

Using **TopYacht OnWater**

Assumptions...

1. You have a licence for **OnWater** and you have a club specific Internet address for your sailors and another for your ROs.
2. You have set **OnWater** Mode to "2" in the eXtended section of Admin >> Maintain >> Config.
3. You have a computer for sailors use – with a hidden mouse and (preferably a water proof) keyboard. Computer opens automatically to the **OnWater** URL. *Bookmark is highly.*

In TY.

1. Ensure you have the correct **Event ID** set on the Admin >> DB >> User Registration page.
2. Set up the Series and the first race.
3. Ensure you have the appropriate **TES SelID** set for the Series via Step 1 in TY
4. Ensure you have the "**EntUpload Address**" set to the value provided by TY staff (User Registration page).

Use in TY Multi Fleets on common course races....

1. Select the relevant race in a series.
2. Do a 6a to import entrants into the Series. Leave this till as late as possible before you need to upload the entrants to **OW** for the sailors to sign on. When offered the import options, choose options 1,3 & 4.
3. Repeat 1 & 2 for other Series(s)
4. Go to "Finish Session" for this set of race(s). [Data capture >> Capture – Finish Session Times]
5. Select first "Finish Session" of **THIS** session (eg afternoon session which may have multiple "Finish Sessions" set up for use by **WebTimes**).
6. Use press EntUp button. [Bottom right] – when asked, select the option to upload entrants for OnWater/Sign On.

Use in TY SINGLE fleet races....

7. Select the relevant race.
8. Do a 6a to import entrants. Leave this till as late as possible before you need to upload the entrants to **OW** for the sailors to sign on. When offered the import options, choose options 1,3 & 4.
9. When 6a is complete it leaves you in Step 6 in TY. From this screen press the **EntUp** button, bottom right. If this is the first race for the day (or morning/afternoon) then accept the option to use this for sign on.

Sailors...

1. The sailors sign on using **OnWater**.
2. If a **new entrant** or a **visitor arrives**, then they use are recorded on a paper form provided. Previous attempts to automatically include them in OW lead to more issues that it solved!
3. **At the end of the day** – have someone toggle **OnWater** into Sign Off mode.

Scorer...

1. If there were any new entrants or sail no etc changes, then immediately prior to entering finish times into TY do another 6a. Do **NOT** do another EntUp!!

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