SailSys Account Setup and Race Entry User Guide

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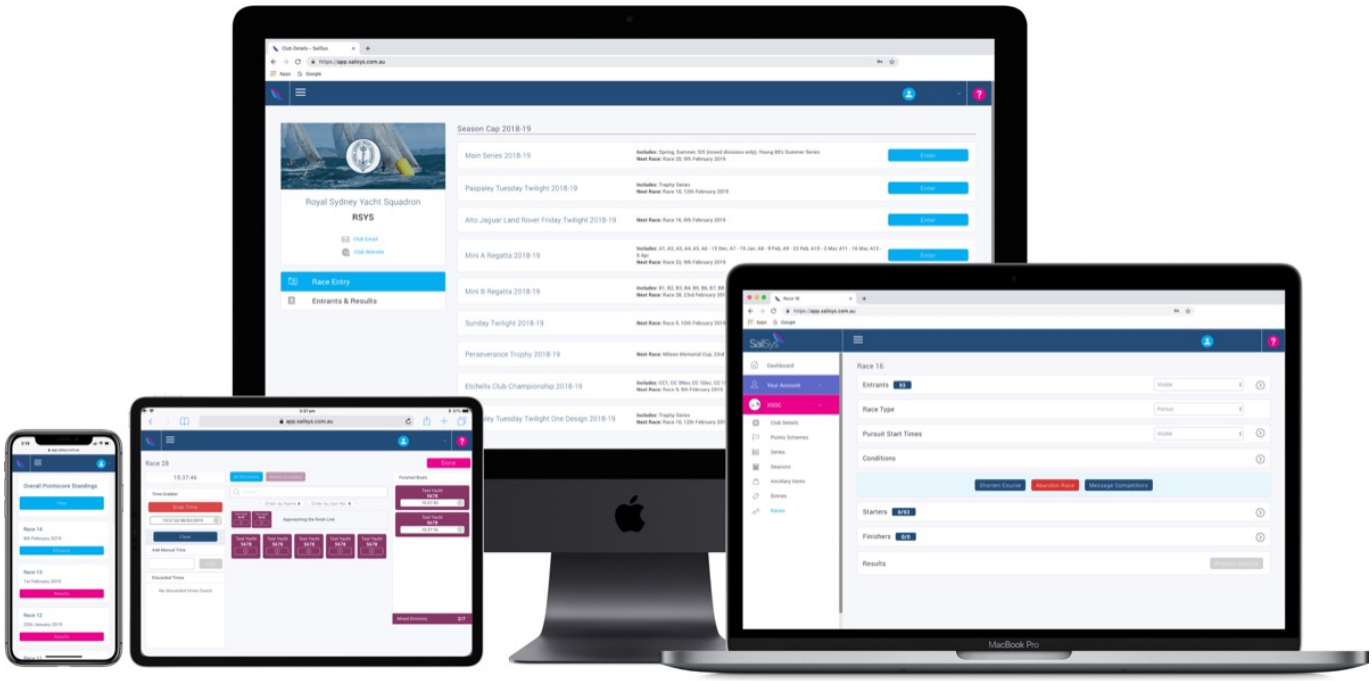
SailSys Account Setup and Race Entry



Product Information

Specifications:

- **Product Name:** SailSys Account Setup & Race Entry
- **Version:** v1.0
- **Pages:** 5

Product Usage Instructions

Create a SailSys User Account
Register:

1. Open the TYC website and go to the Sailing -> Racing Information page.
2. Click on the SAILSYS LOG IN button under SailSys Race Management.
3. Click on the registration link at the bottom of the screen.
4. Enter your name, email address, and create a password.
5. Click Register.
6. Follow the email verification process to confirm your account.

Link Your Boat to Your SailSys Account

1. **Select a Series:**
    1. Navigate to Sailing -> Racing Information page on the TYC website.
    2. Click on the SAILSYS RACE ENTRY button under SailSys Race Management.
    3. Choose the series you want to enter.
2. **Select or Add Your Boat:**
    1. On the Your Boat tab, search for your boat in the SailSys database by typing its name.
    2. Select your boat from the list or add a new boat if it's not found.

3. Proceed to the Your Information tab once your boat is linked to your account.

Frequently Asked Questions (FAQ)

What should I do if I can't find my boat in the SailSys database?
If you can't find your boat, click on 'Add New Boat' and enter your boat details to link it to your account.

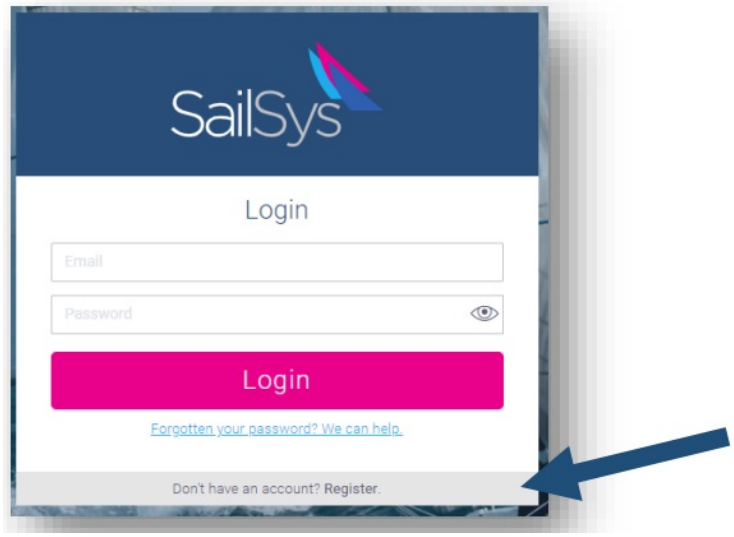
Skippers need to take three steps:

1. Create a SailSys user account.
2. Link their boat to their SailSys account.
3. Enter for the 2024 sailing season.
   The first two of these steps will be needed once only – next year, skippers will already have an account and will be linked to their boat.

Create a SailSys User Account

Register

- Open the TYC web site and navigate to the Sailing -> Racing Information page. Under the heading "SailSys Race Management", click on the "SAILSYS LOG IN" button. At the bottom of the SailSys login screen is a link from which you can register.



- In the SailSys Register screen, enter your name and email address, then enter a password you will be able to remember.
- Click the Register button.

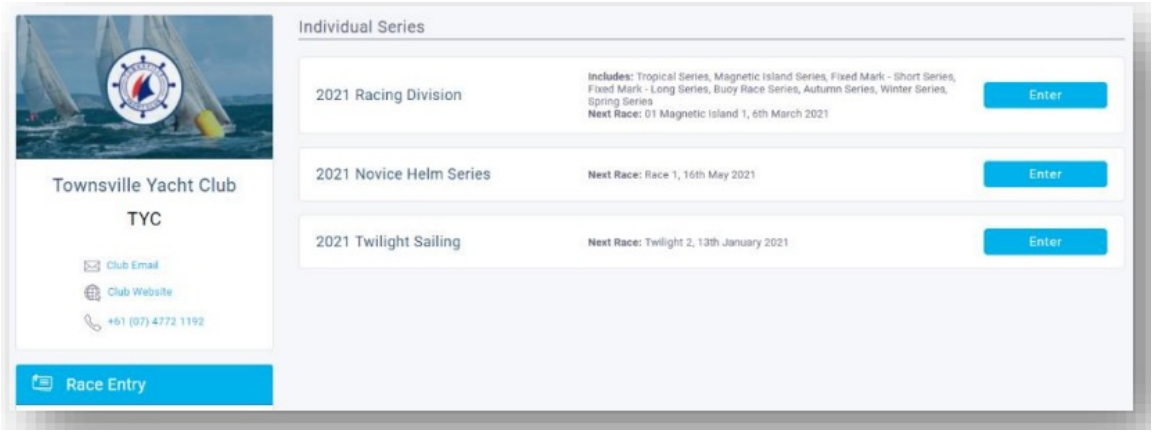
Confirm
You will receive an email from SailSys asking you to confirm your email address. Click the "Verify Email" button in this email. This will take you to the SailSys login page and display a message confirming that your account setup is complete.

Link Your Boat to Your SailSys Account

Open the TYC web site and navigate to the Sailing -> Racing Information page. Under the heading "SailSys Race Management", click on the "SAILSYS RACE ENTRY" button.

Select a Series

- You will see each of the current series that you can choose to enter



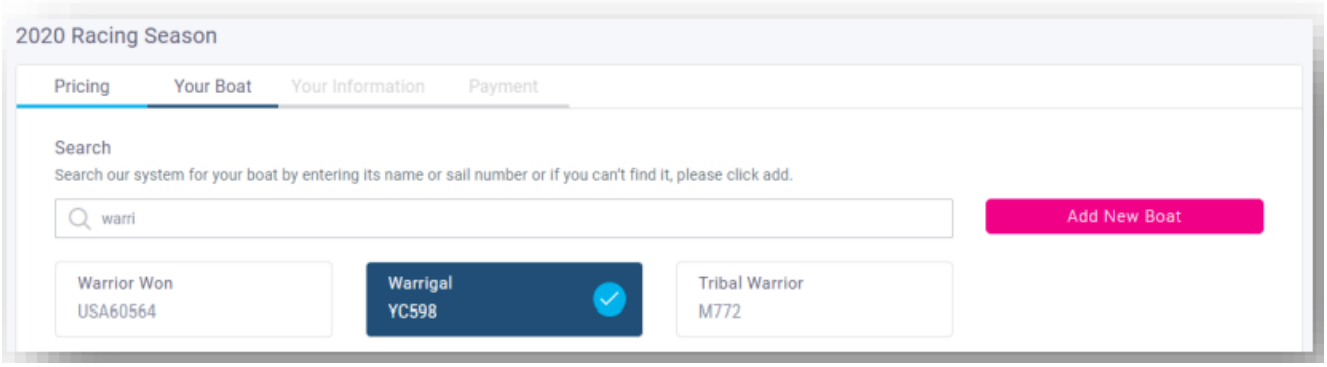
- Click the “Enter” button for the series you want to enter, e.g. the 2024 Racing Division, 2024 Novice Helm.

Choose Entry Type

- The information for the selected series is displayed on a series of tabs: Pricing, Your Boat, Your Information, and Payment. The Pricing tab is selected first.
- If you want to enter and pay for the whole season upfront (to get a 25% discount), tick the box for “Full Series (20 Races)” then click “Next”.
- If you want to enter the whole season but pay race by race, or you only want to enter a few races, click “Casual Entries”, tick the box for the first race you want to enter, then tick “Next”.
- Normally, a Casual entry is not included in the point score for any of the series. If you want your scores to be included, notify TYC of this by email to admin@townsvilleyachtclub.com.au or by phone.
- This entry process is shown diagrammatically in Appendix A.

Select or Add Your Boat

- On the Your Boat tab you can search for your boat in the SailSys database. This step links your SailSys user account to your boat. In the Search box, start to type the name of your boat. As you type, SailSys will display the names of boats which match the letters you type. If you see your boat’s name, click on it and check it is your boat (not a different boat with the same name). If you can’t find your boat, click “Add New Boat” to enter your boat details.



Now you have connected your boat to your SailSys user account, you are a ‘boat admin’ for your boat and will be able to manage the boat details. You can invite other people to become a boat admin for your boat by

choosing to edit your boat details.
- Click “Next” to move to the “Your Information” tab.

Complete Your Entry

Complete Your Information

- If you are not currently logged in, click the “Login” button and enter your email address and password to proceed.
- If necessary, tick the “Edit” button on the “Your Information” tab and complete any information which is missing.
- Click “Next” to move to the Payment tab.

Choose Payment Method
There are a few different options for paying your entry fee:

1. Pay now with a credit card through SailSys using the secure Stripe payment gateway. This payment method will give you a discount for upfront payment: 25% for a full season block entry or 20% for a race-by-race entry.
2. Pay later by “Club Account”. Choose this option if you do not want to pay online but will pay at TYC. If you pay TYC for the full season you will still get a 25% discount; if you pay race by race there is no discount. Use the text field to explain how you plan to pay, e.g. “Will pay race by race at TYC” or “Will pay upfront to the office”. This payment process is shown diagrammatically in Appendix A.

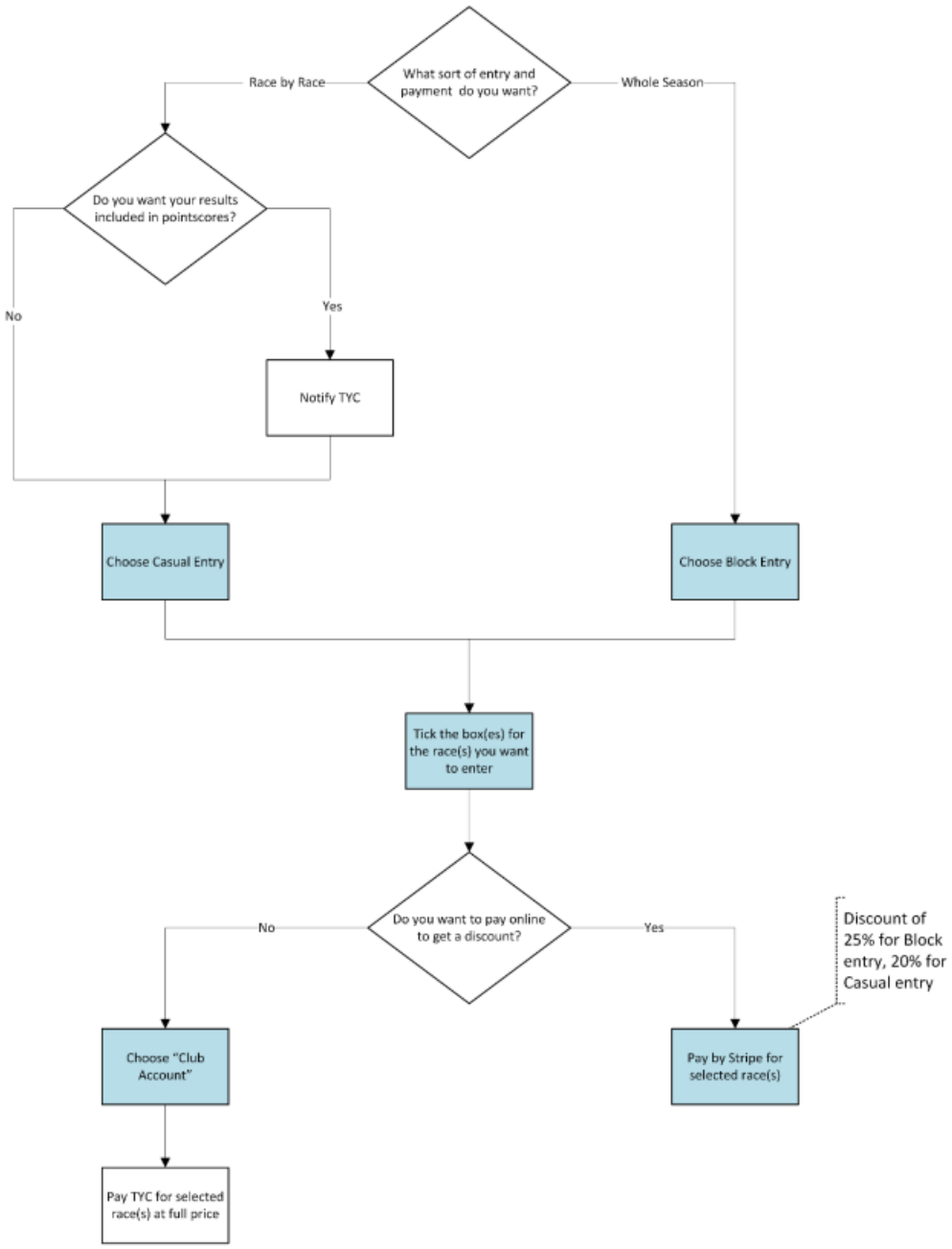
Provide Compliance Information

- The compliance information required for season registration can be provided using SailSys or in hard-copy to the TYC Office.
- If using SailSys, you just need to complete the online forms and upload copies of your insurance and safety equipment forms. Uploading a form can be achieved easily by taking a photo with your phone – tap the box labelled “Add file here” then take the photo.

Casual Payment for Race Entry
If you want to pay through SailSys to enter an individual race, start from the TYC web site’s Sailing -> Racing Information page.

1. Under the heading “SailSys Race Management”, click on the “SAILSYS RACE ENTRY” button.
2. Choose the series that the race is in.
3. Choose Casual Entries then tick the race you want to pay for.
4. Click “Next” and complete the entry and payment process.
5. Then your crew must be added.

APPENDIX A: Entry & Payment Flowchart



Documents / Resources

	SailSys Account Setup and Race Entry [pdf] User Guide Account Setup and Race Entry, Setup and Race Entry, Race Entry, Entry

References

- User Manual

Manuals+, **Privacy Policy**

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