



WHITSUNDAY SAILING CLUB

SailSys Race Management

The WSC Sailing Committee is trialling the Race Management system SailSys during the second half of the 2020 Sailing Season. Benefits include:

- Cloud based On Line entry system
- Cloud based On Line crew list system
- Cloud based results with immediate publication
- Block entry, series entry or individual race entry
- View and edit details of your boat
- A range of options to pay race entry fees
- Nominate alternative skipper or alternative administrators for your boat
- Personal information & emergency contact details on file

Each boat owner / skipper is required to complete “one off” details to create a SailSys user account and link the SailSys account to their boat.

Once these steps have been completed, the boat can be managed and entered into club races.

1. Set up a SailSys user account:

- a) Go to the SailSys registration page (<https://app.sailsys.com.au/register>).
- b) Enter your name and email address, then enter a password you will be able to remember.
- c) Click the Register button.
- d) 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. That’s it! Your SailSys account is now set up and ready to go. If you log in to SailSys at this point, you can see your Dashboard with links to the boats you are associated with and the races you have entered. If you can’t see your boat - **DO NOT ADD IT HERE**. You will add your boat to your account in the next step.

2. Link Your SailSys Account to Your Boat.

- a) Go to the SailSys Race Entry page (<https://app.sailsys.com.au/club/85/entry?tab=entry>). Note: this link will be made available on the WSC web site.
- b) You will see two series available for entry:
- c) Click the “Enter” button for the series you want to enter, e.g. the 2020 Racing Season.
- d) The information for the selected series is displayed on a series of panes: Pricing, Your Boat, Your Information, and Payment. The Pricing pane is selected first.
- e) Tick the box under Full Series Entry to create a block entry for all races in the 2020 Racing Season. It doesn’t matter if you don’t plan to race in every race in the season; just tick the Full Series Entry box anyway.
- f) Click the “Next” button to move on to the Your Boat pane.
- g) 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. When you see your boat’s name, click on it. If you cannot find your boat, you can click the “Add New Boat” button next to the search box to add your boat’s 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. Next year, your boat will already be displayed when you reach this step – you won’t need to search for it. You will be able to update any details if they have changed.

3. Enter for the 2020 Sailing Season

- a) Click the “Next” button to move on to the “Your Information” pane.
- b) If you are not currently logged in, click the “Login” button and enter your email address and password to proceed.
- c) If necessary, tick the “Edit” button and complete any information which is missing.
- d) Click the “Yes” button to move on to the Payment pane.
- e) The Payment pane has two sections “Add New Payment Card” and “Club Account”. We currently only accept entry via “Club Account”.
- f) Tick the Club Account radio button. This will make a text box appear. Type in a message describing how you plan to pay race nomination fees, (Direct Deposit, Credit Card or Cash are acceptable). For boats on the hard stand / WSC Marina register, note that you have already paid as part of annual boat storage

registration. The nomination fee for individual races is \$20. If you are nominating for one race at a time, your nomination must be received (and paid for) at least one hour before the race start time

4. Update Crew List

- g) Crew lists can be maintained easily from your dashboard on the SailSys portal.
- h) Open your dashboard by logging in at <https://app.sailsys.com.au/login>
- i) Access your account dashboard (click on “Your Account”) and select “crew” to review and add crew to races that you have entered.
- j) Adding past crew is as simple as selecting from a drop down menu for the relevant race
- k) If you need to add crew for the first time, simply click “Add New Crew Member”. Information required is:
 - First Name
 - Surname
 - Email
 - Mobile Number
 - AS Number

NOTE:

- AS number can be found from <https://www.sailing.org.au/member-finder/>. Non members or those without an AS number can get a “SailPass number from <https://www.revolutionise.com.au/whitsundaysc/temporary-member/>
- It is a requirement under Government regulations, the Racing Rules of Sailing (RRS46) and the WSC Notices of Race that all crew must be registered on the boat’s Crew List, and shall hold an Australian Sailing Number (AS Number).