



Instructions and general information for use of CYOA Arrival Information Form

This form will not work on a mobile device.

You need the free Adobe Reader (or Adobe Acrobat) on your computer to be able to complete this form on line.



on your computer to be able to complete this form on line.

The following fields are **required**: Charterer's Name, Charter Start Date, Charter (or Folio) #, and the first two lines of crew information. The form **will not** Email or Print if they are blank. Hover over a field to see a tip on how to format your response.

To be able to email this form directly to CYOA by pushing the email button you must have a desktop email client running on your computer, such as Microsoft Outlook, Outlook Express, Eudora or Mail. If you are using an internet based email such as Microsoft Hotmail, Gmail or Yahoo you will have to save the completed form to your computer and then attach it to an email you create in your email program and return it manually using your internet email service.

We greatly prefer that the form be submitted to us electronically. However, in a pinch you can print the form and then fax it to our toll free fax number 800-662-0845 (or +340-777-9750).

You must have Adobe Acrobat or Adobe Reader to complete this form electronically. If you do not, print the form and then fax it to CYOA. You must have an email program (Outlook, Eudora, Gmail, etc) running to take advantage of the EMAIL THIS FORM button. If you do not you should complete the form and save it to your local machine and then send it as an attachment using your own method of emailing (Hotmail, AOL, etc.).

CYOA Yacht Charters - Crew List and St. Thomas Arrival Information

1. Name on Contract: _____ Contract #: _____
2. Are you coming straight from airport to CYOA? YES or NO
3. If Hotel or other - please provide name and contact information: _____
4. Are you flying to St Thomas direct from the US Mainland? YES or NO . If NO, please tell us your complete flight information (including commuter flights or charter air flights) so we can check your progress as the need arises. Use a second line or a second form if necessary. If you are delayed for any reason please call our 24 hour answering machine 800-944-2962 or +340-777-9690 at any time and let us know.

	Last Name	First Name	Cell Phone Number	Airline	Flight Number	Flight Date	Scheduled St. Thomas Arrival Time
1 - Skipper							
2 - 1st Mate							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Sleepaboard boarding is at 4PM - briefing the following morning after 9:00AM.

Noon start boarding is at Noon. You can drop your bags here earlier if you are on island. Plan on returning around 11:30AM with your groceries to do your office check in and then get on board. If your charter is a noon start the skipper and 1st mate must be at the marina by 2:30PM if you want any chance at getting off the dock that day. Skipper and 1st mate must both attend the briefing. If your marina arrival is after 2:30PM you should expect to spend the night in the marina and for your briefing to be completed the following morning.

If you are unable to email this form to CYOA please print and fax to 800-662-0845 or +340-777-9750.