

# Crew Lists

Sailsys allows the Administrator of a boat, who is usually the owner, to maintain Crew Lists for each race in which the yacht competes.

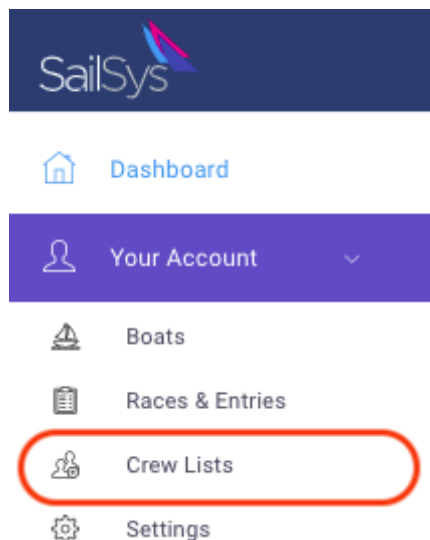
The functionality consists of 2 steps:

- Creation of a Library or Register of the crew whom you may invite to sail on your vessel
- Allocation of that crew to the actual race.

## Managing your Crew Register

The Crew Register is like an address book from which you select the relevant crew for populating Crew Lists, race by race - who is on the water.

First open your dashboard by logging in at - <https://www.sailsys.com.au/> then click on the Crew Lists menu item.



Next, click Crew Register

Now click *Invite Crew* to populate your boat's Crew Register. You will only need their name and email address.

If the email is linked to a current user then a link is made automatically. If that email is not being used in the system, then the crew person will receive an invite to create and populate a Sailsys account.

If possible, ask if your new crew already have a Sailsys account and if so, what email should you use.

**Crew Register**

Invite your crew to create a SailSys account so they can keep their information and emergency contact details up to date. Once invited, you can add your crew to races.

Boat: Demo Yacht (8945)

Name	Email	AS Number	Account Status	Profile Status		Invite Crew
Crew One	crew1@crew.com	-	Invited		Reinvite	Remove
Crew Three	crew3@crew.com	-	Invited		Reinvite	Remove
Crew Two	crew2@crew.com	-	Invited		Reinvite	Remove
Skipper Name	skipper@skipper.com	-	Registered			Remove
Test User	support@sailsys.com.au	-	Invited			Remove

**Invite Crew Member For Demo Yacht**

Your crew member will be invited to create a SailSys account to add their personal details if they don't have one already.

Firstname\*

Surname\*

Email\*

There is some important information on the Crew Register, information that you as the skipper can choose to use at your discretion.

**Crew Register**

Invite your crew to create a SailSys account so they can keep their information and emergency contact details up to date. Once invited, you can add your crew to races.

Boat: Demo Yacht (8945)

Name	Email	AS Number	Account Status	Profile Status		Invite Crew
Crew One	crew1@crew.com	-	Invited		Reinvite	Remove
Crew Three	crew3@crew.com	-	Invited		Reinvite	Remove
Crew Two	crew2@crew.com	-	Invited		Reinvite	Remove
Skipper Name	skipper@skipper.com	-	Registered			Remove
Test User	support@sailsys.com.au	-	Invited			Remove

- **Account status** = invited or registered - i.e. created an account.
- **Profile Status** - Orange or Green - Green tick means they have completed all basic information in their profile. This is Name, Email, Mobile and Emergency Contact. This information is only available to clubs the person sails at.
- **Re-invite** - send them a reminder if they are yet to action your last invite. This is discretionary.
- **Remove** - delete this person from your register if they will not be sailing with you again.

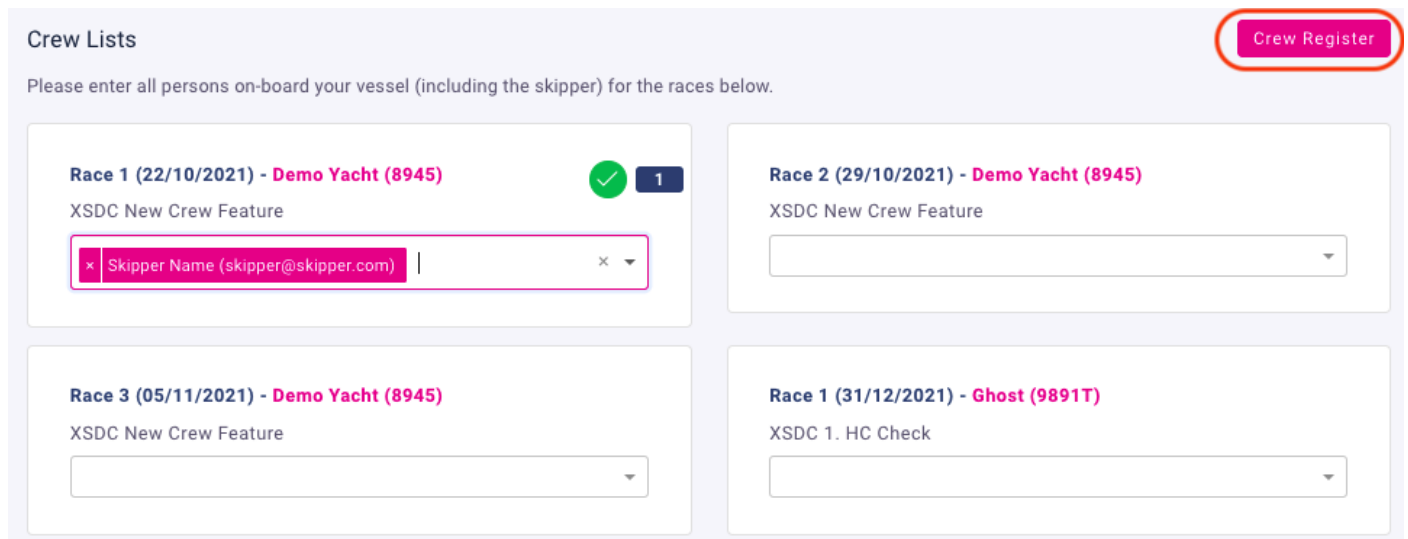
Once done you are ready to populate your Crew Lists for upcoming races. Remember you only need to add crew to the Register once. Click back to the Crew Lists section.

# Allocation of Crew to the actual race.

Once you have 'invited' someone and they are listed on your Crew Register, you can immediately add them to your crew lists. You do not need to wait for them to register or complete their profile.

The Crew Lists screen will display the upcoming races for the boats that you have administrative privileges for.

Click on the dropdown box for the relevant race and select all the persons that will be onboard.



## Top Tips:

- There are no save buttons for Crew Lists as the system autosaves after every amendment!
- You can copy last week's crew by selecting the "Last Race Crew" option in the dropdown.
- You can populate races well in advance but be sure to maintain their accuracy!

# QR Codes

Skippers can find their boat's specific QR code in the boat profile.

Release test Edit

Basic Information	
Sail No.	123
Club	-
Make & Model	-
Class	Keelboat
Year	-

Technical Information >

Boat Admins 1 >


File Library Upload File >

Crew Management 0 Crew Registration QR Code >

They can display the QR code on their mobile device for crew to scan or print it off and perhaps stick above the chart table. Either way, this goes one step further to reducing the burden on skippers but also ensures that more accurate crew information is recorded for the club. New crew without a SailSys account will be prompted to create one on the spot and populate the base level of information. i.e. Name, Email, Mobile and Emergency Contact.

**Crew Registration QR Code** ×

Ask your crew to scan the QR code below from your screen. They will be prompted to sign in or create a SailSys account and then be added to your crew for this boat's next race.



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