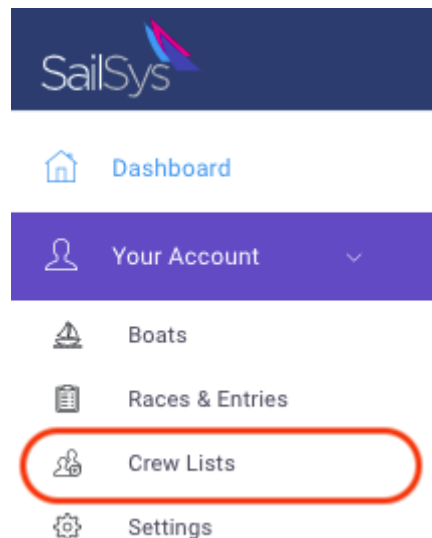


## Maintain Crew Lists

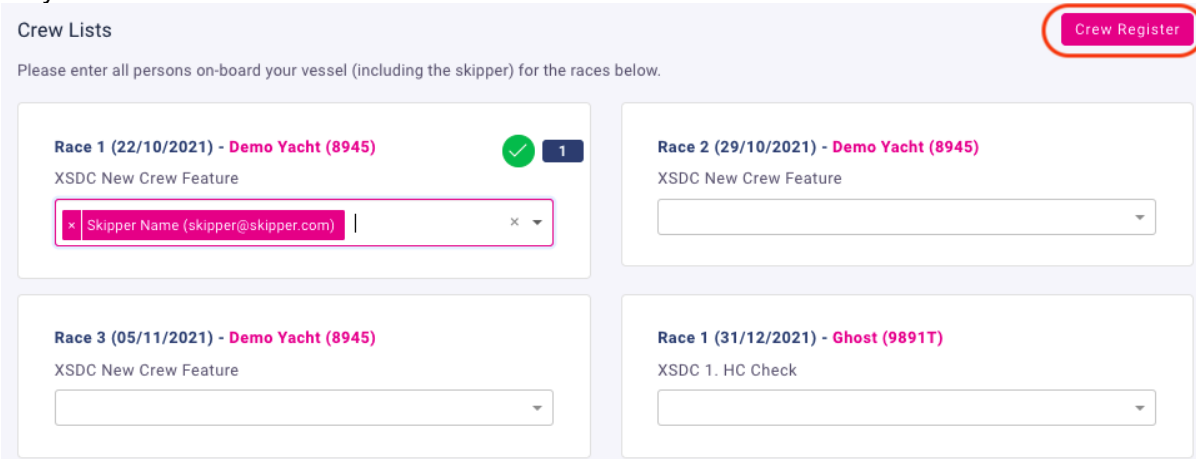
In this section we'll be talking about two concepts, the Crew Register and the Crew Lists

- The Crew Register is the list of possible crew,
- The Crew List is who is actually on the boat for a specific race.

First open your dashboard by logging in at - <https://www.sailsys.com.au/> then click on the *Crew Lists* menu item.



If haven't already, you'll need to add crew to your boat's *Crew Register* so that you can then allocate them race by race. Click *Crew Register*, if haven't already added your crew for the very first time.



The image shows the 'Crew Lists' page. At the top right, there is a 'Crew Register' button highlighted with a red oval. Below the header, there is a instruction: 'Please enter all persons on-board your vessel (including the skipper) for the races below.' The page displays four race cards. The first card, 'Race 1 (22/10/2021) - Demo Yacht (8945)', has a green checkmark and a '1' in a blue box, and a text input field with 'Skipper Name (skipper@skipper.com)'. The second card, 'Race 2 (29/10/2021) - Demo Yacht (8945)', has a dropdown menu. The third card, 'Race 3 (05/11/2021) - Demo Yacht (8945)', has a dropdown menu. The fourth card, 'Race 1 (31/12/2021) - Ghost (9891T)', has a dropdown menu.

Next click *Invite Crew* to populate your boat's Crew Register. You will need their name and email address. If possible ask if they already have a SailSys account and if so, what email should you use.

**Crew Register**

Invite your crew to create a SailSys account so they can keep their information and emergency contact details up to date. Once invited, you can add your crew to races.

Boat: Demo Yacht (8945)

Name	Email	AS Number	Account Status	Profile Status		Invite Crew
Crew One	crew1@crew.com	-	Invited	...	Reinvite	Remove
Crew Three	crew3@crew.com	-	Invited	...	Reinvite	Remove
Crew Two	crew2@crew.com	-	Invited	...	Reinvite	Remove
Skipper Name	skipper@skipper.com	-	Registered	✓		Remove
Test User	support@sailsys.com.au	-	Invited	...		Remove

**Invite Crew Member For Demo Yacht**

Your crew member will be invited to create a SailSys account to add their personal details if they don't have one already.

Firstname\*

Surname\*

Email\*

There is some important information on the Crew Register. Information that you as the skipper can choose to use at your discretion.

**Crew Register**

Invite your crew to create a SailSys account so they can keep their information and emergency contact details up to date. Once invited, you can add your crew to races.

Boat: Demo Yacht (8945)

Name	Email	AS Number	Account Status	Profile Status		Invite Crew
Crew One	crew1@crew.com	-	Invited	...	Reinvite	Remove
Crew Three	crew3@crew.com	-	Invited	...	Reinvite	Remove
Crew Two	crew2@crew.com	-	Invited	...	Reinvite	Remove
Skipper Name	skipper@skipper.com	-	Registered	✓		Remove
Test User	support@sailsys.com.au	-	Invited	...		Remove

**Account status** = invited or registered - i.e. created an account.

**Profile Status** - Orange or Green - Green tick means they have completed all key information in their profile. This is Name, Email, Mobile and Emergency Contact. This information is only available to clubs the person sails at.

**Re-invite** - send them a reminder if they are yet to action your last invite. This is discretionary.

**Remove** - delete this person from your register if they will not be sailing with you again.

Note once you have 'invited' someone, you can immediately add them to your crew lists. They will appear in the club's crew list report. You do not need to wait for them to register or complete their profile.

Once done you are ready to populate your Crew Lists for upcoming races. Remember you only need to add crew to the Register once. Click back to the Crew Lists section.

**Crew Register**

Invite your crew to create a SailSys account so they can keep their information and emergency contact details up to date. Once invited, you can add your crew to races.

Boat:

Name	Email	AS Number	Account Status	Profile Status		Invite Crew
Crew One	crew1@crew.com	-	Invited	...	Reinvite	Remove
Crew Three	crew3@crew.com	-	Invited	...	Reinvite	Remove
Crew Two	crew2@crew.com	-	Invited	...	Reinvite	Remove
Skipper Name	skipper@skipper.com	-	Registered	✓		Remove
Test User	support@sailsys.com.au	-	Invited	...		Remove

[Back to Crew Lists](#)

The Crew Lists screen will display the upcoming races for the boats that you have administrative privileges for.

Click on the dropdown box for the relevant race and select all the persons that will be onboard.

**Crew Lists** [Crew Register](#)

Please enter all persons on-board your vessel (including the skipper) for the races below.

**Race 1 (05/08/2021) - Ghost (9891T)**

XSDC Crew Lists

Crew One (crew1@crew.com)

Crew Two (crew2@crew.com)

Crew Three (crew3@crew.com)

Crew Four (crew4@crew.com)

Crew Five (crew5@crew.com)

**Race 2 (12/08/2021) - Ghost (9891T)**

XSDC Crew Lists

**Race 4 (26/08/2021) - Ghost (9891T)**

XSDC Crew Lists

Keep selecting until you have all the relevant persons displayed.

### Top Tips:

- There are no save buttons for Crew Lists as the system autosaves after every amendment!
- You can copy last weeks crew by selecting the "Last Race Crew" option in the dropdown
- You can populate races well in advance, but be sure to maintain their accuracy!

Still need help? [Message](#)