



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.



Hobsons Bay Yacht Club Season 2021/2022

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Enter Series / Update Entry / Add Crew

STEP 1: Select Series

SERIES	
<input type="radio"/>	Brass Monkey Series
<input type="radio"/>	RM Smith Summer Pursuit Series
<input type="radio"/>	Single Handed Series
<input type="radio"/>	Next Generation Race
<input type="radio"/>	Warm up Race
<input type="radio"/>	Safety Beach Long Distance Pursuit
<input type="radio"/>	Safety Beach to St Kilda Long Distance
<input type="radio"/>	Club Aggregate 2021-2022
<input type="radio"/>	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)

RMYS Winter Series 2019
Update race crew list.

Primary Sail No:

Password/PIN No:

Show password

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

RMYS Winter Series 2020
Select Series to update crew.
Old Series are NOT shown.

Doctors of Northcote/Overn

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

Doctors of Northcote/Overnewton (Midweek Spinnaker) - PurHC, AMS, IRC ~ crew for 2020-07-01

Crew Details:

We will be sailing We are not sailing / have retired

* Provide Skipper/Crew Details

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

Doctors of Northcote/Overnewton (Midweek Spinnaker) - PurHC, AMS, IRC ~ crew for 2020-07-01

Crew Details:
Please ensure you have either entered your crews AS No or Selected Sail Pass if a Sail Pass has been purchased but AS No is unknown.

We will be sailing We are not sailing / have retired

* Provide Skipper/Crew Details

Skipper?	First Name	Last Name	AS No	Sail Pass	Mobile	Email	Emergency Contact	Emerg No	On Board	Drop
<input type="checkbox"/>	Chris	Havre		<input type="checkbox"/>	041746413	chrishavre@yahoo.com			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Janet	Dean		<input type="checkbox"/>	041856175	JanetHDean@outlook.com			<input type="checkbox"/>	<input type="checkbox"/>

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**

Doctors of Northcote/Overnewton (Midweek Spinnaker) - PurHC, AMS, IRC ~ crew for 2020-07-01

Crew Details:
Please ensure you have either entered your crews AS No or Selected Sail Pass if a Sail Pass has been purchased but AS No is unknown.

We will be sailing We are not sailing / have retired

* Provide Skipper/Crew Details

Please note 'New Crew' are not added to a boats 'offshore' crew.

Skipper?	First Name	Last Name	AS No	Sail Pass	Mobile	Email	Emergency Contact	Emerg No	On Board	Drop
<input type="checkbox"/>	Chris	Havre		<input type="checkbox"/>	041746413	chrishavre@yahoo.com			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Janet	Dean		<input type="checkbox"/>	041856175	JanetHDean@outlook.com			<input type="checkbox"/>	<input type="checkbox"/>

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

Doctors of Northcote/Overnewton (Midweek Spinnaker) - PurHC, AMS, IRC ~ crew for 2020-07-01

Crew Details:
 We will be sailing We are not sailing / have retired

* Provide Skipper/Crew Details

Select crew below to add for this race.

SEL	NAME	MOBILE	EMAIL	DROP
<input type="checkbox"/>	Amber Bleechmore	0419466167	amberb@vicsport.asn.au	<input type="button" value="Drop"/>
<input checked="" type="checkbox"/>	Amber Stewart	0478401630	ambi11@hotmail.com	<input type="button" value="Drop"/>
<input type="checkbox"/>	Andrew Hibbet			<input type="button" value="Drop"/>
<input type="checkbox"/>				<input type="button" value="Drop"/>
<input type="checkbox"/>	Brad Floyd	0413797359		<input type="button" value="Drop"/>

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

The screenshot shows a web interface for 'BayWinds'. A message box is displayed over the crew list, stating: 'www.topyacht.com.au says Crew who are dropped should disappear next time you log in to Topyacht.' with an 'OK' button. Below the message, a table lists crew members with their names, AS numbers, mobile numbers, and email addresses. Each row has a 'Drop' button to its right.

SEL	Name	AS No	Mobile	Email	Drop
<input type="checkbox"/>	Bernadine Mynott	0412872310			Drop
<input type="checkbox"/>	Celia Dymond	0477728650		dymond.celia@gmail.com	Drop
<input type="checkbox"/>	Claire Heenan	0404003193			Drop
<input type="checkbox"/>	Daphne Winstone	0437509784		daphnewinstone@yahoo.com.au	Drop

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

The screenshot shows a form titled 'Doctors of Northcote/Overnewton (Midweek Spinnaker) - PurHC, AMS, IRC ~ crew for 2020-07-01'. It includes a 'Crew Details' section with radio buttons for 'We will be sailing' and 'We are not sailing / have retired'. Below this is a section for 'Provide Skipper/Crew Details' with three buttons: 'Get previous crew', 'Submit', and 'Create a new crew'. A note states: 'Please note 'New Crew' are not added to a boats 'offshore' crew.' At the bottom is a table for crew members with columns for 'Skipper?', 'First Name', 'Last Name', 'AS No', 'Sail Pass', 'Mobile', 'Email', 'Emergency Contact', 'Emerg No', 'On Board', and 'Drop'.

Skipper?	First Name	Last Name	AS No	Sail Pass	Mobile	Email	Emergency Contact	Emerg No	On Board	Drop
<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chris	Havre		<input type="checkbox"/>	041746413	chrishavre@yahoo.com			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Janet	Dean		<input type="checkbox"/>	041856175	JanetHDean@outlook.com			<input type="checkbox"/>	<input type="checkbox"/>

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**