

# Yacht Safe How to Guide for Boat Owners

## Boat Owner

### 1.1 Logging into Yacht Safe as a Boat Owner

You will have received an email from Yacht Safe Australia. Your email will contain an account activation link along with your username and password for entering into your account.

- Find your email from Yacht Safe Australia
- Click on the 'Activation Link' to open the Yacht Safe website
- Enter your new Yacht Safe username (your e-mail address) and password

### 1.2 Uploading your boat details

- Click the 'Dashboard' tab
- Click 'Audit Forms'
- Click 'Complete boat info'
- Check your mandatory information is correct (if not please contact the Boating Office)
- Scroll down to Boating Details
- Click on Top Yacht Boat ID
- Search for your boat
- Find your boat and click 'Go'
- Under your name it will say 'TopYacht Boat ID', take the number and copy it into your 'Boat Details' in Yacht Safe
- Fill in the rest of your boat details

### 1.3 Submitting your Audit Form

- Click the 'Dashboard' tab
- Click 'Audit Forms'
- Click 'Edit Boat Info' to check that details are correct. You may change the boat safety category at this time. Click 'Save'
- Your boat audit form for the category you have selected will be ready for you to start
- Click 'Submit Audit Form'
- Now you can start your audit form!
- Go to 'Declaration By Person In Charge' section of the form and fill in
- Next, go to 'Earliest Expiry Date' and fill in the expiry dates of your fire extinguishers, flares and life jackets.
- Now to complete the rest of the form by ticking 'N/A', 'Yes', or 'No' in the 'P' column of the form, and provide the required information.
- Once you have completed the form scroll to the top of the page and click 'Submit'
- If the form is not fully completed, and all fields are not green the message is: 'Audit form saved successfully. However, you still need to "submit" it on time after which editing will be disabled and forwarded for further processing.'
- To complete the form, click on 'Open to Submit'
- Tick the outstanding items
- Click 'Submit'

### 1.4 Booking an Appointment

- Once your form has been submitted you will be able to book an Auditor.

- Click 'Book Appointment'
- You may book an appointment with an auditor on any of the days and times that are highlighted in Green, by checking that time.
- Once the appointment is confirmed by the auditor, ensure that all the equipment is laid out and easily accessible on the boat for the audit.

### 1.5 Forgot your password?

- Click 'Forgot your Password?'
- Enter your email address into the box provided
- Yacht Safe will then send you a password reset request email
- Click on the URL provided or copy it into your web browser and hit enter.
- Enter your user name and 'Submit'
- Complete password reset process by submitting new password

### 1.6 Updating your details

- Click the 'Dashboard" tab
- Click 'My Profile'
- Update any relevant details
- Click 'Submit'