

## User Guide to the Crew List process

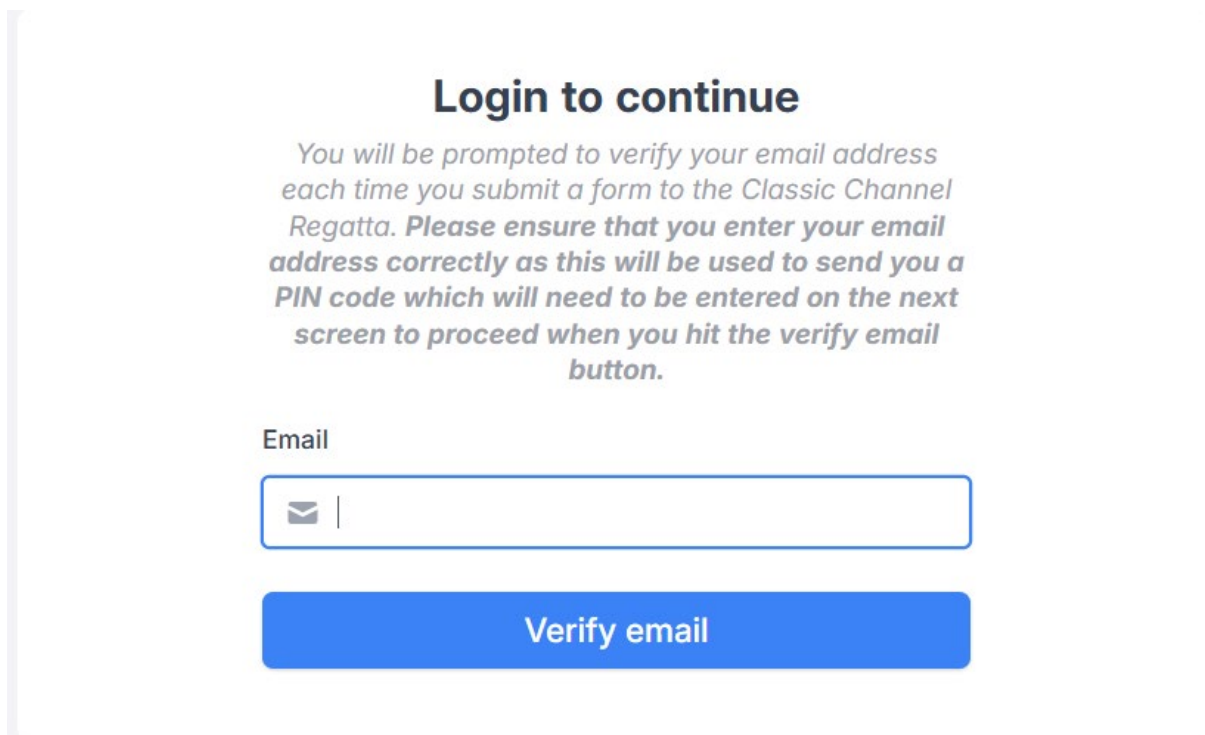
There are 2 distinct entry points into the Crew List process:

1. <https://ask2gocloud.fillout.com/t/9yWv8DRQ5Tus> will enable you to access the English initial form
2. <https://ask2gocloud.fillout.com/t/kQ4ddKMhMDus> will enable you to access the French initial form

For ease of use, this document will first walk you through the English version of the process followed by the French equivalent – the structure is identical but the screenshots differ due to language.

On first use of the process you will be presented with:

### **A. LOGIN**



**Login to continue**

*You will be prompted to verify your email address each time you submit a form to the Classic Channel Regatta. Please ensure that you enter your email address correctly as this will be used to send you a PIN code which will need to be entered on the next screen to proceed when you hit the verify email button.*

Email

**Verify email**

As you can see this merely requires you to enter a valid email address BUT be aware that hitting the Verify email button will send a 6 digit code to that email address which you will then be asked to enter subsequently before you can access the rest of the form. For this reason you must either use an email address you can personally access or one for someone who is prepared to share the code with you to be able to continue.

## Login to continue

*You will be prompted to verify your email address each time you submit a form to the Classic Channel Regatta. Please ensure that you enter your email address correctly as this will be used to send you a PIN code which will need to be entered on the next screen to proceed when you hit the verify email button.*

Check your email and provide the pin below

Make sure to check your spam folder.

[Resend pin](#)

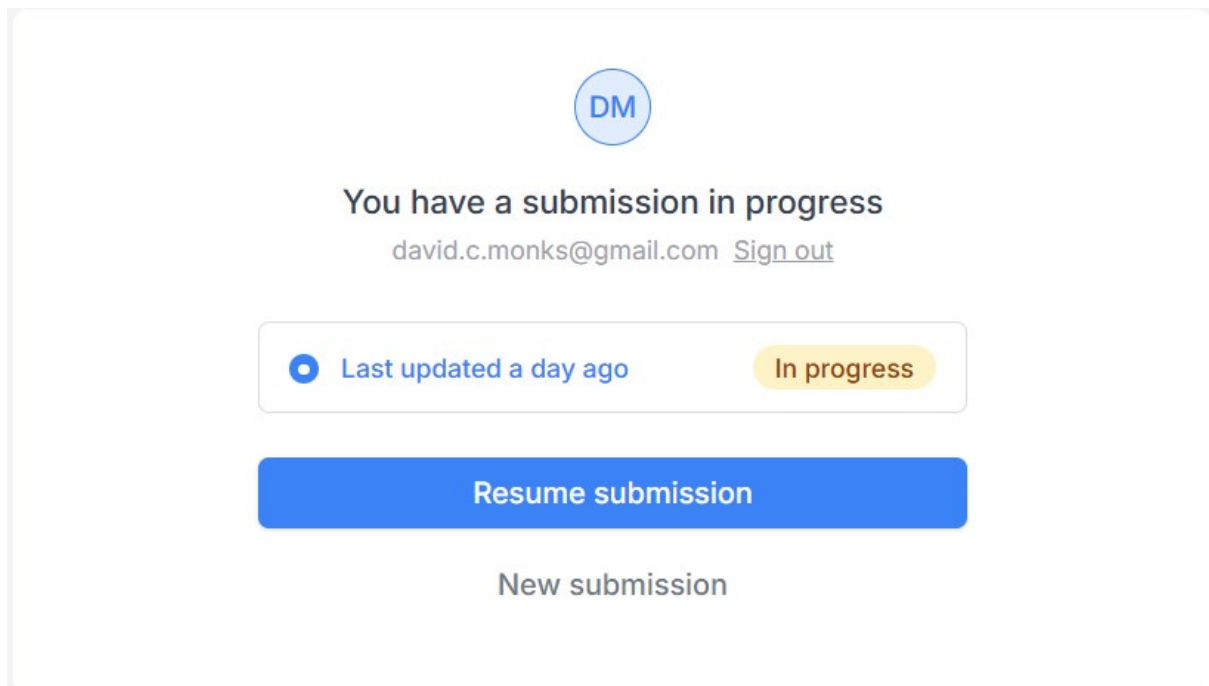
[Continue](#)

If you do not receive an email within a few minutes of hitting the Verify email button then you can click on the Resend pin link to retry. Successfully entering the PIN will change the colour of the Continue button to Blue and enable you to continue.

Hitting Continue will open:

### **B. STATUS**

In the event that you have already been working on Crew List you may see an interim screen referring to a submission already in progress:



The screenshot shows a user interface for a submission status. At the top, there is a blue circular icon with the letters 'DM'. Below this, the text reads 'You have a submission in progress' followed by the email address 'david.c.monks@gmail.com' and a link to 'Sign out'. A progress bar is shown with a blue circle on the left and a yellow circle on the right containing the text 'In progress'. Below the progress bar is a large blue button labeled 'Resume submission'. At the bottom, there is a link for 'New submission'.

This will give you a display of when you last accessed the process and provide the opportunity to Resume the previous submission or start a New one. Hitting Resume submission should take you to the main entry screen with your previous details entered. Hitting New submission will open a blank main entry screen.

### **C. MAIN ENTRY SCREEN**

This screen will vary in appearance dependent upon whether you login as an admin user (there is a specific definition of this) or a normal user.

**NOTE:** It is **VERY IMPORTANT** that you use the same wording for the name of your yacht as you recorded in your Entry form

Continuing as a normal user will present the following screen:



## **YOUR CREW LIST & IMMIGRATION FORMS**

This note applies to **ALL** yachts sailing between the United Kingdom or the Channel Islands and France in the Classic Channel Regatta and we require you to complete and submit this form at least 24 hours **BEFORE** registration in Dartmouth.

### **Working with Crew Lists**

This form has 2 purposes;

1. To enable you to create and manage your Crew List for the passage races across the channel.
2. To put your yacht and crew information into the 'PAF' form that French Customs require us, the regatta organisers, to send to them 24 hours before arrival in France

*NB This immigration data is required for both UK and non-UK yachts and all crew details including full names, date of birth etc. **MUST** match those in the identity document used for immigration into France.*

**Before starting** you will need to collect the following information for each crew member:

Full name including any middle names as in the identity document used

Address & Email

Date of birth

Landline and/or Mobile number

Passport or permit number  
Country issuing the passport or permit  
Issue & Expiry dates  
Emergency contact name, landline and/or mobile

**NOTE:** If no Emergency contact details provided then we will use the Yacht  
Emergency details provided by the Skipper

**By completing these details all crew members (including yourself) will be  
opted in for GDPR purposes**

Regatta Year \*

Yacht Name \*

MMSI

Registration number \*

LOA (metres) \*

National Flag \*

## Crew List Processing options

**If you've not already created your personal crew record as skipper or other role  
on the yacht then please do so now.**

**NOTE** Every yacht **MUST** have a designated person as Skipper and may have  
another designated as Mate, otherwise they should be recorded as Crew.

In order to work with your crew list there are a number of actions which you may  
wish to use and the control below enables you to choose which one you require.

Before selecting the option to "**produce a PAF form for my yacht**" you should first  
create your complete Crew List using "**Create a new crew member record**".

Process the option selected here \*

<input type="radio"/> Create a new crew member record	<input type="radio"/> Get an existing crew member record
<input type="radio"/> Update an existing crew member record	<input type="radio"/> List all crew records for my yacht
<input type="radio"/> Produce a PAF form for my yacht	

Next >

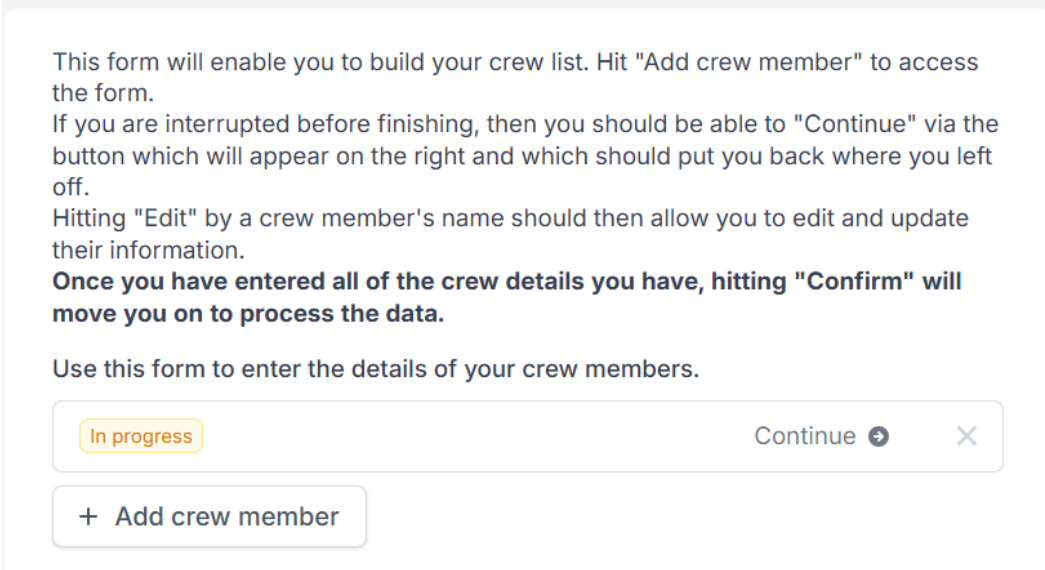
You will notice that the 6 fields at the top of the page are all labelled ending with an asterisk (\*) – this indicates that entering content into these fields is mandatory and you will be unable to proceed unless you complete all 6 fields. For example if you do not

have a record of the Registration number then this would be an example where you might pause the process to go and collect this data – and as a result when you come back to the process you may see the previous screen (STATUS).

Assuming that you have all the data you need to complete these 6 fields you are then faced with choosing one of the options shown:

### C1. **Create a new crew member record**

Selecting this option and hitting Next will reveal a screen to enable you to Add another crew member:



This form will enable you to build your crew list. Hit "Add crew member" to access the form.  
If you are interrupted before finishing, then you should be able to "Continue" via the button which will appear on the right and which should put you back where you left off.  
Hitting "Edit" by a crew member's name should then allow you to edit and update their information.  
**Once you have entered all of the crew details you have, hitting "Confirm" will move you on to process the data.**

Use this form to enter the details of your crew members.

In progress Continue → ×

+ Add crew member

NOTE this shows what will happen if you are interrupted in the process of completing the crew details form and visible here are both the Continue option which returns you to the previous form where you left off and the cross which will delete the In Progress content and this section will disappear.

By contrast here is an example of a completed crew member screen where you will notice that Confirm button is now visible.

This form will enable you to build your crew list. Hit "Add crew member" to access the form.

If you are interrupted before finishing, then you should be able to "Continue" via the button which will appear on the right and which should put you back where you left off.

Hitting "Edit" by a crew member's name should then allow you to edit and update their information.

**Once you have entered all of the crew details you have, hitting "Confirm" will move you on to process the data.**

Use this form to enter the details of your crew members.

The screenshot shows a user interface for managing a crew list. At the top, there is a list item for 'David Monks' with a 'Completed' status indicator on the left, the name 'David Monks' in the center, and 'Edit' with a pencil icon and a close 'X' icon on the right. Below this list item is a button labeled '+ Add crew member'. At the bottom of the interface is a prominent blue button labeled 'Confirm'.

The Edit option will return you to the previous form to enable you to amend the entry. Hitting Add crew member will result in control passing to the relevant form again – see D. **Crew Details**

## C2. Get an existing crew member record

Selecting this option and hitting Next will reveal a screen to enable you to define the details of the crew member you are seeking. NOTE this includes the **mandatory** date of birth field as this is used to uniquely identify records with similar names. So if you have forgotten this date you will need to obtain it first before searching for the crew record. Entering the Role of the crew member is optional but again is designed to differentiate between differing records with the same first and last names.

**You will need to enter the following details to enable the selection of the correct Crew member record.**

Role

First Name \*

Middle Names (if any)

Last Name \*

Full Name

Date of Birth \*

**Submit**

### C3. Update an existing crew member record

Selecting this option and hitting Next will reveal a screen to enable you to define the details of the crew member you are seeking. NOTE this includes the **mandatory** date of birth field as this is used to uniquely identify records with similar names. So if you have forgotten this date you will need to obtain it first before searching for the crew record.

**You will need to enter the following details to enable the selection of the correct Crew member record.**

First Name \*

Middle Names (if any)

Last Name \*

Full Name

Date of Birth \*

**NOTE:** Users e.g. Skipper will be unable to Delete a crew member record as this requires Admin access rights.

#### C4. List all crew records for my yacht

Selecting this option and hitting Next will result in an on-screen report listing your crew members in alphabetical order of Last name, First name and will also detail the following information about each crew member:

Role – this will be either Skipper or Mate (both restricted to only 1 per yacht) or crew

Date of Birth, Nationality, Identity document, Document number, Issued by and Expiry Date – all information required for immigration purposes

Emergency Contact and Emergency Phone – this are used to record individual choices by each crew member BUT in the absence of an entry here then the relevant details of the Yacht Emergency Contact will be used instead.

##### Crew List Report

[Back to Start](#)

Yacht ID: RESERVE:23507681  
Yacht Name: RESERVE  
Regatta Year: 2026  
Generated: 30/06/2026 17:05

Name	Role	Date of Birth	Nationality	Identity Document	Document Number	Issued By	Expiry Date	Emergency Contact	Emergency Phone
[REDACTED]	Member of Equipment	[REDACTED]	UK	Passport	[REDACTED]	UK	01/02/2033	[REDACTED]	[REDACTED]
[REDACTED]	Member of Equipment	[REDACTED]	UK	Passport	[REDACTED]	UK	01/02/2033	[REDACTED]	[REDACTED]
[REDACTED]	Mate	[REDACTED]	UK	Passport	[REDACTED]	UK	01/01/2033	[REDACTED]	[REDACTED]
[REDACTED]	Skipper	[REDACTED]	Irish	Passport	[REDACTED]	UK	05/06/2033	[REDACTED]	[REDACTED]

## C5. Produce a PAF form for my yacht

The PAF form generated will ONLY be the Arrival version for arriving at the French port. The output will be the official PAF form with the ability for the user to print or capture the image(s) shown.

**PLEASE NOTE! This option is for your records ONLY as all PAF forms will be submitted electronically to Paimpol.**

	<b>Contrôle aux frontières : Formulaire entrée / sortie</b> <b>Navigation de plaisance hors espace Schengen</b>  <i>Border control : Entering and leaving form</i> <i>Pleasure boating outside of the Schengen area</i>					
<b>Partie à remplir par le gestionnaire de port / Section to be filled in by harbour master's office</b>						
Expéditeur : gestionnaire du port de .....		Destinataire : autorité garde-frontière PPF de rattachement .....				
Nom :	Autorité compétente :					
Mail :	Mail :					
Téléphone :	Téléphone :					
<b>Partie à compléter par les passagers / To be filled in by passengers :</b>						
<input checked="" type="checkbox"/> Arrivée / Arrival		<input type="checkbox"/> Départ / Departure				
Provenance / From	St Peter Port	Destination / To	Lézardrieux			
Date / Date	12/07/2026	Heure locale / local time	18:00			
Adresse mail du chef de bord / Skipper e-mail adress						
<ul style="list-style-type: none"> <li>Caractéristiques techniques du navire / Ship technical characteristics :</li> </ul>						
Nom du navire / Ship name		RESERVE				
Longueur / Length		10.4				
Pavillon / Flag		UK				
N° d'immatriculation / Registration number		ON713644				
Nature du voyage / Journey type		<input type="checkbox"/> commerciale / commercial <input checked="" type="checkbox"/> privée / private				
<ul style="list-style-type: none"> <li>Chef de bord, équipage et passagers / Skipper, crew and passengers' list<sup>[1]</sup></li> </ul>						
Nom / Surname	Prénom / Name	Date de naissance / Date of birth JJ/MM/YYYY	Type de document d'identité / ID type	N° de document d'identité / ID number	N° de visa ou titre de séjour (le cas échéant) / Visa or resident permit number (if needed)	Nationalité / Nationality
			Passport			UK
			Passport			UK
			Passport			UK
			Passport			british



## D. CREW DETAILS

As mentioned under C1. **Create a new crew member record** hitting Add crew member will result in the relevant subform being show:

**Details for :**

Regatta Year  Yacht Name

Role \*

Skipper  Mate  Crew

First Name  Middle Names (if any)

Last Name

Full Name

Address

City  State / Province  ZIP / Postal code

Email

Landline  Mobile

Date Of Birth  Nationality

Is this person entering France?

Yes  No

**Emergency Contact**

**Submit**

As you will see from this initial view of the form it provides confirmation of the Regatta Year and Yacht Name for which you are creating the new crew record and the rest of the questions are straightforward but there are a few comments needed.

D1. “Role” – as you will see this is a mandatory question so if you are unsure about the role this crew member will be taking then you should select Crew – this can be adjusted later.

D2. “Middle names (if any)” – to further identify individuals with the same First and Last names, the inclusion of this entry will result in the creation of a different Full name.

D3. Phone numbers – please ensure that you change the flag symbol before completing the rest of the number as this ensures that the correct details are recorded.

D4. “Nationality” – answering this field determines whether the individual is treated as a citizen of the Schengen Zone area or not so should be answered by selecting the relevant country code.

D5. “Is this person entering France” – this question is there to ensure that ONLY those crew members who will be onboard on entering France will then need to have the relevant immigration questions asked AND will appear on the eventual PAF form. Answering NO to this question will mean that the Immigration Details section will continue to be suppressed.

Will this person be onboard entering France? \*

Yes
  No

**Immigration details** ^

Identity document \*

Passport
  Resident permit

Passport or Permit Number \*

Issue Date \*

DD/MM/YYYY 🗑

Issuing Authority \*

Expiry Date \*

DD/MM/YYYY 🗑

**Emergency Contact** ^

**If no details are provided here then the Yacht Emergency Contact details will be used**

Emergency Contact name

|

**Submit**

D6. Immigration Details header – Answering Yes to D5 will also reveal this dropdown section – click on the down arrow to reveal the questions as shown in the above screenshot.

As you will see the first 5 questions are mandatory for all who are entering France.

D7. Emergency contact header – if you need to enter individual contact information different from that for the Yacht Emergency details then drop down this section by clicking on the down arrow to reveal this section.

It will initially only reveal a section for the Emergency Contact Name but entering a value in there will reveal a subsequent section to enable you to enter the Emergency Contact Landline and/or Emergency Contact Mobile details (first remembering to set the country flag correctly)

Finally, hitting Submit will record the details of this crew member and return you to the Create a new crew member record screen where you will see the name of the new crew member listed.

If you wish to add further crew members then hitting Add another crew member will return you to the Crew Details subform to enable you to enter those details etc.

Once you have completed your entries for your crew then hitting the Confirm button will take you to the final screen for this section:

## E. **DECLARATION**

This section merely requires the entry of the Skipper's name - used as the signature, the date of signing and the Skipper's mobile phone number before hitting the Record button to complete the entry:

Confirmation of details

I declare that I intend to sail the above named boat in the Classic Channel Races between Dartmouth and Lézardrieux/Paimpol and that the persons listed above will be on board.

Skipper's name (deemed as signature) \*

Date Signed Mobile of Skipper \*

30/06/2026

Office Comments CREW LIST

Record

NOTE. It is important that you do NOT close your browser until the following screen completes as this confirms the writing of entries into the database.

**Please wait while your crew list is recorded**

Your crew list has been received.  
Each crew member is now being validated and recorded separately.  
Estimated completion time: 1 minute(s)

75% complete

**Crew members being processed**

- Waiting: Crew Member

Please do not refresh this page or resubmit this form.