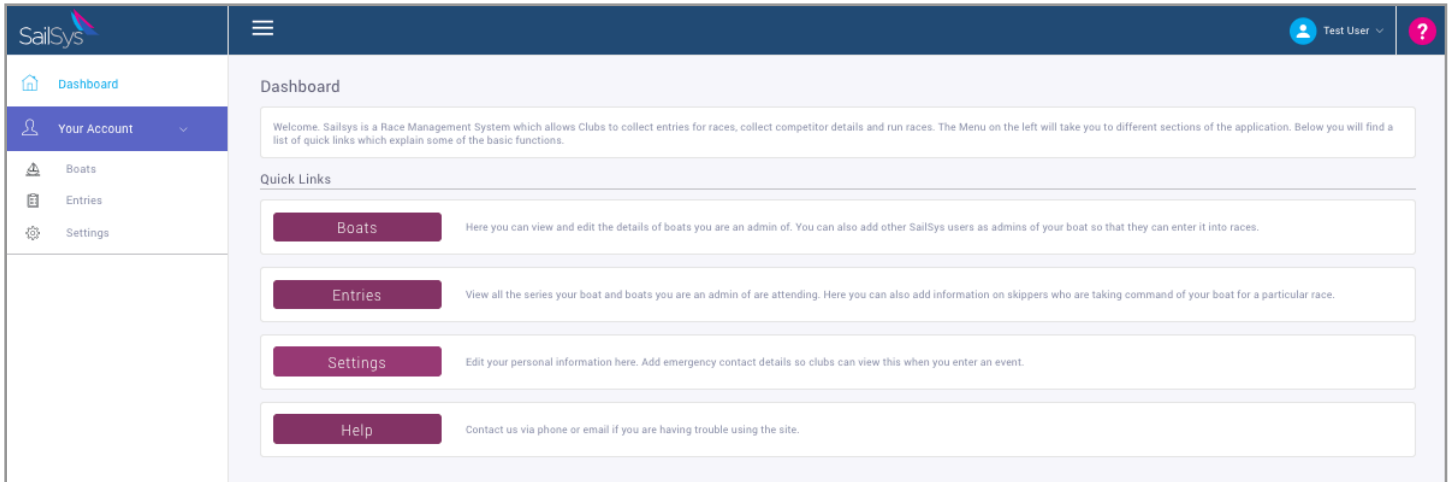


Your Dashboard

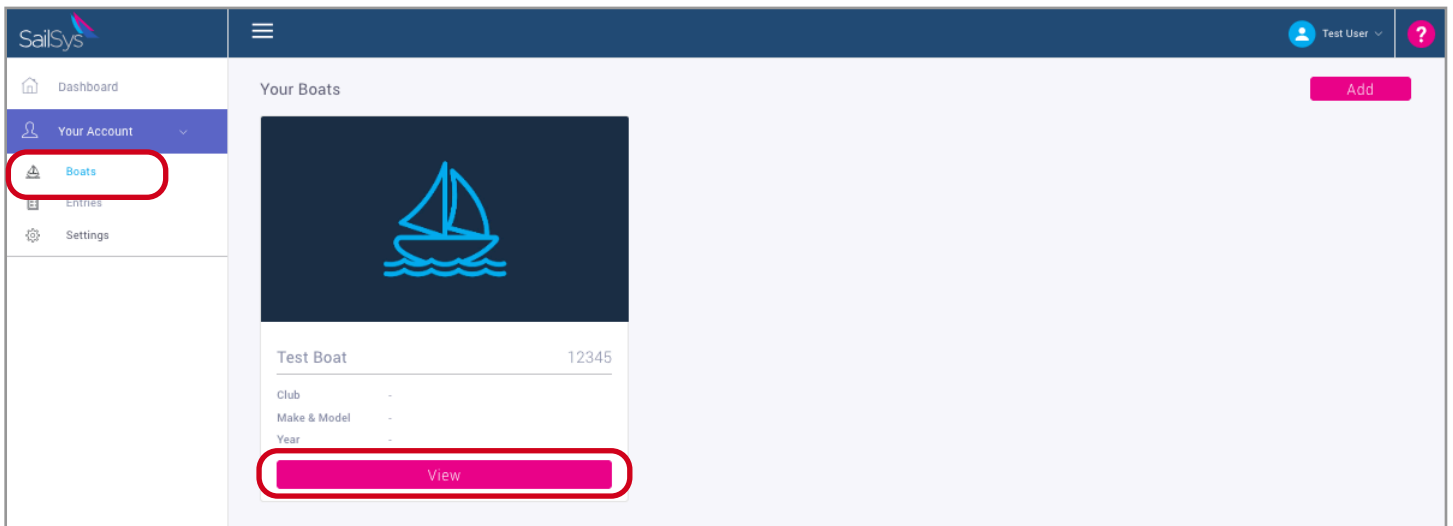
The new Sailsys dashboard allows you to control both your personal & yacht details plus manage your entries.

Login to your account to view your dashboard.



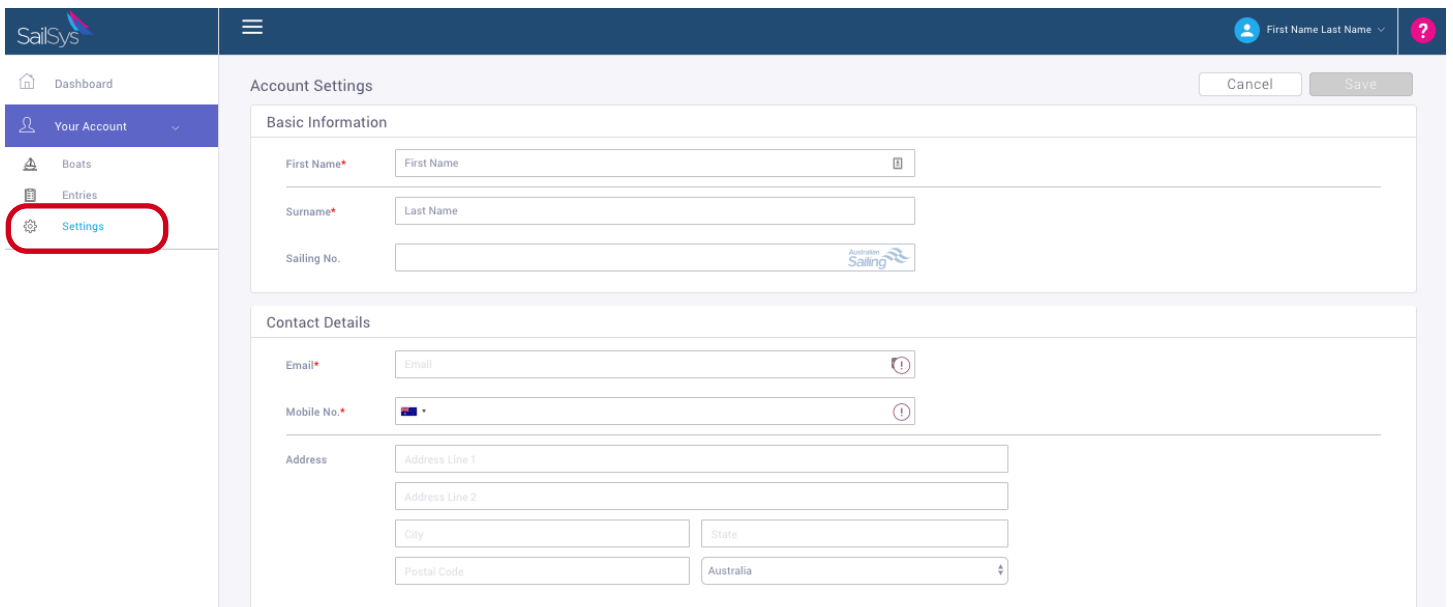
1)

Yacht Details - Click the BOAT TAB and then VIEW on your boat. Click EDIT to amend your yacht's information, handicaps, tech specs or upload a yacht image.



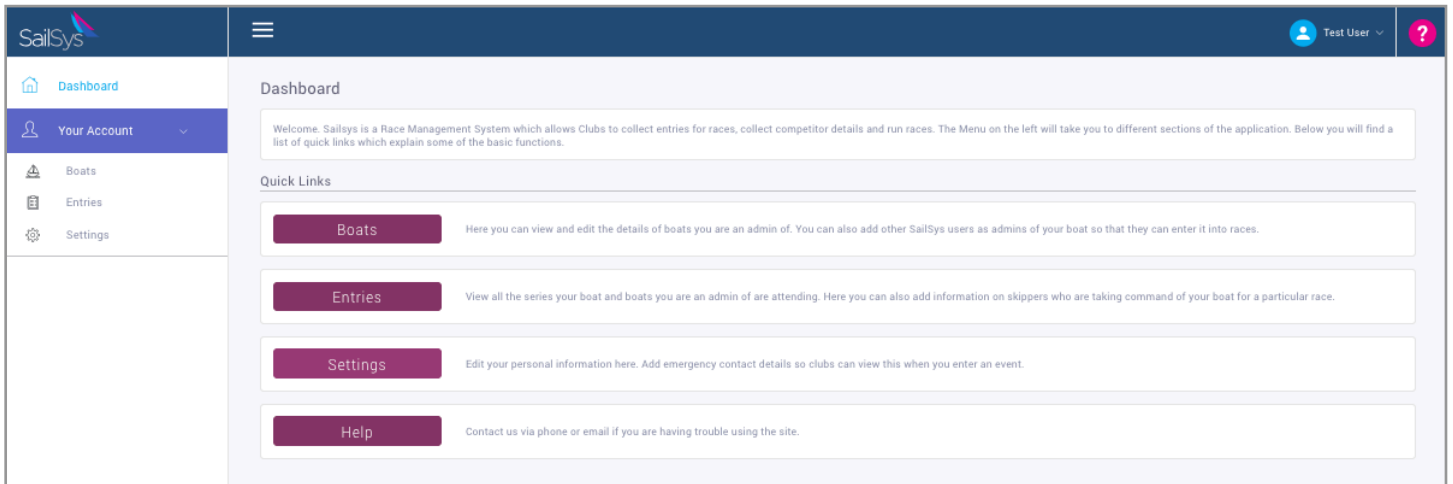
2)

Personal Details - Click SETTINGS. Amend your details (personal and emergency contact details) and then click SAVE

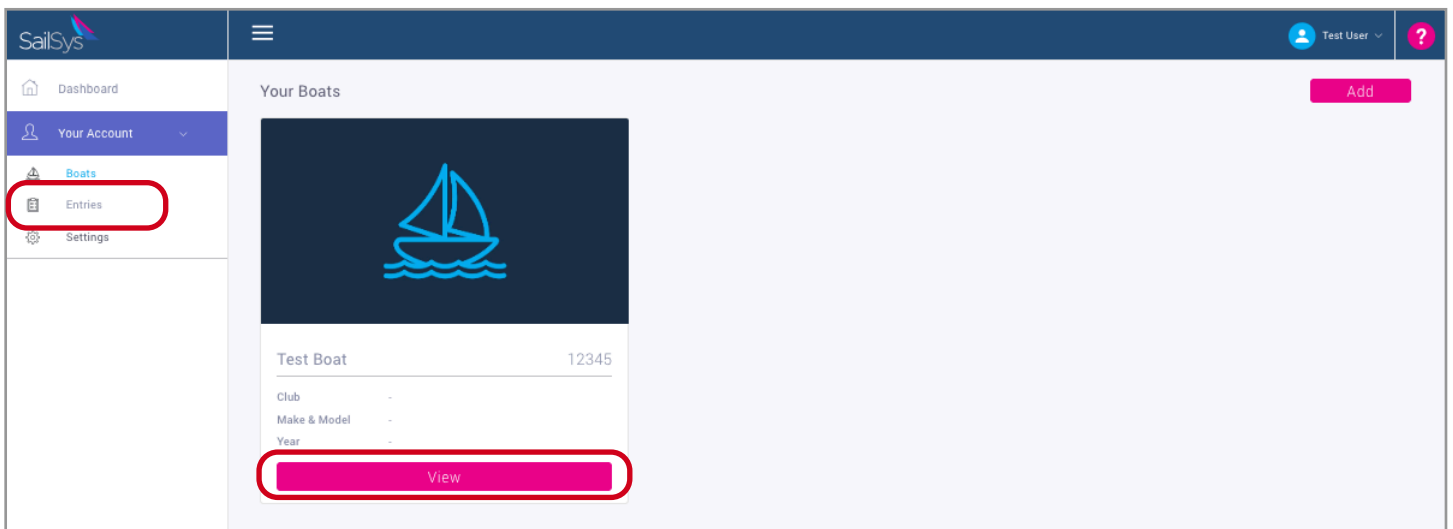


Adding a Boat Admin

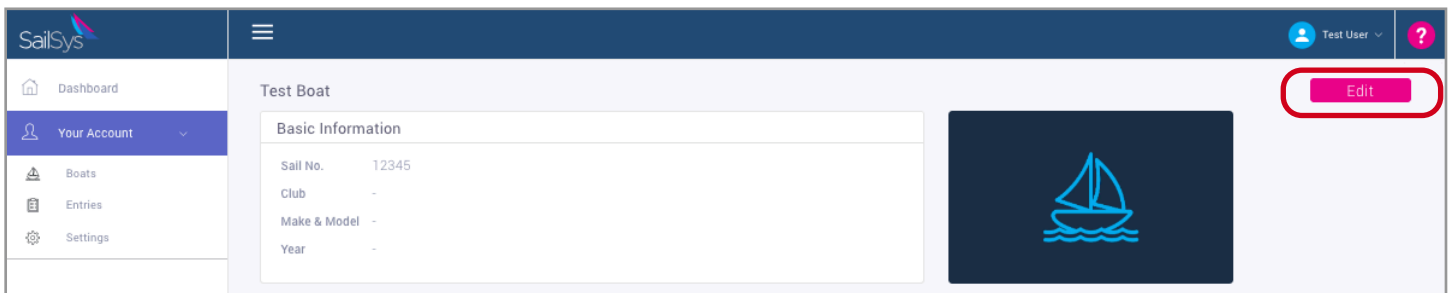
As a user of SailSys you have access to a dashboard that helps you maintain important personal information, accurate boat data and update race/entry information, e.g. allocating an alternative skipper.



1) **BOAT ADMINS** - A boat can have multiple boat admins who can maintain the boat record and enter the boat in races. To add one, click on your BOAT TAB and then VIEW.



2) Next click EDIT



3) Scroll to the bottom of the boat detail and enter the email address of someone that you would like to invite to be a BOAT ADMIN and click INVITE



Changing Skippers

As a user of SailSys you have access to a dashboard that helps you maintain important personal information, accurate boat data and update race/entry information, e.g. allocating an alternative Series or Race skippers.

A series skipper is the name that will appear on the point-score. A race skipper is the person responsible on the day, who will receive important SMS notification and whose name will appear on the day's results. You can amend this information via your dashboard.

Skippers	
Series Skipper	Test User
Race 1 03/08/2019	Test User
Race 2 10/08/2019	Test User
Race 3 17/08/2019	Test User
Race 4 24/08/2019	Test User
Race 5 31/08/2019	Test User

1) **ALTERNATE SKIPPERS** - To change the skipper of your boat for a race, click on your ENTRIES TAB and then select an entry by clicking VIEW.

2) Choose the race for which you want to change the skipper, and click the dropdown box

3) Choose an existing skipper *or* invite a new one by email.

Add skipper

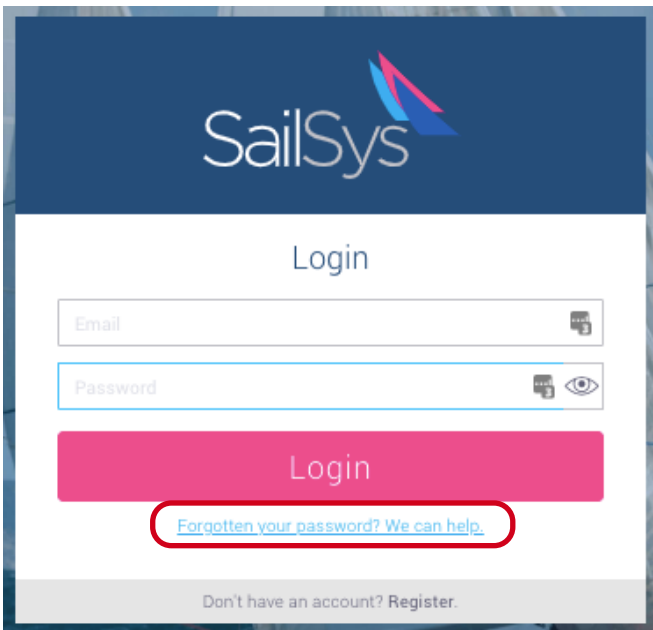
Email

Resetting your password

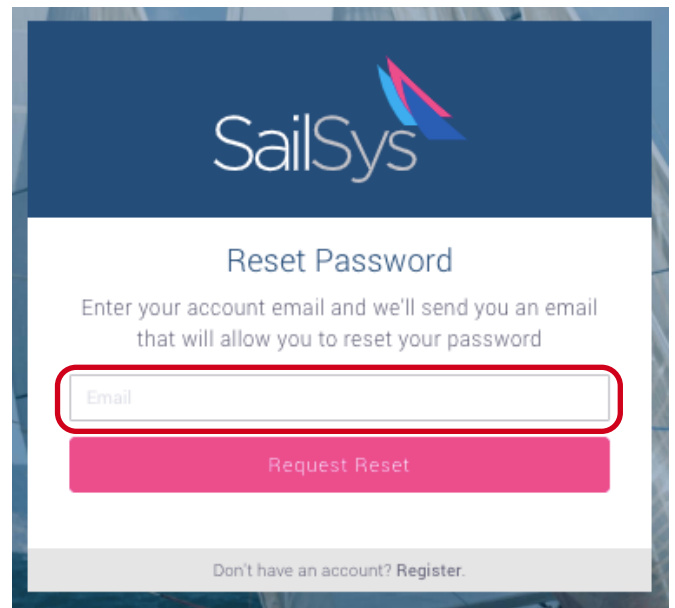
SailSys adheres to the highest security standards so the only person that can see or reset your password, is you. If you have forgotten or password, please follow these simple steps

Navigate to the login screen
<https://app.sailsys.com.au/login>

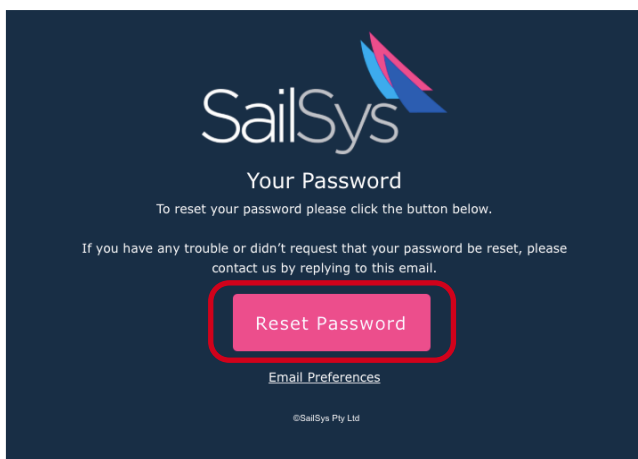
- 1) Click the link
'Forgotten your password? We can help'



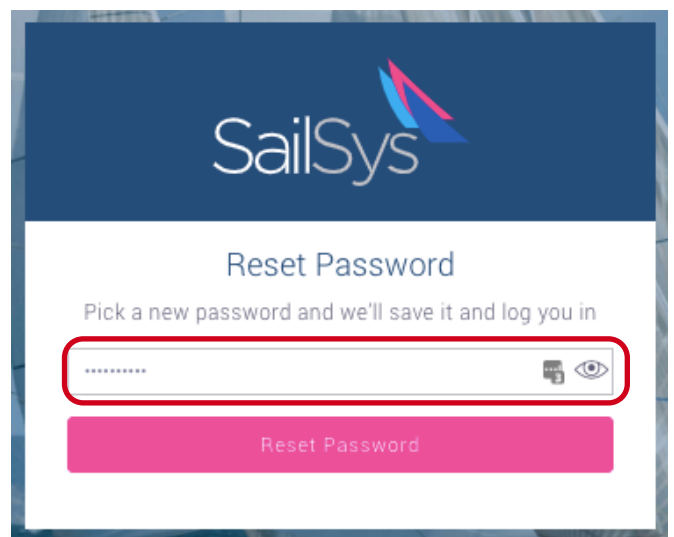
- 2) Enter the email address that you registered on SailSys with.



- 3) Check your email and click the link in the email you receive

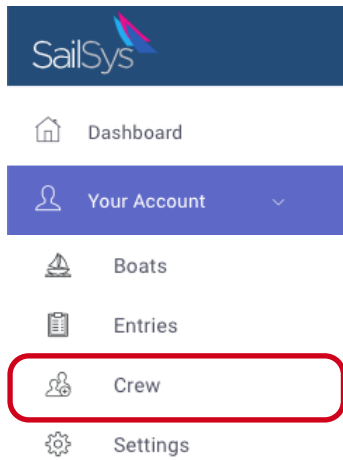


- 4) Enter a new password and click reset. You'll now be logged in.



Crew Lists for boat owners

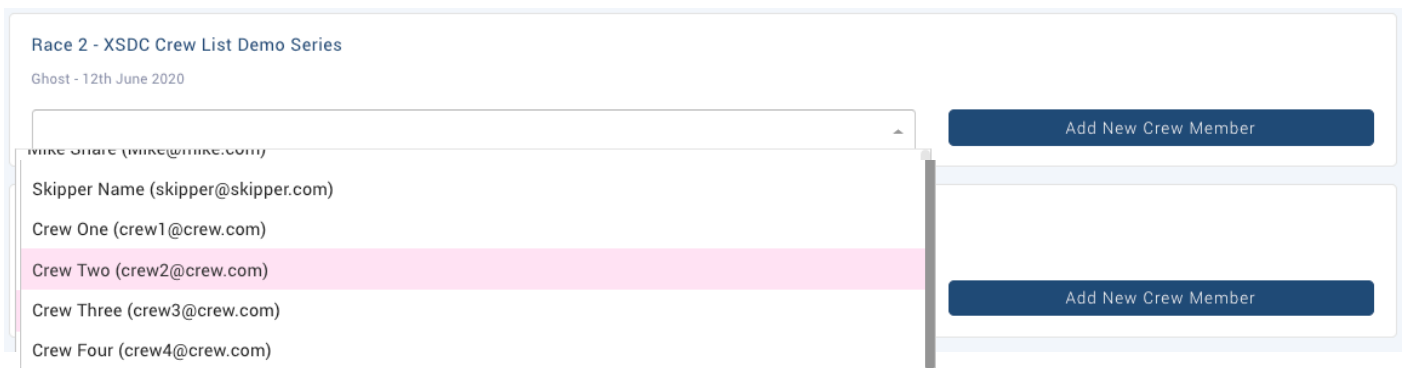
If your club has asked you to maintain crew lists, this is done really easily from your dashboard on the SailSys portal



Open your dashboard by logging in at <https://www.sailsys.com.au/>

Then click on the crew menu item

Adding past crew is as simple as selecting from a drop-down for the relevant race



If you need to add crew for the first time, simply click

“Add New Crew Member”

Add Crew Member For Ghost

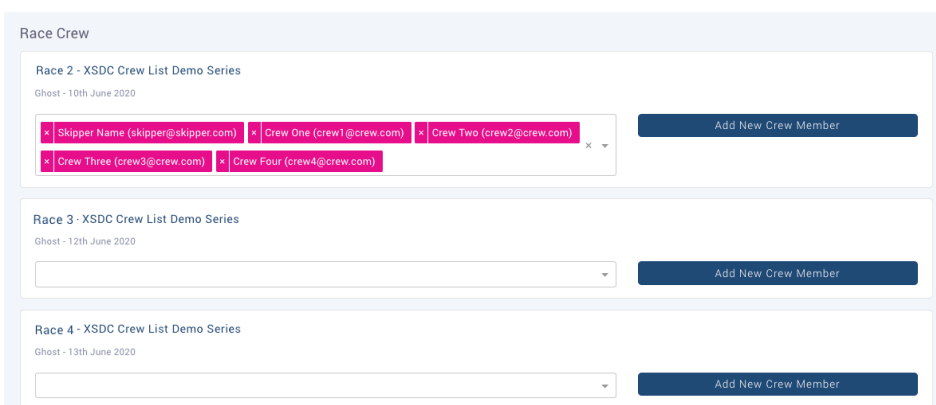
Firstname

Surname

Email

Mobile No.

AS No.



You can populate crew lists in advance. The information securely retained, and is accessible to the club at any time.

Crew Lists for boat owners

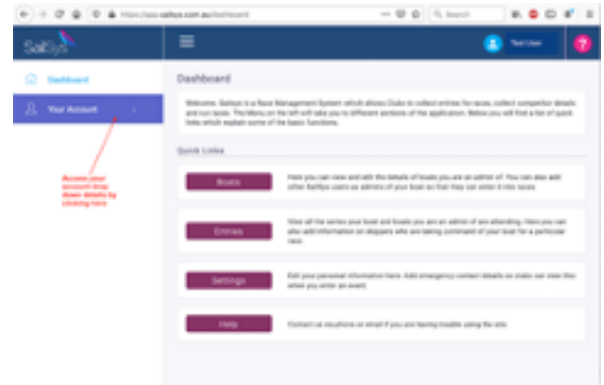
If your club has asked you to maintain crew lists, this is done really easily from your dashboard on the SailSys portal

1)



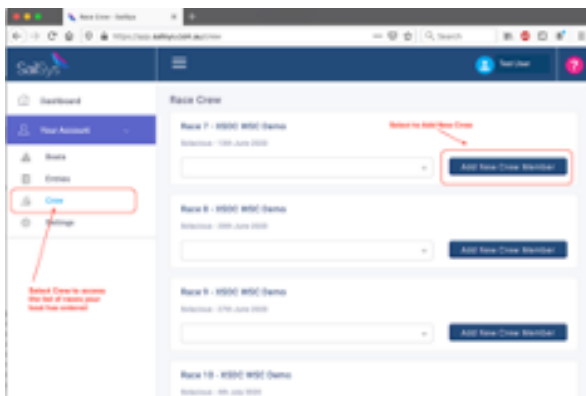
Open your dashboard by logging in at <https://www.sailsys.com.au/>

2)



Access your account dashboard - click on 'Your Account'

3)



Select 'Crew' to review and add crew to races you have entered

4)

Add Crew Member For Ghost

Firstname

Surname

Email

Mobile No.

AS No.

Australian Sailing

If you need to add crew for the first time, simply click "Add New Crew Member"

5)

Adding past crew is as simple as selecting from a drop-down for the relevant race

