

## Q&A - TES - the TopYacht Entry System

### What is TES ?

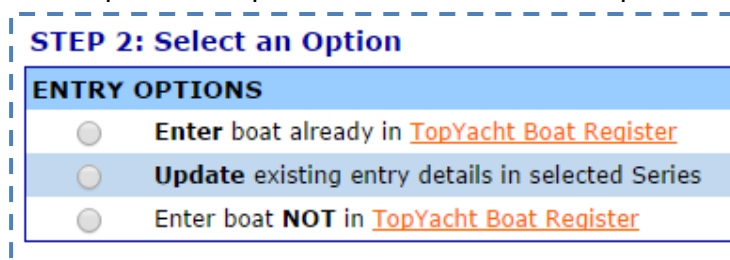
**TES** is a web based system to allow boats owners/ reps to enter their boat into a sailing event and to allow the club, to administration the racing/event.

### How do I enter an event using TES?

Go to the entry page on your club's web site.

### How do I create a new boat in TES?

When entering an event go to the Enter Series or Enter Race page.  
Then use the third option in Step 2 ie "Enter boat NOT in TopYacht Register".



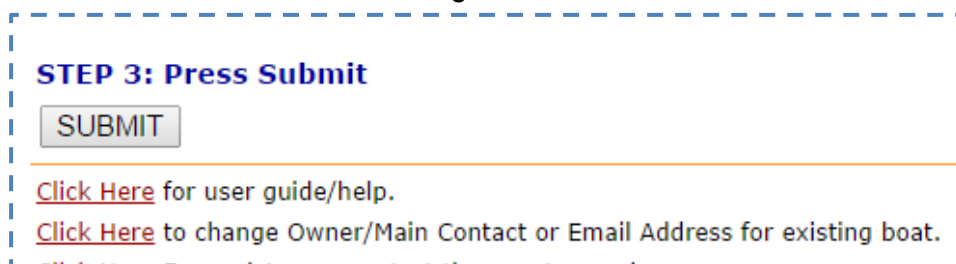
**STEP 2: Select an Option**

**ENTRY OPTIONS**

- Enter boat already in [TopYacht Boat Register](#)
- Update** existing entry details in selected Series
- Enter boat **NOT** in [TopYacht Boat Register](#)

### How do we change owners for a boat in TES?

Below the SUBMIT button , click on the "...change Owner/Main Contact..." link.



**STEP 3: Press Submit**

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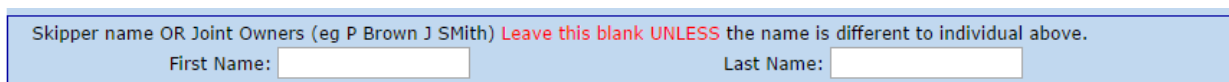
[Click Here](#) for user guide/help.

[Click Here](#) to change Owner/Main Contact or Email Address for existing boat.

### How do we add multiple owners to a boat in TES?

Event organisers/clubs require a single, real person as a "point of contact" for a boat. This is so organisers have a single address to send out invoices, chase insurance certificates, etc. The clubs need one nominated person where the buck stops when they (the organisers) are sending out or chasing down information for an entry for club racing or a major event.

Where there are joint owners they can be displayed on the entrants list and on the results by inputting the details in the "Skipper name OR Joint Owners" section as below.  
For example the first name becomes "J Smith" and last name becomes "/L Brown".



Skipper name OR Joint Owners (eg P Brown J SMith) **Leave this blank UNLESS** the name is different to individual above.

First Name:  Last Name:

On the entry page there is also provision for a "Secondary Email" address and an "Alternate SMS" mobile so any updates can be sent to two persons.

If you have unanswered questions please contact TopYacht so they can expand the above Q & A.

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