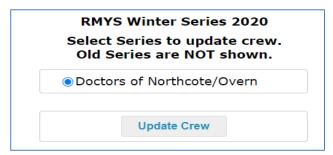
Android

https://support.google.com/chrome/answer/188842?co=GENIE.Platform=Android&hl=en

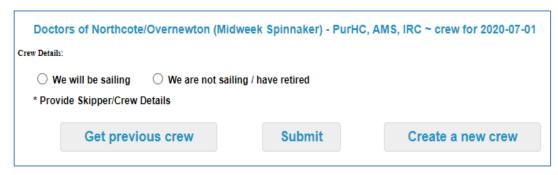
11. Log in with the sail number and password (this is the same password you use for entering races)



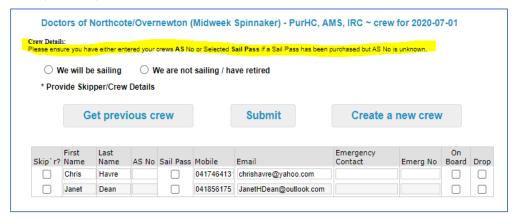
12. The list of series that you have entered will display, select the series and Click Update Crew



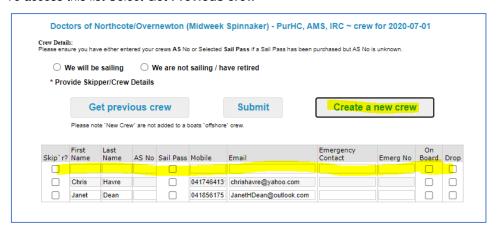
13. If you have not added crew to the series previously, you will get the following screen:



14. If you've previously added crew; the screen will show the crew, you have allocated to the series. (as below)



- 15. Depending on whether the boat has done crew decs via TopYacht, you may already have a list of crew members attached to the boat.
- 16. To access this list Select Get Previous crew

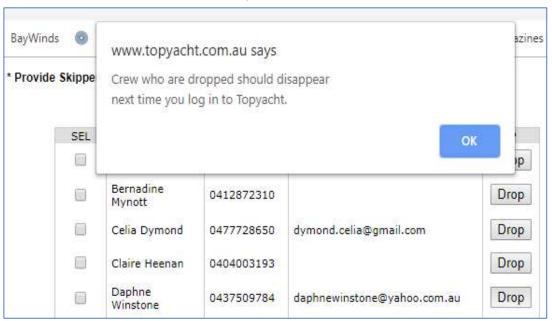


17. From here click **SEL** on the left hand side of the screen to add them to the crew for the Series.

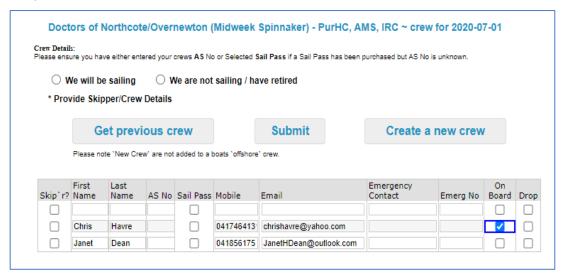


- 18. Click **Add Selected Crew** at bottom of list to add them to the series (you can select multiply persons)
- 19. The screen will go back to the crew list for the series and they will then appear on the list when you go back

20. To remove crew, from the boat lost click **DROP** Click OK on the message; crew to be deleted are shown with a blue border around the Drop selection



21. To add new crew members to your boat list click **Create a new crew**. A blank line will open at the top of the Series crew list



- 22. Complete the details for the crew member and select Submit
- 23. To complete the crew declaration each week, click the **On Board** box and Click **Submit**. This sends an email to the email attached to the boat and to Sailing Administration.
- 24. To remove a crew member from your series crew list select **Drop** box and they will disappear. NB: they will remain on you **Get Previous Crew list** which is very handy.
- 25. To edit a crew detail, do this from the Series Crew detail page. NB: this will also update their details on the Previous Crew List. REMEMBER to select **Submit**