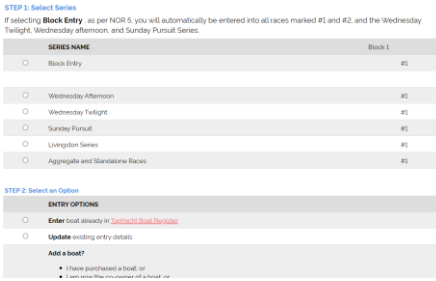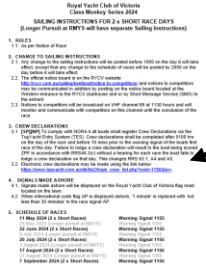# Registering Crew on TopYacht
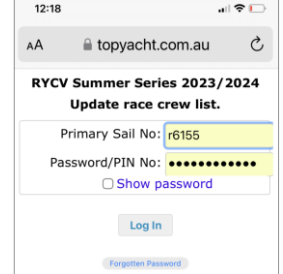
Step 1:

Enter Race or Series in TopYacht

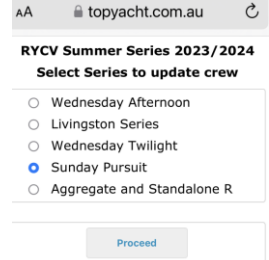
Step 2:

Review Sailing Instructions for the series.

Step 3:

Using a Smartphone, Tablet or Personal Computer, click on the **BLUE** Link in the Sailing Instructions to open Crew Registration Page in TopYacht. **OR** type in:

http://tymob.net.au/1780

Or use QR code on the notice board

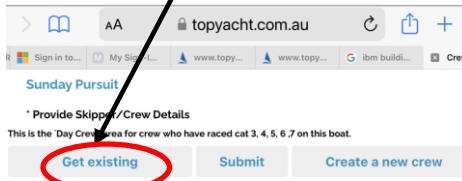## Step 4:

Enter your Sail Number and TopYacht Entry Password.

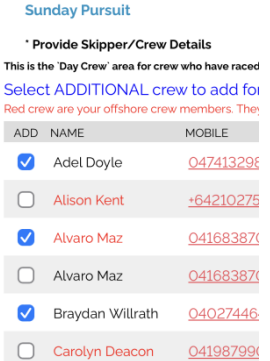## Step 5:

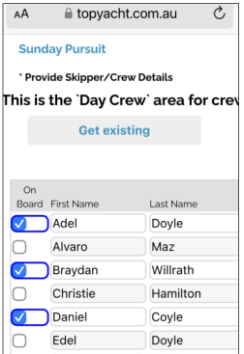Select the Series you are racing and, and then click on PROCEED at the bottom.

Step 6:

Select GET EXISTING to see crew already registered for your boat.

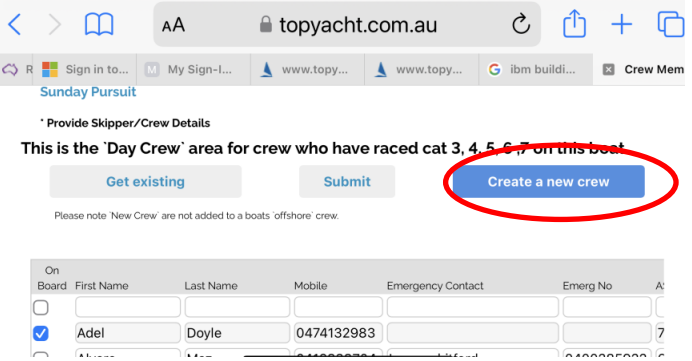## Step 7:

Select all crew members on the list who may sail with you during the series, then click ADD SELECTED CREW on the tab at the bottom of the list.

Step 8:

Select ON BOARD in the lefthand column to register the crew who are sailing in that particular race.

Step 9:

To add additional crew who have never been registered on your crew list, Select CREATE A NEW CREW and a new blank top line will be added to your crew list

Step 10:

Type in new crew details from left to right, including Emergency Contact details and Australian Sailing (AS) Number.

Step 11:

Once all crew have been entered and selected as ON BOARD, click on the SUBMIT button in the top and centre of the page, to formally register your crew for the race.

Step 12:

Once your crew have been successfully registered, you will receive your POB SUMMARY for that particular race.

Step 13:

Have a great day sailing!