



KEELBOAT SailSys REGISTRATION and CSC RACE ENTRY

Over the past year or so, CSC have migrated to the SailSys race management system. SailSys software can handle activities including season/series/event entries; your boat management; your crew management; provide email and text communications; and of course, process our race results.

We aim to incorporate Scratch, PHS and CBH results, and create sub-series for two handers, sprints, RMYC InterClub, and over the season incorporate the array of CSC Sailing Instruction listed Trophy Series.

Importantly please note, we cannot process your keelboat's race results until the boat owner has created a personal SailSys *account*; AND have *entered* the CSC series; AND have created a *your boat* account.

The process won't take long if you follow these instructions carefully:

1. If you haven't already, create your personal SailSys account:

In your browser, search "SailSys registration", or type <https://app.sailsys.com.au/> or go directly to this link..
[Click here to visit the SailSys PORTAL](#)

Follow the prompts to create your personal ACCOUNT, then add all your basic information.

In time, skippers should instruct all their crew to also create their own personal SailSys ACCOUNT.

2. Bookmark the SailSys address:

For quick future access to your personal DASHBOARD, we suggest you bookmark "app.sailsys.com.au"

3. To get race results, every keelboat owner must enter their boat in the CSC series or event.

Whether you have a boat profile already or not, the only way you will get a result is by ENTERING a season/series/event through the CSC website. Boat owners without a BOAT profile can create one when they enter the new season/series/event. Enter via the CSC website homepage by selecting the **Sailing** tab > then, **RACE FEES AND ENTRY** > then follow the guide, or go directly to this link..

[Click here for your CSC RACE ENTRY](#)

You are now in CSC's SailSys portal, select **Race Entry**, then for the 2023-2024 Keelboat Season select **Enter** to register for either the Keelboat Summer Series or the Etchell Summer Series as appropriate to you. Under the PRICING tab, select member status, your chosen division, **Block Entry**, and **tick** FULL SERIES AU\$0. Then, under the YOUR BOAT tab, first timers can select **Add New Boat** to create their YOUR BOAT profile. Then, under the YOUR INFORMATION tab, the boat owner can confirm their basic information. Finally, under the PAYMENT tab, **Enter For Free** if you are a CSC member. Remember to **SAVE** every page as you progress.

4. Boat owners can elect a Boat Admin person if they wish.

Boat owners can have a crew member or friend be their Boat Administrator. To turn this feature on, go to your DASHBOARD (<https://app.sailsys.com.au/>), then select BOATS, then select VIEW, then select BASIC INFO, then scroll down to the bottom of the page and select **Invite Boat Admin**.

5. What's next?

SailSys will email the boat owner and boat Admin person of any further actions required.

On the following pages are some FAQs that may help you better understand the SailSys system.

If all else fails, contact Pete Van Ryn, petevr@oldsea.com.au, 0419 523 222

REMEMBER, to get keelboat race results this weekend, every keelboat owner must have a personal SailSys account; AND have entered the CSC series; AND have created their your boat account.



SAILSYS FREQUENTLY ASKED QUESTIONS

FAQ1:

What does Season/Series/Event mean?

Firstly, be aware that Keelboat (yachts) and OTB (Off the Beach, or Centreboards, or Dinghy) seasons are managed as entirely separate SailSys accounts by separate SailSys System management teams. The information here is only dealing with Keelboat (yacht) race entries.

SEASONS

SailSys deals with our quite complicated sailing network in a very orderly manner. Your SailSys System Managers first setup a **SEASON**, for example 2023/2024 Keelboat Season, then within that they set up the race **SERIES**, for example 2023/2024 Keelboat Summer Series (for all keelboats except Etchells) and 2023/2024 Etchells Summer Series (for Etchells only, as SailSys got very messy when we combined multiple sprint series with boats in the other divisions). Within the Series are the various **RACES** in each CSC **DIVISIONS**, and from there the various sub-series are created, for example InterClub, or Two Hander, and soon we will add Winter Series and the multitude of Trophy series that appear in the CSC Sailing Instructions.

CSC members entering a season are not charged any race fees in SailSys, these are paid separately via the CSC membership and race fee system - we use Australian Sailing's RevSport portal for fee renewals and invoicing.

To pay your Race Fees, go to the [CSC homepage](#) and follow the Club news tab labelled **Race Fees and Entry**.

EVENTS

Events are a bit simpler, last season we hosted the 2023 Navigators' Cup and held the J24 and MG State Championships at CSC, these separate regattas are known as **EVENTS**. The entrants of these events pay entry fees via SailSys when they enter (and yes, CSC members will still be charged \$0 when they come to enter the Nav Cup).

FAQ2:

I'm new or just getting up to speed with this whole SailSys caper. Where do I start?

Every racing sailing boat owner, skipper and crew member racing at CSC must set up their own SailSys personal **ACCOUNT** if they have not already done so. Only you can create it. Here's a quick pathway guide...

Google search or press this link... [SailSys PORTAL](#) LINK

From the SailSys portal homepage press **LOGIN** and follow the prompts to create your own **ACCOUNT**. Your personal **DASHBOARD** will be created, then select the **SETTINGS** button to edit your personal information, and add emergency contact details so clubs have this vital information available when you are participating in an event. Don't forget to regularly **SAVE** before moving to another page.

FAQ3:

I'm at a bit of a loss as to how to ENTER my boat into the SUMMER SEASON?

Boat owners without a **BOAT** profile can create one when they enter the new season/series/event.

Enter via the CSC website homepage by selecting the **Sailing** tab > then, **RACE FEES AND ENTRY** > then follow the guide, or go directly to this link..

[CSC RACE ENTRY](#) LINK

The link above takes you to CSC's SailSys Portal, select **RACE ENTRY**, then select **CSC MEMBER** as your membership status, then select the **DIVISION** you will be racing in, then select **BLOCK ENTRY** for the whole season (as opposed to a casual entry for just one race or one event), then **tick** the box **AU\$0**, then select **NEXT**, then select your **BOAT** name, then select next, then select **ENTER**. Whilst here, you can upload any compliance information that may be asked for. Via email you will get your **ENTRY CONFIRMATION** and in the following days you will also get an email requesting any outstanding actions or documentation. It's that clever.



FAQ4:

I've entered the SEASON, how do I get my required documentation uploaded?

For only this 2023-2024 SUMMER Season block entry, SailSys no longer requires documentation.

But feel free to use the boat's File Library as a convenient place to store all your important race documentation such as Insurance CoC, Equipment Audit Form, SSSC, Radio Licence, First Aid certificate, PFD inspection certificates, etc. You already have a SailSys personal ACCOUNT, and have a YOUR BOAT profile. From your Dashboard, press **BOAT**, on the YOUR BOATS page press **VIEW**, and at the bottom of the page you will see the **Upload File** button to talk you through loading your important documentation into your boat's File Library.

FAQ5:

I'm a new skipper, I have a new boat racing at CSC this season. How do I enter my new boat into the CSC SailSys system?

New boats can only be created when the Skipper (or your boat's Administrator) enters a series/event from the Season/Series/Event ENTRY via the CSC website (See season/series/event entry FAQs above). Remember, the boat owner must first have created their own SailSys personal ACCOUNT before they can add their boat.

FAQ6:

I have a replacement boat racing at CSC this season. How do I enter my replacement boat into the CSC SailSys system?

Replacement boats can only be created when the Skipper (or your boat's Administrator) enters a Season/Series/Event ENTRY via the CSC website (See season/series/event entry FAQs above). In the process of entering your new boat you will be given an opportunity to remove your old boat from your boat(s) profile.

To update your boat's profile when you already have a SailSys personal ACCOUNT, and have previously entered YOUR BOAT in a season/season/series. you can then LOGIN to your DASHBOARD, then press BOAT, to make any future updates to your boat's profile. Don't forget to regularly **SAVE** before moving to another page.

FAQ7:

I hate computer stuff, how do I gift Boat Administration rights to a friend, crew member or my boat manager?

You already have a SailSys personal ACCOUNT, and already have a YOUR BOAT profile. You can delegate Boat Admin rights by entering into your SailSys personal **ACCOUNT**, then press **BOAT**, and at the bottom of the Edit Boat page you can **Invite by Email** your new **Boat Admin** person to sort it all out for you from here on in.

FAQ8:

I didn't manage my boat on SailSys last season, but somehow still got results. How do I do it this season? You may also have thought, I was a bit upset that John Z or someone else was recorded as the skipper of my boat last season, why?

Another person can't create your SailSys profile for you, only you can do that. If you haven't used SailSys before, but your boat raced and got results last year, then John Z or another Administrator would have entered your boat in the event/season in their name on your behalf. Bif not already done so, before you enter the CSC 2023/2024 Summer Season, you must firstly create your own SailSys personal **ACCOUNT**, you can then **ENTER** the CSC SEASON, which will allow you to ENTER your BOAT. Then back at your dashboard press **BOAT**, and update all your boat's details on the **Edit Boat page**. You've got this.

Don't forget to regularly **SAVE** before moving to another page.



FAQ9:

What's the difference between the SailSys crew management and the CSC ON-BOARD app?

Currently we use the CSC **ON-BOARD** app on the CSC website to keep track of details of all sailors on the water on a given day. We will all keep using this system until we are advised otherwise.

SailSys has an alternative app which all boats are encouraged to trial immediately, where each keelboat has a unique QR code that will instantly record all sailors racing on your boat that day.

To use this crew management feature, you as a crew member already have a SailSys personal ACCOUNT, your skipper already has a SailSys personal ACCOUNT, and has previously entered YOUR BOAT in a season/series.

To get your boat **QR code**, your skipper or boat administrator would LOGIN to their DASHBOARD, then select BOAT, then select **VIEW** on the **YOUR BOAT** page, then select the **Crew Registration QR Code** button to view and/or print your boat's unique QR code.

The skipper can also manage crew invitations from here.

Remember, keep using the CSC ON-BOARD app until we are all advised otherwise.