



## ORCV INSHORE RACES – CREW INFORMATION

Details of all Persons on Board (including the skipper) need to be added to your crew list in Top Yacht before the race. Please follow the instructions below to complete your list, and don't forget you need to tick the 'on board' box.

Click [here](#) to get to your boat's entry in Top Yacht so you can complete/update your crew list.

Scroll down to the [PROVIDE DETAILS OF ALL PERSONS ON BOARD](#) section.

### GET EXISTING CREW

If you are adding existing crew to your boat, click on 'Get Existing Crew' button, then tick the **ADD** box next to the name of each person who will be racing. Once you've ticked everyone on the list that is sailing with you, at the bottom of the list you need to click on the button '**ADD SELECTED CREW**'.

### CREATE A NEW CREW

If a POB is not already in your crew list, you need to click on '**CREATE A NEW CREW**' button and then enter their details in all empty fields.

### POB INFORMATION

POB must have the following information in your crew list. Please make sure each field is complete.

- First Name
- Last Name
- Australian Sailing number
- Mobile Number
- Email address
- Emergency Contact person's name
- Emergency contact persons mobile number

Please note: Emergency Contact person must not be sailing in the same race.

### CONFIRMATION OF ON BOARD CREW

Once your crew list is finalised, you need to tick the '**ON BOARD**' box to the left of each POB.

### HOW TO DROP A CREW MEMBER

If you need to drop a crew member, there is a scroll bar underneath the crew list that you can drag across to the right so you can see the "**DROP**" column. Click the red circle of any crew you need to drop from your crew list.

### AUSTRALIAN SAILING NUMBER MISSING?

If your crew are members of an Australian Sailing (AS) affiliated club, they will have an AS number. You can ask them for it, or look it up via [this](#) link and enter it into your crew information

### NO AUSTRALIAN SAILING NUMBER?

If any of your POB do not have an AS number, they will need to purchase a Bay Pass from ORCV for \$20 and then advise you of the number of the Bay Pass so you can add it into the AS No. field in your crew list in your Top Yacht entry. [Here](#) is the link for them to purchase their Australian Sailing Bay Pass.