

## Add / Edit Offshore Crew in TopYacht

### Very Important

- For privacy reasons it is important that **only owners/boat reps access the offshore crew** details. To that end, **do NOT give your boat log in details to crew members.**
- Crew members should manage their own profile by logging into *MySelf* at [https://www.topyacht.com.au/kb/myself\\_login.php](https://www.topyacht.com.au/kb/myself_login.php)



## Updating Offshore Crew for this race

Go to the **Crew List** tab.

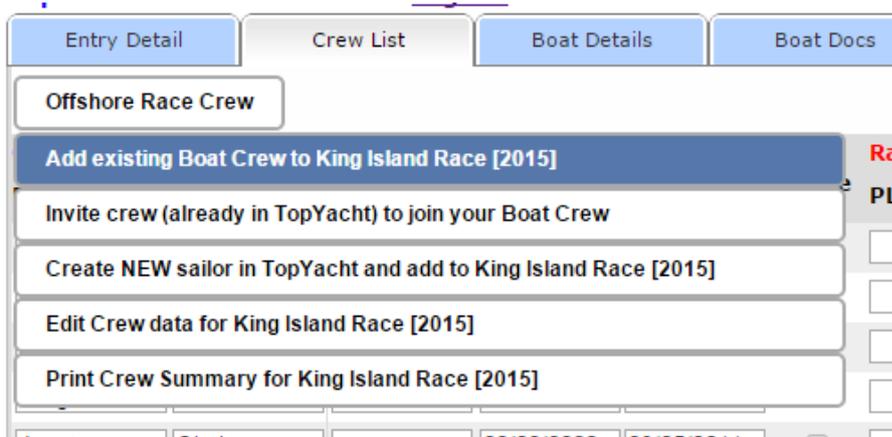
Crew		Quals	Quals	Quals	Race	Race	Race	Race
First Name	Last Name	Radio Op No	Lic First Aid Expiry	SSSC Expiry	Private PLB?	PLB Hex ID	Role	Drop
Adam	Black	NANA	01/02/2015	12/12/2015	<input type="checkbox"/>			<input type="checkbox"/>

On this screen you can edit the key details for your crew for this race, or drop them off the crew list for this race. In this case tick the **Drop** box for the sailor. They will be removed next time you re-open this page.

To add crew and to update their full details move the mouse onto the **Offshore Race Crew** button, top left.

Cont'd over.

The Offshore Race Crew menu provides 5 options; in the screen shot below the first option (Add Existing ...) is highlighted..



### Option 1 – Add Existing...

If the sailor is already associated with your boat then they can be added to the race crew using this option.

### Option 2 – Invite Crew...

If the sailor is not associated with your boat but is already in the *TopYacht* Registry, then use the second option to send him/her an email inviting them to join the crew.

**Note: it is very important that you check the email address of the crew. If the email address is misspelt then the potential crew will never receive your invitation!!**

When the new crew member accepts the invitation you will be sent an email alerting you to this.

**Once they have joined your crew** they will appear on the crew list for this race.

### Option 3 – Create NEW...

If the sailor is not already in the *TopYacht* Registry then use the third option to create a new sailor in *TopYacht* and add them to this race. This automatically sends them an email with a request to provide log in and provide the rest of their details.

**Again – make sure you spell the email address correctly or the new crew is never notified!**

### Option 4 - Edit Crew

This option provides a one stop shop where you can check and update details for all crew for this race.

Crew First Name	Crew Last Name	Crew Mobile No	Crew Email address	Crew YA No	Extra Gender	Extra Birth Year	Extra Height (meters)	Extra Weight (kilos)	Extra Jacket Colour
Adam	Black	0400111222	topyacht@inet.net.au	121212	M	1965	1.8	70	Fluro Orange
Andrew	Phil	0409999999	a.drew@tba.com.au	1223344				0	
Edward	Foxpro	0419034831	topyacht@inet.net.au	0419034831	M	1994	1.5	65	Red

At the bottom of this screen is a scroll bar so you can scroll to the right to see the other fields of information.

### Option 5 - Print Crew List

Create a PDF of the crew and key details.

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