



A Users Guide to Nominating Online



Includes:

- Nominating for the first time
- Updating an existing nomination
- Updating crew details
- Changing classes and divisions

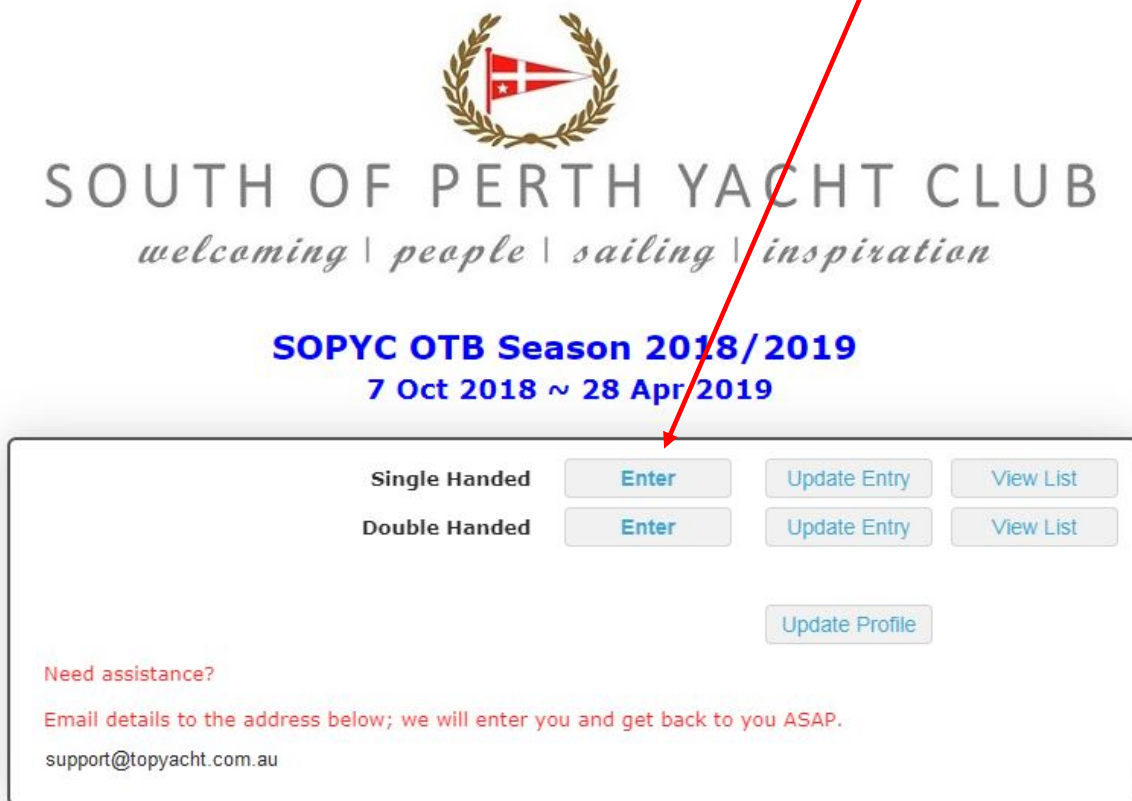
Nominating Your Boat At SoPYC


In order for your boat to appear in the results, you first need to nominate your boat online.

Step 1: Go to www.sopyc.com.au, then click on **On Water – Online Entries**

Step 2: Click on 'Off The Beach Season 2018 – 2019'

Step 3: You will come to this page. Select either Single or Double handed, depending on the type of boat you have and then click on 'Enter'




SOUTH OF PERTH YACHT CLUB
welcoming | people | sailing | inspiration

SOPYC OTB Season 2018/2019
7 Oct 2018 ~ 28 Apr 2019

Single Handed	Enter	Update Entry	View List
Double Handed	Enter	Update Entry	View List

[Update Profile](#)

[Need assistance?](#)
Email details to the address below; we will enter you and get back to you ASAP.
support@topyacht.com.au

Step 4: If this is your very first time, click on 'Click here' in the pink section. If you are simply nominating again for a new season, enter your login details on the left.

<p>TopYacht login</p> <p>First Initial: <input type="text"/> Last Name: <input type="text" value="Nunn"/></p> <p>Password: <input type="password" value="....."/></p> <p>Show password <input type="checkbox"/></p> <p>Forgotten password Log In</p> <p>Home</p> <p><i>This application requires that javascript and cookies are enabled in your browser.</i></p>	<p>No TopYacht login? or not sure? or wish to create a new profile and enter the event? Then....</p> <p style="text-align: center;">Click here</p>
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Step 5: Click on 'Save Changes' at the bottom of the nomination page when you are finished.

Step 6: To check if your nomination was successful, you can click on 'View List' which is automatically updated with new boat nominations.



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Single Handed	<input type="button" value="Enter"/>	<input type="button" value="Update Entry"/>	<input type="button" value="View List"/>
Double Handed	<input type="button" value="Enter"/>	<input type="button" value="Update Entry"/>	<input type="button" value="View List"/>

Need assistance?
Email details to the address below; we will enter you and get back to you ASAP.
support@topyacht.com.au

Step 7: If your boat doesn't show up in the boat list, perhaps you didn't save your nomination by clicking on 'Save Changes' at the bottom of the nomination page.

For assistance, please contact the Sailing Administrator by Email sailingadministrator@sopyc.com.au or by phone 0412 745 844

UPDATING EXISTING BOAT NOMINATION DETAILS

Step 1: To update your boat or contact details, go to the Online Entries webpage
(<https://sopyc.com.au/on-water/online-entries>)



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Single Handed	<input type="button" value="Enter"/>	<input type="button" value="Update Entry"/>	<input type="button" value="View List"/>
Double Handed	<input type="button" value="Enter"/>	<input type="button" value="Update Entry"/>	<input type="button" value="View List"/>
<input type="button" value="Update Profile"/>			

[Need assistance?](#)
Email details to the address below; we will enter you and get back to you ASAP.
support@topyacht.com.au

Step 2: Click on 'Update Entry'

Enter your password (The same one you made when nominating). If you have forgotten what it was, contact the Sailing Administrator (sailingadministrator@sopyc.com.au) or 0412 745 844.

TopYacht login

First Initial: Last Name:

Password:

Show password

[Forgotten password](#)

[Home](#)

This application requires that javascript and cookies are enabled in your browser.

Step 3: Then you come to your **boat nomination page** where you can update your details.

- You can update Skipper details
- Boat name and sail number

If changing class/division/section, please refer to **'Competing In Multiple Fleets'** or **'Permanent Change Of Class Or Division'** of this guide.

Single Handed

Skipper Details profile 7654

First Name * <input type="text" value="Scott"/>	Last Name * <input type="text" value="Nunn"/>
Gender * <input type="text" value="M"/>	State * <input type="text"/>
Post Code * <input type="text" value="6053"/>	Home Club Initials * <input type="text"/>
Mobile No * <input type="text" value="0478073452"/>	
Email address * <input type="text" value="sailingadministrator@sopyc.com.au"/>	
Medical condition/Doc <input type="text"/>	
Emerg Contact Mob * <input type="text" value="93645555"/>	
Emergency Contact * <input type="text"/>	
Cont Relationship * <input type="text"/>	
AS Num (YA Num) * <input type="text"/>	

Skipper Contact

Street Address <input type="text" value="4/79 Kintail Road"/>	Suburb <input type="text" value="Applecross"/>
Post Code * <input type="text" value="6053"/>	State * <input type="text"/>
Country <input type="text"/>	

Boat

Select/Create New <input type="text" value="Pelican 56666 ZIT"/>	
Boat Class* <input type="text"/>	
Opti (only) Section: <input type="text" value="Intermediate for Optis"/>	
Sail No* <input type="text" value="56666"/>	
Boat Name* <input type="text" value="ZIT"/>	
Insurance Company* <input type="text"/>	Insurance Policy* <input type="text"/>
Insurance Expiry* <input type="text"/>	Insurance Cover \$ * <input type="text"/>

Boat documentation

* Upload relevant documents as per NOR/race documentation.

- For a **NEW** boat, `Save Entry/Changes` then return here to upload documents.
- Boat Photo (if required): jpg or png file less the 3M
- Other documents: **single** pdf, jpg or png file less than 2M.
- Provide: **expiry date** where appropriate.
- **Important: scan docs other than photos in black and white at 200 dpi resolution for small upload.**

Item	Form	Upload	File Date	View	Expiry
Insurance Certificate		<input type="button" value="GO"/>		<input type="button" value="GO"/>	<input type="text" value="dd/mm/yyyy"/>

Step 4: Click on **'Save Changes'** at the bottom of the page when you are finished.

Crew

If you have crew, you can also update your crew details in your boat nomination page. Remember to click **'Save Changes'** at the bottom of the page.

Crew profile

You can add/replace crew using options below

Select a previous crew who has sailed with you

Select a crew who already has a profile in Topyacht

Add a brand new person as crew

Important: Do not replace details below with another person. Create a new person using an option above.

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Gender *	<input type="text"/>	Date of Birth *	<input type="text"/>
State *	<input type="text"/>	Post Code *	<input type="text"/>
Home Club Initials *	<input type="text"/>		
Mobile No *	<input type="text"/>		
Email address *	<input type="text"/>		
Medical condition/Doc	<input type="text"/>		
Emerg Contact Mob *	<input type="text"/>		
Emergency Contact *	<input type="text"/>		
Cont Relationship *	<input type="text"/>		
AS Num (YA Num) *	<input type="text"/>		

Entrant

When making any changes, ensure you click on **'Save Changes'** at the bottom of the page.

SKIPPER'S DECLARATION

As Skipper and Person in Charge of the Vessel I am nominating, I declare that:

- I have received the information listed herein provided by the South of Perth Yacht Club (Inc), in connection with my nomination to race,
 - Notice of Race and Sailing Instructions, and
 - Emergency Contact information and On-Water Safety information included in the Red Book.
- I have obtained a copy and read the ISAF Racing Rules of Sailing with particular reference to the YA Special Prescriptions,
- I consider I am competent by my knowledge and experience to Skipper the boat & understand my obligations to my crew and competitors,
- The boat has valid insurance, including but not limited to 3rd party insurance of at least \$10M, and that the policy will be kept current,
- The boat complies and will be maintained in compliance with the requirements of the YA Special Prescriptions, and Class Rules
- My attention has been drawn to ISAF Racing Rules of Sailing, rule 4, which states: `Decision to Race - The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.`
- I understand and accept that the boat and her details, along with skipper name and where appropriate, crew names will be listed on the official site for this event.
- I understand and accept that data provided for this entry may be stored, to assist the running and safety of this event/series and for my access to simplify entering future events/series.
- I have read and accept the TopYacht [privacy statement](#).

I accept *

[Home](#) **To Enter Event press `Save Changes`**

Competing in Multiple Fleets

If you wish to compete in more than one fleet e.g. Laser Standard and Laser Radial, you need to create a new boat nomination for the new fleet. Do not change your original boat entry. You will also need to modify your sail number for your new boat nomination eg. drop or add a digit so the Race C'tee and computer recognises which division you are racing in on the day.

Step 1: Go to the boat nomination page.

Step 2: Click on 'Enter'



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Update Profile			

Need assistance?
Email details to the address below; we will enter you and get back to you ASAP.
support@topyacht.com.au

Step 3: Click here in pink section to create a new profile.

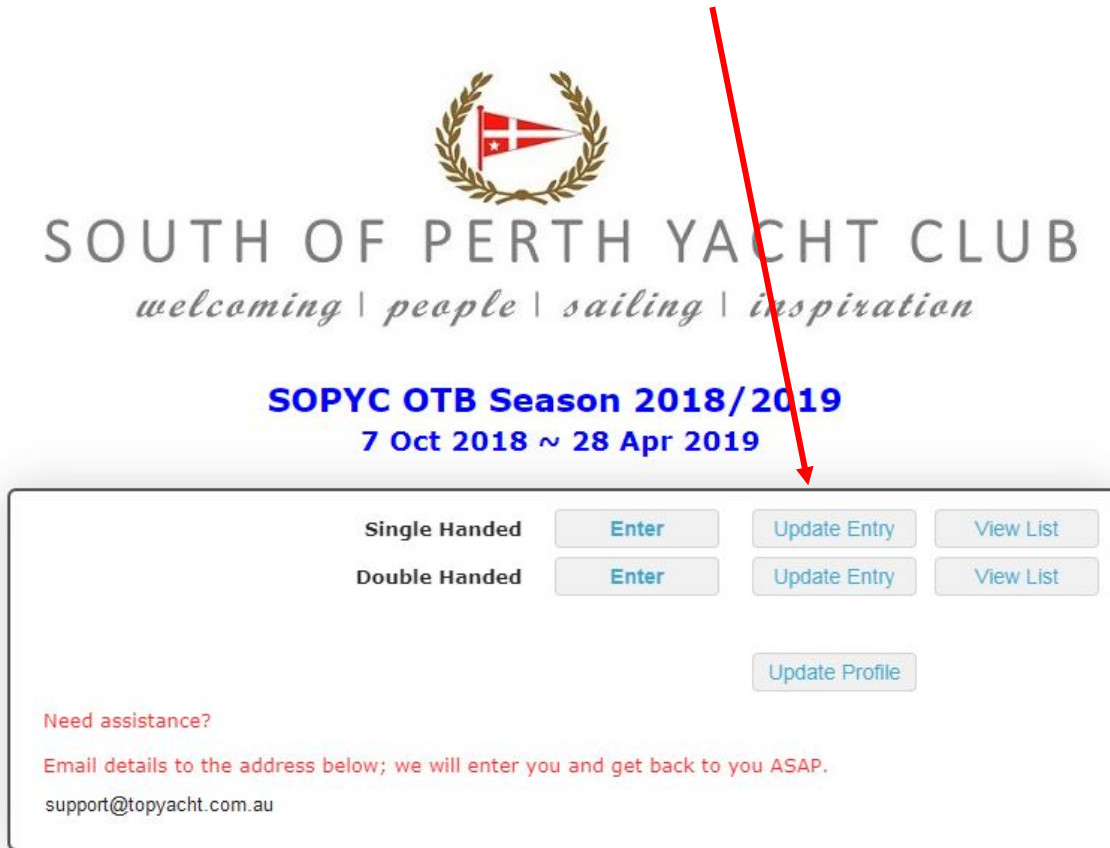
TopYacht login First Initial: <input type="text"/> Last Name: <input type="text" value="adminsopac"/> Password: <input type="password" value="....."/> Show password <input type="checkbox"/> Forgotten password Home Log In	No TopYacht login? or not sure? or wish to create a new profile and enter the event? Then.... Click here
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Permanent Change Of Class Or Division

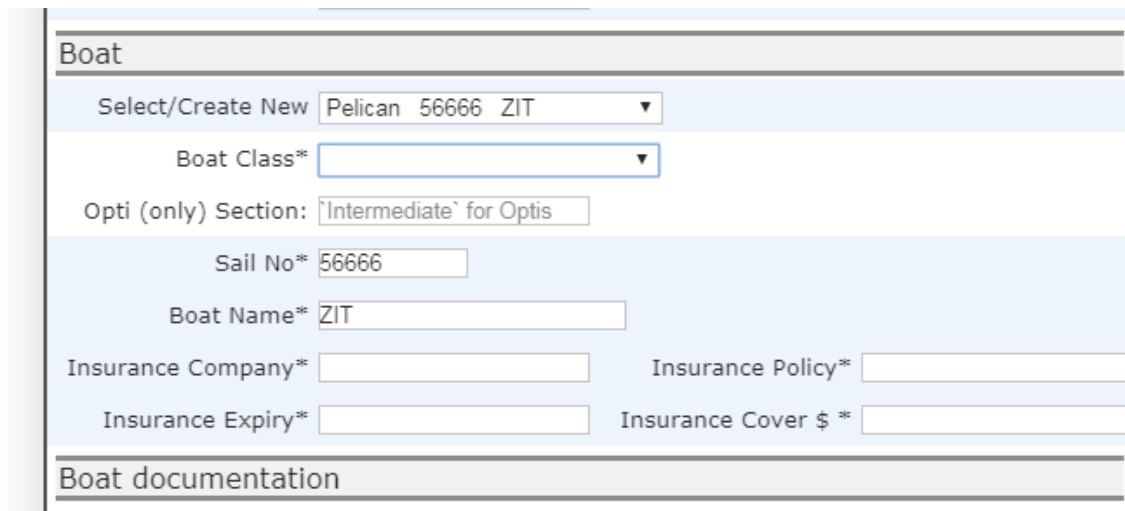
If you wish to make a permanent change of class or division e.g. Optimist Intermediate to Optimist or vice versa, you can simply make the change in your original boat nomination. You will no longer score points in the original division. This is best done a few days before the race day.

Step 1: Go to the boat nomination page and click on 'Update Entry'.



The screenshot shows the South of Perth Yacht Club (SOPYC) website. At the top is the club's logo, a red and white pennant with a white star on a red field, flanked by a laurel wreath. Below the logo is the text "SOUTH OF PERTH YACHT CLUB" in a large, grey, sans-serif font, followed by the tagline "welcoming | people | sailing | inspiration" in a smaller, italicized font. Below this is the text "SOPYC OTB Season 2018/2019" in blue, with "7 Oct 2018 ~ 28 Apr 2019" underneath. A red arrow points from the "Update Entry" button in the "Single Handed" section to the "Update Entry" button in the "Double Handed" section. The "Single Handed" section has three buttons: "Enter", "Update Entry", and "View List". The "Double Handed" section has three buttons: "Enter", "Update Entry", and "View List". Below these sections is an "Update Profile" button. At the bottom of the form, there is a red link "Need assistance?", a red text block "Email details to the address below; we will enter you and get back to you ASAP.", and the email address "support@topyacht.com.au".

Step 2: Go to the Boat section and make the changes.



The screenshot shows the "Boat" section of the website. The form is titled "Boat" and contains the following fields:

- Select/Create New: Pelican 56666 ZIT (dropdown menu)
- Boat Class*: (empty dropdown menu)
- Opti (only) Section: Intermediate for Optis (text input)
- Sail No*: 56666 (text input)
- Boat Name*: ZIT (text input)
- Insurance Company*: (empty text input)
- Insurance Policy*: (empty text input)
- Insurance Expiry*: (empty text input)
- Insurance Cover \$*: (empty text input)

Below the form is a section titled "Boat documentation".

Step 3: Click on 'Save Changes' at the bottom of the page when you are finished.