



erPoint

# TRANSPAC ENTRY GUIDE



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## Transpac 2025 is using the Nautical Cloud Race Entry System [racing.transpacyc.com](https://racing.transpacyc.com)

We've created a detailed Transpac Entry Guide to take you step by step through the process, highlight some nuances to the entry system and answer frequently answered questions. We hope this guide smooths the process for you and your crew, but know that the Entry Committee is available for assistance at [entry@transpacyc.com](mailto:entry@transpacyc.com).

### **Basic steps to enter the Transpac Race:**

1. Create Account in the Registration platform at [racing.transpacyc.com](https://racing.transpacyc.com)
2. Add A Boat
3. Enter the Race

# 1. CREATE AN ACCOUNT



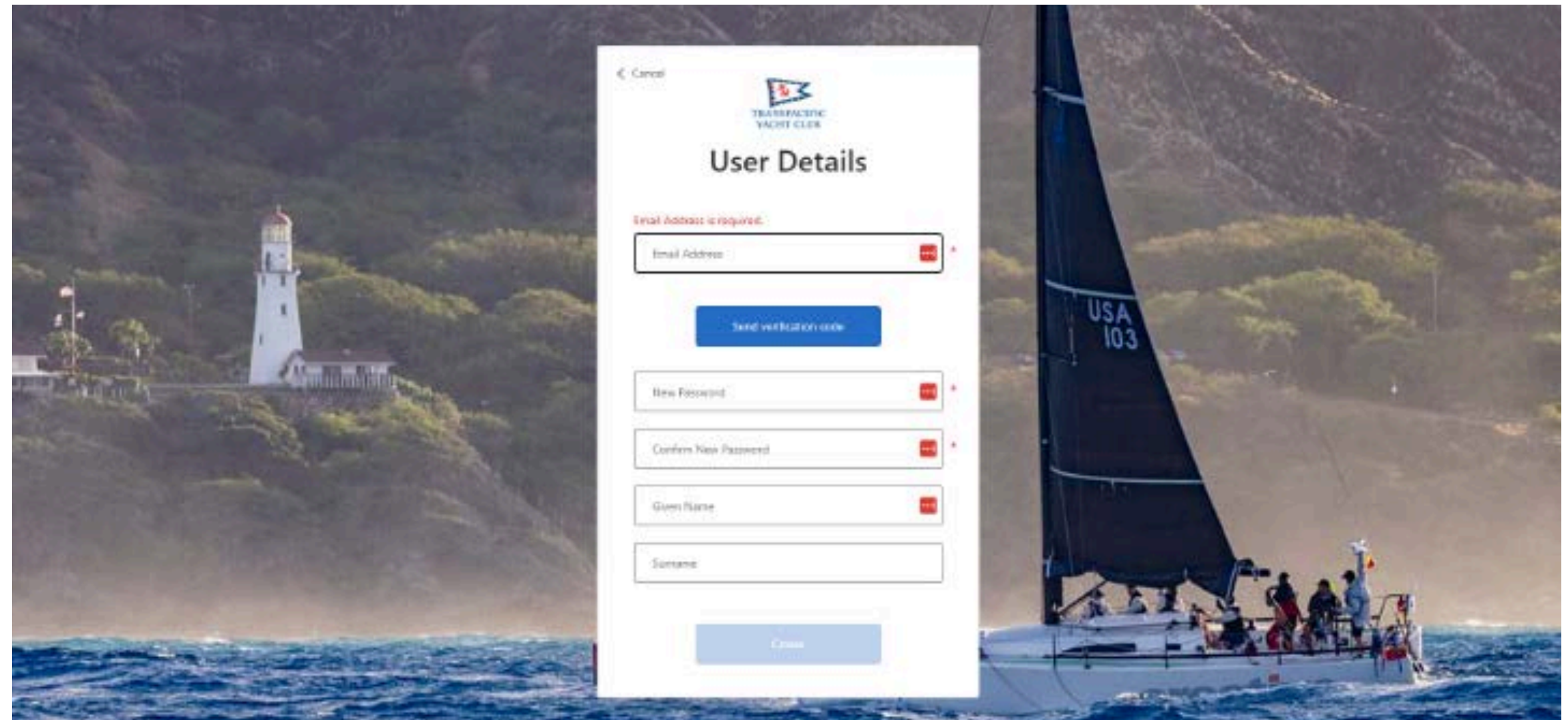
To create a new profile on the new Transpac Race registration system, you must create an account.

*Note: This is separate from your Transpac Membership where you may have paid dues in the past.*

Best user experience for initial setup is on a computer. After initial setup, the rest is just as easy on mobile devices.

To start go to:

[racing.transpacyc.com](https://racing.transpacyc.com)  
and click “Create one now” to create a new Transpac Race account.



- Enter the email address you'd like to use and receive a verification code sent to that email.
- Create a password.
- Complete all required fields including emergency contact info.
- Skippers/Owners: Click the button for “I intend to manage boats, crew and race entries”
- Opt in for email communications: Advised to receive info from Transpac about the race.
- Click UPDATE button at bottom to save.

## 2. ADD A BOAT



- Click **My Boats**.
- Click **Add Boat**.
- Enter the **Sail #** (format USA####)
- If boat found, click **Add**. If not found, create boat.
- Enter all required fields and click **Update** to save.

The screenshot shows the 'ADD A BOAT' form in the TRANSPAC 2025 application. The interface includes a top navigation bar with a 'Logout' button and a version indicator 'Ver 6.8'. A left sidebar contains navigation options: Overview, My Account, My Boats, Racing, My Crew Locker, and Boat Invites. The main content area is titled 'BOAT INFORMATION:' and features several tabs: Details (selected), Checklists, Shoreside Contacts, Life Rafts, Personal AIS and EPIRB, and Profile. The form fields are organized into two columns:

- Left Column:**
  - Boat Name \* (Text input: My Boat)
  - Sail Number (Text input: USA999900)
  - Designer (Text input: Eg: David Thomas)
  - Hull Material \* (Dropdown menu: Select Hull Material)
  - Onboard Mobile \* (Text input: +1 Eg: 1234567890, with a toggle for 'Sending notifications via sms')
  - Onboard Email Address \* (Text input: Eg: someone@email.com)
  - MMSI Number (Text input: Eg: 123456789)
- Right Column:**
  - Previous Name (Text input: Eg: OldEndeavour)
  - Type \* (Text input: Eg: Sigma 33)
  - Hull Type (Text input: Monohull)
  - Length (meters) (Text input: 15.24)
  - Onboard Mobile 2 (Text input: +1 Eg: 1234567890, with a toggle for 'Sending notifications via sms')
  - EPIRB Hex ID (Text input: Eg: 12345678abc124e)

At the bottom of the form, there are two toggle switches: 'Is this a US or Canadian Registered Boat?' and 'Do you have an AIS transmitting device?'.


# 3. ENTER THE RACE



**ENTER RACES**

Select Boat My Boat My Basket

**Enter Now**

 JUL 01 2025 Race: Transpac 2025 Supports Pay Later Requires Deposit + Enter Race

The race is open to monohull and multihull yachts that meet the requirements of the US SER for Ocean races. Because the race is an Ocean race yachts must be completely self-sufficient for extended periods of time, capable of withstanding heavy storms and prepared to meet serious emergencies without the expectation of outside assistance. The SERs can be viewed at [US Sailing SER](#).

Powered By [Nautical Cloud](#)

- Click **Racing > Enter Races**
- If you skipped any required fields in previous steps, you'll be prompted to complete them now before entering race.
- Once complete, click **Racing > Enter Races** and see the 2025 Transpac Race.
- Click **Enter Race**.



# 3. ENTER THE RACE



### Checkout ×

Race	Price
Transpac 2025	\$3,850.00
Total	\$3,850.00

Paying later for Transpac 2025 requires a deposit of \$250.00

 Pay Only Deposit Now (\$250.00)  Pay Now

- Check the box next to your entry fee and click **Checkout**.
- You'll have option to pay entry fee and deposit, or just the required \$250 entry deposit.
- Complete payment and you're registered!

# MANAGING YOUR ENTRY



**Once you've entered the race, you can manage your entry and complete all the requirements. The Nautical Cloud registration platform is broken into 6 major sections.**

1. Overview
2. My Account
3. My Boats
4. Racing
5. Crew Locker
6. Boat Invites

**As you work your way through the system, please pay careful attention to the information boxes and click on them to view helpful tips and clarifications.**



# 1. OVERVIEW



This is your dashboard with actions to complete and shortcuts to common tasks.

Under **Your outstanding tasks**, you can always click **Quick Fix** to complete these open items.

**Task list items that are yellow are recommended, but not required.**

**Items in red are required to complete your profile or race entry.**

The screenshot displays the TRANSPAC user dashboard. On the left is a vertical sidebar menu with the following items: Overview, My Account, My Details, Emergency Contact, Passport, Linked Accounts, Public Profile, My Transactions, My Certificates, My Boats, Racing, My Crew Locker, Boat Invites, My Race Calendar, and Transpac. The main content area is titled 'TRANSPAC' and features a 'Your outstanding tasks' section with 3 items:

- Complete your public profile (Yellow background, Quick Fix button)
- You need to complete a Safety at Sea Training, the person in charge requires this for Transpac 2025 (Red background, Quick Fix button)
- You have one or more race entry that needs attention (Red background, Quick Fix button)

Below the task list is a 'Quick Navigation' section with six blue buttons:

- Edit my emergency contact details
- Update my public profile
- Share my account with a Co-Skipper or Crew Manager
- Accept an invitation to crew on a boat
- Add crew to my crew locker
- Enter a race

The bottom right corner of the dashboard indicates 'Powered By Nautical Cloud'.

## 2. MY ACCOUNT

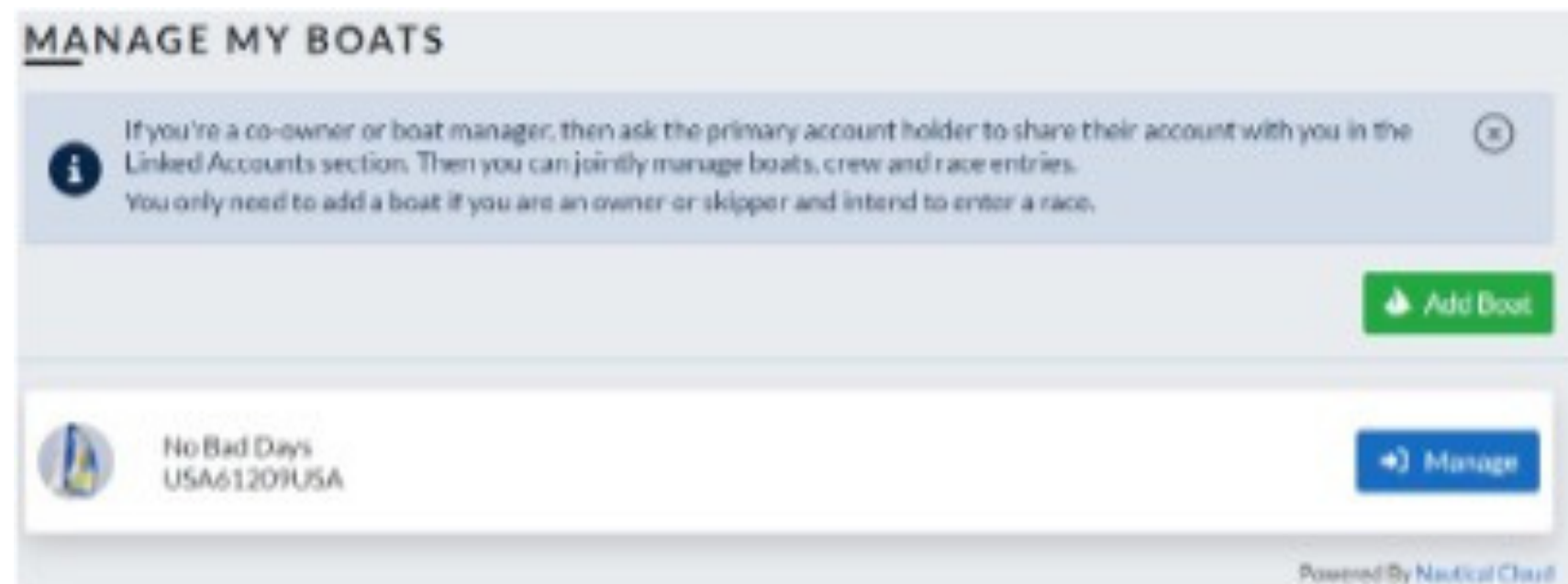


- **My Details:** Key personal information; please populate any empty fields.
- **Emergency Contact:** Populate any empty fields.
- **Passport:** Not required by Transpac.
- **Link account:** Invite others to help you manage your account. They will have access to your boat information, race entries and crew list. For example, assigning access to a Boat Captain.
- **Public Profile:** When people use the Who's Entered and Results pages of our website, they can view information about the crew on each boat. This is where to update the public information.
- **My Transaction:** User will see any charges incurred for the race; this mostly pertains to Skipper/PIC who are managing an entry.
- **My Certificates:** In this area user will upload their personal certifications. Some examples are Safety at Sea and CPR/First Aid.

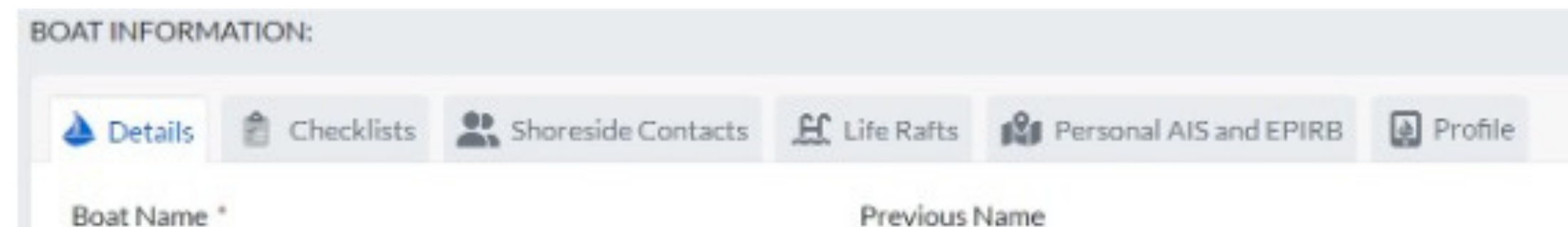
# 3. MY BOATS



Your previously entered boat profile has been migrated here. Click the **Manage** button to display.



Click through each tab and populate any empty fields.



# 3. MY BOATS





If you are adding a new boat, utilize the search feature. This will check the ORR database for existing certificates (even if they are expired). Once you click the **Add** button, it will populate most of the required boat measurement information automatically.

The screenshot shows a modal window titled "Add Boat" with a close button (X) in the top right corner. It contains the following fields and data:

- Hull Type \***: A dropdown menu with "Monohull" selected.
- Sail Number**: A text input field containing "USA249" and a blue "Search" button with a magnifying glass icon.
- Search Results Table**:

Boat Name	Rating Authority	Cert Number	Issue Date
[Redacted]	ORC	US6968-1	7/11/2023
- Buttons**: A "Cancel" button with a circular arrow icon, a yellow "Ignore and Add" button with a radio button, and a green "Add" button with a radio button.

 There should NOT be a space between the country and sail number when searching.

 If you've never had an ORR certificate issued, you'll need to manually add measurement data until your certificate has been issued.

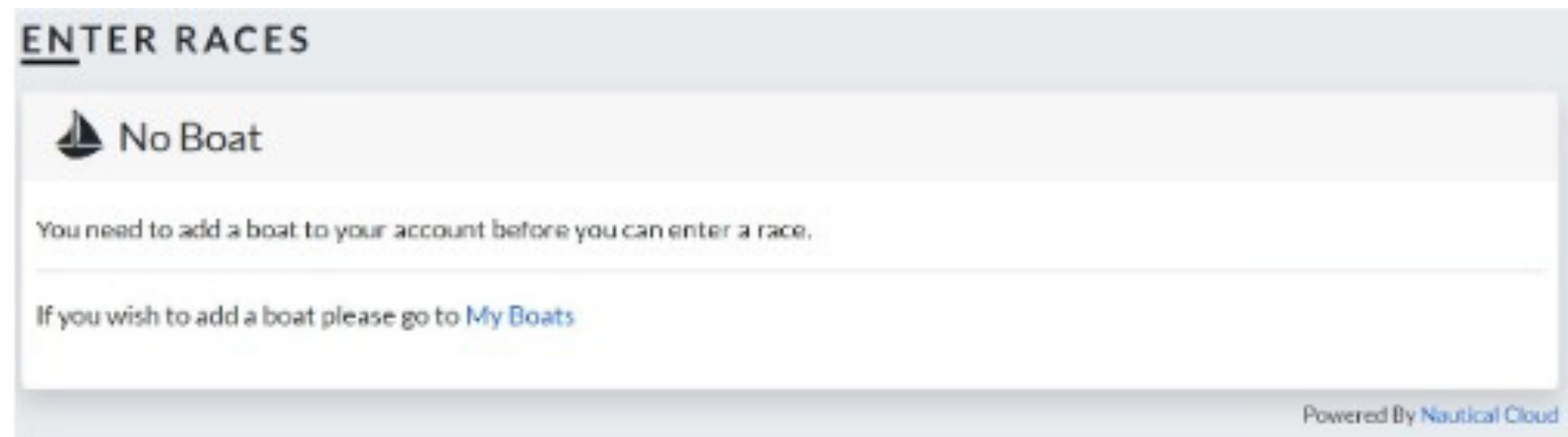
# 4. RACING



**This section contains all race entry information**

**Enter Races:** If you have not previously entered a race, this screen will show available races to enter.

 **Note: You must have a boat setup in your profile to enter a race.**



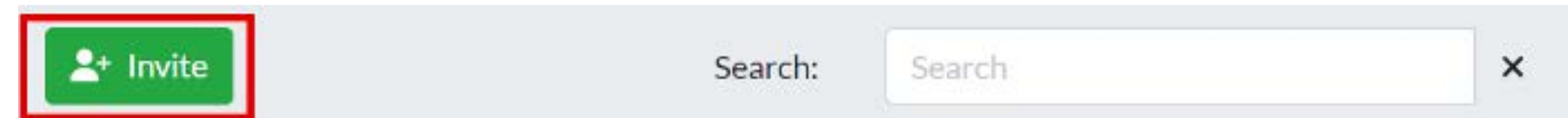
**My Race Entries:** This is where to view your migrated race entry data.

# 5. CREW LOCKER



## To invite new crew:

**1.** Ensure that the crew has been added in **My Crew Locker**. If they are not in your Crew Locker, then click the green **Invite** button.



The Search function only searches your Crew Locker. It does not search all users within the Transpac Entry System.



Before inviting Crew, make sure to confirm the email address they want to use.

**2.** Enter the full name and email address of the crew to be invited. You can include an optional Invitation Note. Click **Invite** once completed.

**3.** Once the crew invite has been sent, it will appear in your Crew Locker.

# 6. BOAT INVITES

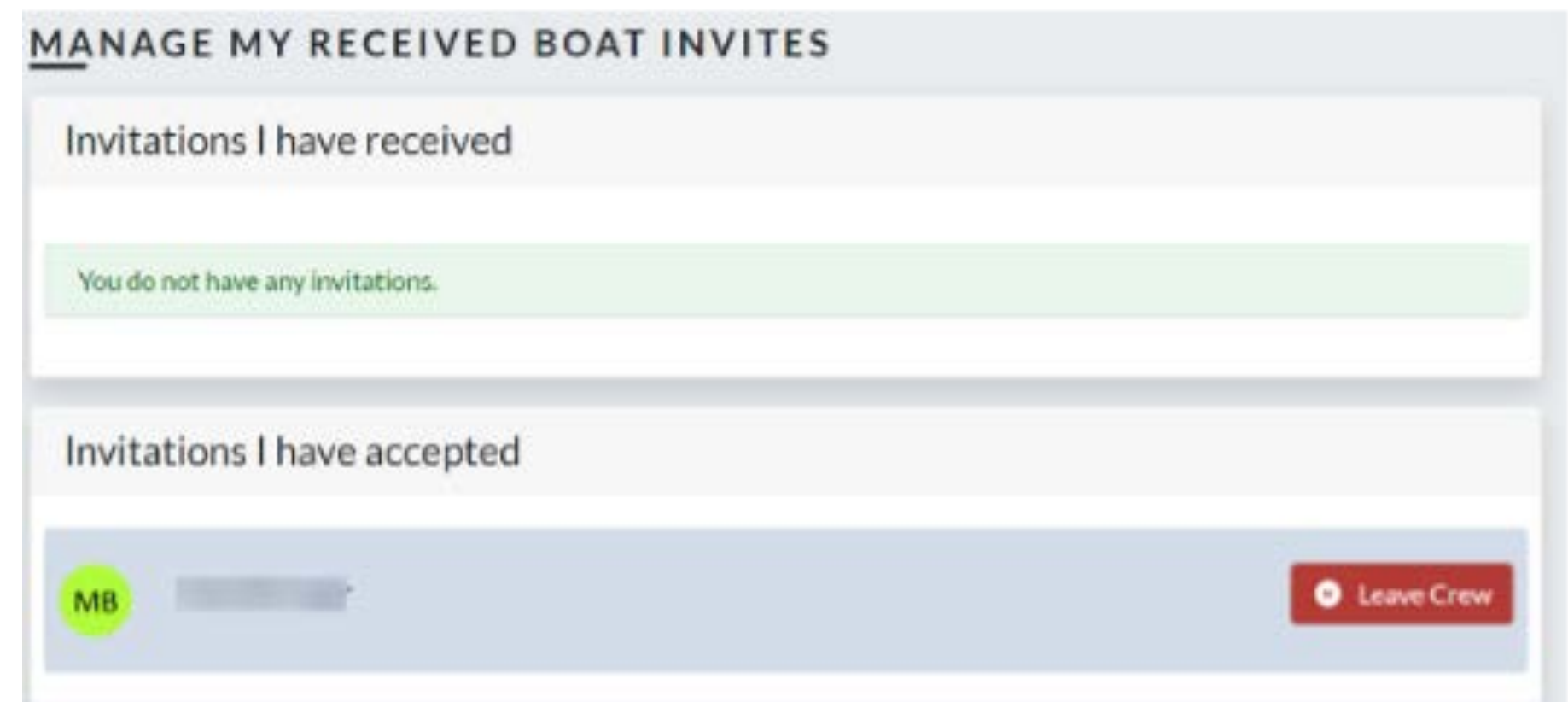


Boat invitations are from skipper/s to crew. If you are crew, you should accept the invitation so that your skipper can link you to the race entry. This aids in coordinating any emergency response in the unlikely event that one is needed.

You can also decline an invitation if you were not expecting one, and leave the crew if you would like to remove yourself from that skipper's crew list.

The first box is for **Invites Received**—you may get more than one invite.

Once you accept the invite, your invitation will be moved down to **Invitations Accepted**.




# RACE CALENDAR



This is where you can see all the races in which you are listed as a crew member.

**MY RACE CALENDAR**

Here you can see all the races where you are a crew member on a boat.

 JUL 01 2025 Tue Transpac 2025 [Details >](#)


Selecting **Details** will take you to the public side of the race management system and the event's **Official Notice Board**.

**OFFICIAL NOTICE BOARD**

Transpac 2025  
Timezone: Pacific Daylight Time  
Start Date: 01 Jul 2025  
Distance: 2225nm  
Requirements:  
The race is open to monohull and multihull yachts that meet the requirements of the US SER for Ocean races. Because the race is an Ocean race yachts must be completely self-sufficient for extended periods of time, capable of withstanding heavy storms and prepared to meet serious emergencies without the expectation of outside assistance. The SERs can be viewed at [US Sailing SER](#).

[Add to Calendar](#)  
[Go to race website](#)  
[Enter race](#)  
[View who's entered](#)  
[Protest Board](#) 0  
[Scoring Inquiries](#) 0


**Notice of Race**  
Notice of Race  
issued May 20, 2024 at 09:00



Clicking on **View who's entered** will take you to the **Scratch Sheet**.

Transpac 2025  
Start Date: 01 Jul 2025  
[View Notice Board](#)

Elapsed Time Course Records  
Comanche 05d01:55:26 Monohull July 2017  
Mighty Merloe 04d06:32:30 Multihull July 2017



[Download](#)

*\*Boats in red, italic font are not yet accepted because registration is incomplete. This can take up to an hour to refresh.*

All Entries [ORR Monohull](#) [ORR Multihull](#)

Search (min 3 chars)

Total entries: 0

Boat	Skipper/s	Owner	Boat Type
<b>F2</b> <i>FAVONIUS 2</i> USA75553	GREG DORN	GREG DORN	Transpac 52
<b>FREE</b> 46117	CHRISTIAN DOEGL	CHRISTIAN DOEGL	Swan 461
<b>INSOUMISE</b> 56986	MICHAEL MARION	MICHAEL MARION	Sail
<b>PE</b> <i>PELIGROSO</i> USA55555	CECIL ROSSI	CECIL ROSSI	Kerwin 68
<b>RAHAY</b> USA3637	CHARLES-ETIENNE DEVANNEAUX	CHARLES-ETIENNE DEVANNEAUX	Beneteau First 36
<b>RE</b> <i>RESTLESS</i> USA7717	ALLI BELL	ALLI BELL	Cal 40
<b>RN</b> <i>ROCK N ROLL</i> USA89	JOHN SANGMEISTER	JOHN SANGMEISTER	ANDREWS 68


# OUTSTANDING TASKS

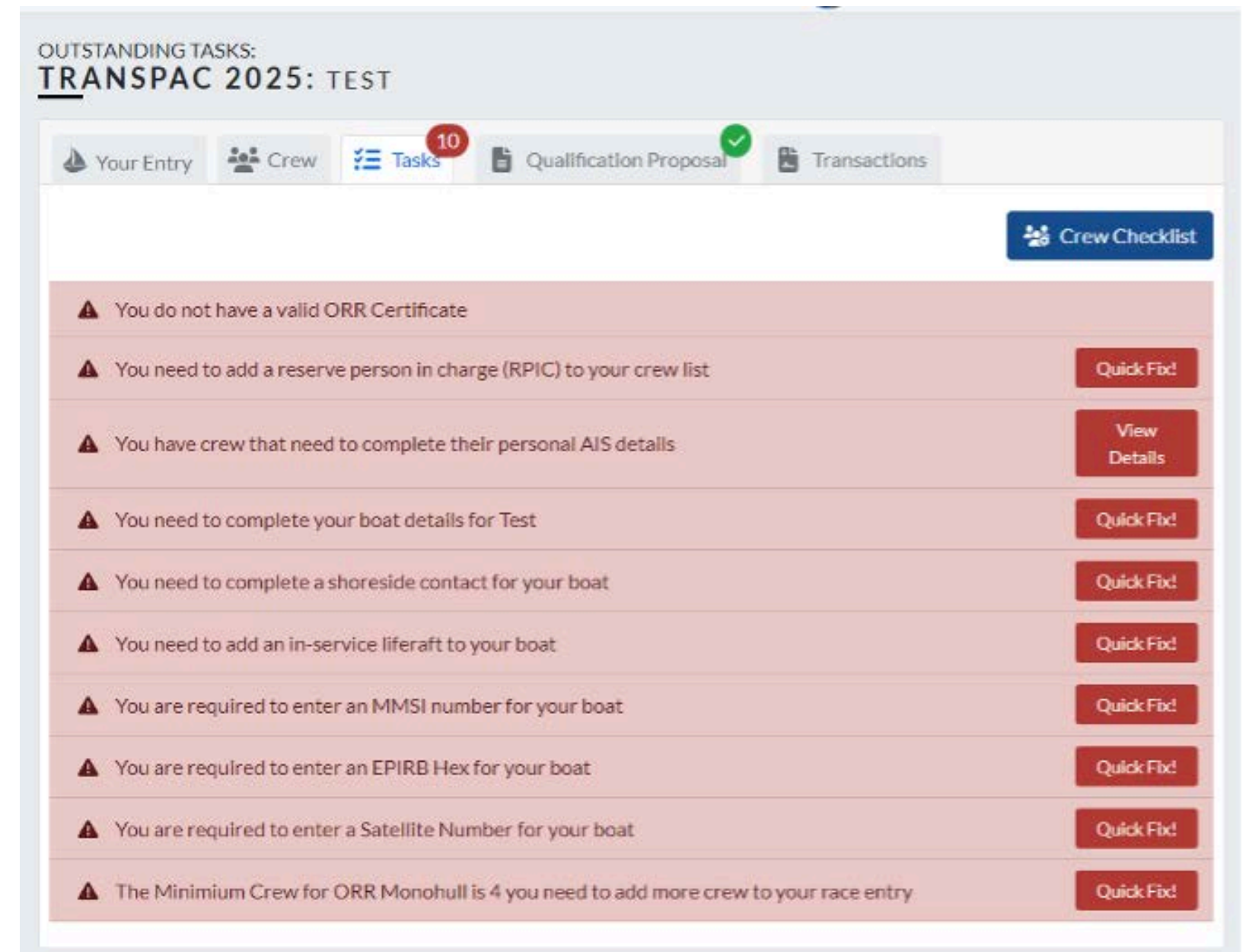


To manage your **Race Entry**, click **Racing > My Race Entries > Manage**.

## Tasks

This tab shows any outstanding items that need to be completed to finalize your Entry. Click **Quick Fix** or **View Details** buttons to see what needs to be completed.

 The **Quick Fix** button will take you to the **Checklist** or item that needs to be completed. Detailed instructions for each of the **Checklists** are available in the system. You can **Save as Draft** while you are working on completing the **Checklist**. Once completed, click **Submit**.



OUTSTANDING TASKS:  
**TRANSPAC 2025: TEST**

Navigation: Your Entry | Crew | **Tasks** (10) | Qualification Proposal (✓) | Transactions

[Crew Checklist](#)

- ⚠ You do not have a valid ORR Certificate
- ⚠ You need to add a reserve person in charge (RPIC) to your crew list [Quick Fix!](#)
- ⚠ You have crew that need to complete their personal AIS details [View Details](#)
- ⚠ You need to complete your boat details for Test [Quick Fix!](#)
- ⚠ You need to complete a shoreside contact for your boat [Quick Fix!](#)
- ⚠ You need to add an in-service liferaft to your boat [Quick Fix!](#)
- ⚠ You are required to enter an MMSI number for your boat [Quick Fix!](#)
- ⚠ You are required to enter an EPIRB Hex for your boat [Quick Fix!](#)
- ⚠ You are required to enter a Satellite Number for your boat [Quick Fix!](#)
- ⚠ The Minimum Crew for ORR Monohull is 4 you need to add more crew to your race entry [Quick Fix!](#)

# OUTSTANDING TASKS



The **Quick Fix** button will take you to the **Checklist** or item that needs to be completed. Detailed instructions for each of the **Checklists** are available in the system. You can **Save as Draft** while you are working on completing the **Checklist**. Once completed, click **Submit**.

To submit this Checklist you must answer all questions and agree to the terms and conditions above

 Save as Draft

 Submit

**Checklists** can be updated at anytime. If they require approval, then they will be reviewed and re-approved or rejected based on the changes made.

# OUTSTANDING TASKS



Some **Checklists** are automatically approved when completed, while others require review and approval by the Entry Committee. These will show as **Submitted**.

Once **Approved**, they'll show as green in **My Boats > Manage** under **Checklists**.

The screenshot shows the 'BOAT CHECKLISTS: TEST' interface. At the top, there are navigation tabs: Details, Checklists, Shoreside Contacts, Life Rafts, Personal AIS and EPIRB, and Profile. Below the tabs is an information message: "You can save a checklist in draft before you submit it." The main content area is divided into two sections. The first section, labeled 'In Progress', contains the 'Boat Bio' checklist. It includes the text: "Boat, owner and overall team bio to be used in race promotion articles and videos to help tell the story of this edition of the Transpac Race. Please provide as much detail as you can." and a 'Last Updated: 5/28/2024' timestamp. An 'Edit Checklist' button is visible. The second section, labeled 'Submitted', contains the 'Ala Wai Harbor Berthing Agreement' checklist. It includes the text: "All boats that may be docked at the Ala Wai Harbor in Honolulu are required to complete the berthing agreement." and a 'Start Checklist' button.

The screenshot shows the 'BOAT CHECKLISTS: TEST' interface. At the top, there are navigation tabs: Details, Checklists, Shoreside Contacts, Life Rafts, Personal AIS and EPIRB, and Profile. Below the tabs is an information message: "You can save a checklist in draft before you submit it." The main content area is divided into two sections. The first section, labeled 'Approved', contains the 'Boat Bio' checklist. It includes the text: "Boat, owner and overall team bio to be used in race promotion articles and videos to help tell the story of this edition of the Transpac Race. Please provide as much detail as you can." and a 'Last Updated: 5/29/2024' timestamp. An 'Edit Checklist' button is visible. The second section, labeled 'Submitted', contains the 'Ala Wai Harbor Berthing Agreement' checklist. It includes the text: "All boats that may be docked at the Ala Wai Harbor in Honolulu are required to complete the berthing agreement." and a 'Start Checklist' button.

# OUTSTANDING TASKS



You can also see the completeness of your **Crew Profiles** by clicking the **Crew Checklist** button.

OUTSTANDING TASKS:  
**TRANSPAC 2025:**

Your Entry Crew **Tasks** 15 Qualification Proposal Transactions

[Crew Checklist](#)

- ⚠ You do not have a valid ORR Certificate
- ⚠ You need to add a reserve person in charge (RPIC) to your crew list [Quick Fix!](#)
- ⚠ You need to submit your Qualification Proposal [Quick Fix!](#)

This shows that crew members RS and JS have not uploaded a Safety at Sea Certificate or their CPR/First Aid Training Certificate.

Crew Checklist ×

	Crew Waiver	Medical Condition	Safety at Sea Training	CPR and First Aid training certificate	World Sailor
RS	✓		✗	✗	
JS	✓		✗	✗	

# MANAGING YOUR ENTRY



To manage your **Race Entry**, click **Racing > My Race Entries > Manage**.

The screenshot shows the user interface for managing race entries. The top navigation bar includes the user's name 'John Sangmeister', a 'Finish Impersonation' button, and a 'Log out' button. The left sidebar contains a menu with options: Overview, My Account, My Boats, Racing (expanded), Enter Races, My Race Entries, My Crew Locker, Boat Invites, My Race Calendar, and Transpac. The main content area is titled 'MANAGE MY RACE ENTRIES' and features an information box with instructions: 'In My Race Entries, you should assign Crew that have accepted your invitations, change the skipper for the race and update your details for race communications. You can also withdraw from a race by clicking into manage.' Below this, a race entry for 'JUL 01 2025 Transpac 2025' is displayed with a 'Notice Board' button and a red 'Manage' button. A red notification badge with the number '15' is visible in the top right corner of the race entry card. The footer of the page reads 'Powered By Nautical Cloud'.

Tabs that are **red** have actions that need to be completed.

The screenshot displays the 'OUTSTANDING TASKS' section for 'TRANSPAC 2025'. The navigation tabs at the top are 'Your Entry', 'Crew', 'Tasks' (highlighted in red with a '15' notification badge), 'Qualification Proposal' (highlighted in red with a notification badge), and 'Transactions' (highlighted in red with a notification badge). A 'Crew Checklist' button is located in the top right. The main content area lists several tasks with red warning icons and 'Quick Fix!' buttons: 'You do not have a valid ORR Certificate', 'You need to add a reserve person in charge (RPIC) to your crew list', 'You need to submit your Qualification Proposal', 'Complete your boat profile for' (highlighted in yellow), 'You need to complete a shoreside contact for your boat', and 'You need to add an in-service liferaft to your boat'.

# MANAGING YOUR CREW



You can invite crew to your roster by clicking the **Invite Crew** button.

Each individual crew will need to verify that the correct crew member is designated as the **Reserve Person-In-Charge**. If the wrong person is shown as RPIC, you can quickly change that.

## To change a crew designation:

Click the **green button** for the crew member you want to designate as **RPIC** or if you want to change your **PIC**. Then click **Submit Crew** in the upper right corner.

