

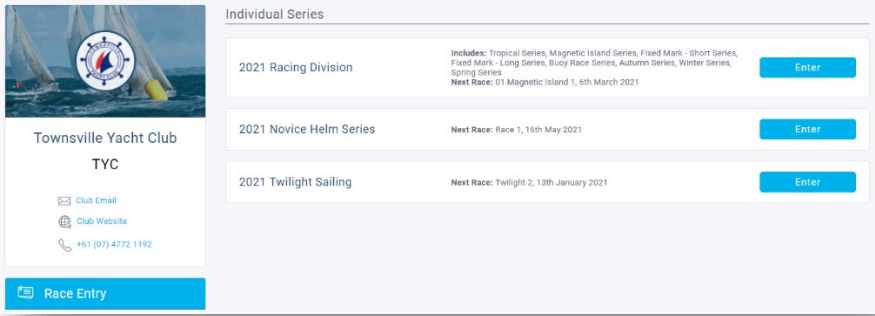
SailSys Race Entry

This guide is to help TYC skippers enter the 2021 racing season with the SailSys online race management system. It is for skippers who already have a SailSys account and boat setup.



If you don't have a SailSys account, see the separate document "SailSys Account Setup and Race Entry".

SailSys has released a new feature which allows skippers to pay for races online race by race. This document helps explain how to use this feature.

1 Choose A Series	
View Available Series	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	<p>You will see each of the current series that you can choose to enter, e.g.</p>  <p>Click the "Enter" button for the series you want to enter, e.g. the 2021 Racing Division.</p>

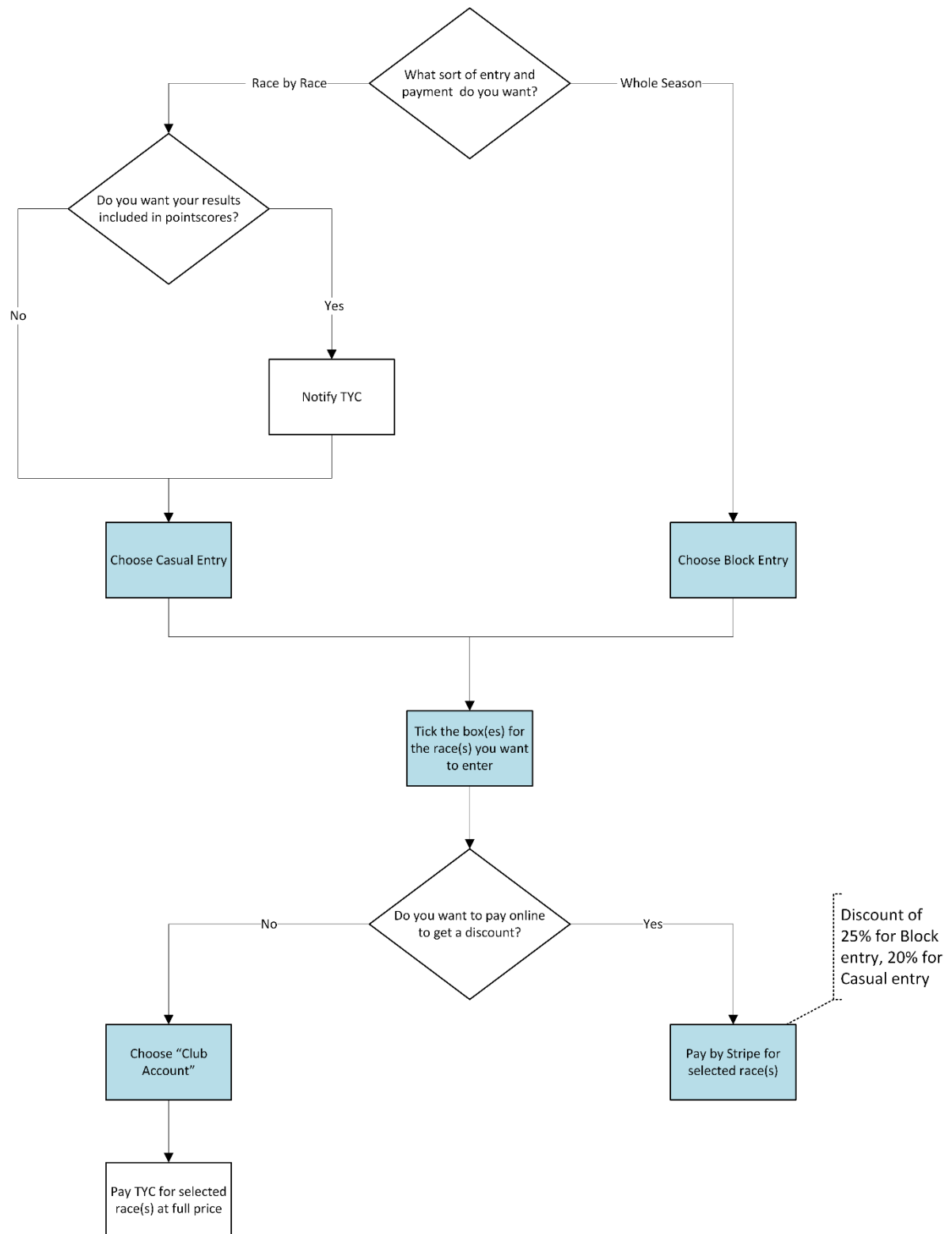
2 Define Entry Details	
Choose Entry Type	<p>The information for the selected series is displayed on a series of tabs: Pricing, Your Boat, Your Information, and Payment. The Pricing tab is selected first.</p> <p>If you want to enter and pay for the whole season upfront (to get a 25% discount), tick the box for “Full Series (20 Races)” then click “Next”.</p> <p>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”.</p> <p>Normally, a Casual entry is not included in the pointscore for any of the series. If you want your scores to be included, notify TYC of this by email to tycadmin@townsvillyachtclub.com.au or by phone; you only need to do this for the first race you enter.</p> <p>This entry process is shown diagrammatically in Appendix A.</p>
Select Your Boat	<p>On the “Your Boat” tab you will be able to see your boat. If necessary, click the “Edit” button to update the boat’s details.</p> <p>Click “Next” to move to the “Your Information” tab.</p>
Complete Your Information	<p>If necessary, tick the “Edit” button on the “Your Information” tab and complete any information which is missing.</p> <p>Click “Next” to move to the Payment tab.</p>
Choose Payment Method	<p>There are a few different options for paying your entry fee:</p> <ol style="list-style-type: none"> 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”. <p>This payment process is shown diagrammatically in Appendix A.</p>
Provide Compliance Information	<p>The compliance information required for season registration can be provided using SailSys or in hard-copy to the TYC Office.</p> <p>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.</p>

Casual Payment for Further 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.

APPENDIX A: Entry & Payment Flowchart



Blue-shaded boxes show actions in SailSys