

# ACU/Sport80 Adding Observers Question.

You can add a Question (Can you supply an Observer) to the on line entry form.

Slide 11 screen shot has been changed

Iss2 22Oct

# Adding 'Can you provide an observer'”

Navigate to this Page and select “Solo Competition...”

Richmond Motor Club Park Gate Farm Trial #200180 Admin Panel

← BACK   REGISTRATION LINK

Event Info

Additional Event Documentation

**Solo Competitor Entry Options**

Team Entry Options

Team Member Entry Options

Event Files

Discount Codes

Bulk Age Restriction Date Change

Entries

Waiting List

Manual Alterations - Solo Competitor Entry

Manual Additions - Solo Competitor Entry

Manual Alterations - Team Entry

Manual Alterations - Team Member Entry

Sent Emails

Event Details   Venue Address   Additional Info   Payment Confirmation Email   Event Admin Tools

Event Name \* Richmond Motor Club Park Gate

Event Discipline \* Select Event Discipline

Event Start Date \* 2023-01-22

Event Start Time \* 10:30

Event End Date \* 2023-01-22

Event End Time \* 04:30

Event Organiser Name \* Sandra Fowler

Event Organiser Email \* sandra.fowler@richmondclub.c

Event Organiser Phone Number \* +44 01969624146

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NEXT

# Adding 'Can you provide an observer'

Think of the process as question on an entry form;  
The box on the left are basically the pre populated questions. To ask new ones select + ADD NEW

The screenshot shows a web interface for 'Solo Competitor Entry Options'. On the left is a sidebar menu with items: 'Preview Solo Competitor Entry Form', 'Certification Form', 'Entry Stage Options', 'Insurance Declaration', and 'Solo Competitor'. At the top of the main content area are two buttons: '← BACK' and '+ ADD NEW'. The '+ ADD NEW' button is circled in red. A yellow arrow points from this button to a yellow box at the bottom of the page. The main content area contains a form titled 'Please enter the information for a demo Member' with fields for 'Date Of Birth \*' and 'Gender \*'. Below the form is a link that says 'Click Here To Check Age'. A thick black diagonal line is drawn across the entire screenshot.

Next Select 'add new''

# Adding 'Can you provide an observer'

## Create the Question

### Edit Entry Group

General

Name \*

Display On Entry List \*  Yes  No

Select yes if you wish to select categories from a drop down menu.

Select Dropdown? \*  Yes  No

Description

Order

Selection Options: Yes - Entry categories are listed in separate columns. No - Ent

Separate Report Columns? \*  Yes  No

1. Add the question
2. Set the display on entry list to "no"
3. Select from the drop down to yes
4. The question you want to ask
5. Order no where you want it to appear on the entry form. First or last
6. Is how you want the answers to appear on the solo entry form excel data sheet

Click "next"

# Adding 'Can you provide an observer'

## Edit Entry Group

General

Limits

Allowed Number

Required Number

Gender

Age Restriction Date

Min Age

Max Age

Allowed/Required Number, means how many times the rider can select the answer; just set them both to one.

PREV

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ADD NEW

Select 'add new'

# Adding 'Can you provide an observer'

Your new question should now appear in the Questions box

Solo Competitor Entry Options

← BACK + ADD NEW

- Preview Solo Competitor Entry Form
- Certification Form
- Entry Stage Options
- Observers**
- Course/Classes

Purchases	1
Edit	1
Remove	1
Allowed Number	1
Required Number	1

Cateaoories

If you want to edit any question click here

# Adding 'Can you provide an observer'”

Next you need to add stock answers

Solo Competitor Entry Options

← BACK + ADD NEW

- Preview Solo Competitor Entry Form
- Certification Form
- Entry Stage Options
- Observers**
- Course/Classes

Purchases		🔍
Edit		✎
Remove		✖
Allowed Number	1	
Required Number	1	

Categories BULK EDIT ✎ +

Click the + sign

# Adding 'Can you provide an observer'”

## Adding the stock answers

General Pricing Limits

Name \*

Please select this if you wish the entry to be able to select more than one of this category.

Select Numbers \*  Yes  No

Cut Off Date

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NEXT

SAVE

1. Name is the answer to the question you are asking, in this instance type in Yes
2. Do not alter any other boxes
3. In the pricing tab set the price to £0
4. Select Save
5. Repeat this process for the NO answer




# Adding 'Can you provide an observer'”


## Question and Answers are now created


Solo Competitor Entry Options

← BACK + ADD NEW

- Preview Solo Competitor Entry Form
- Certification Form
- Entry Stage Options
- Observers**
- Course/Classes



Purchases 









Edit 

Remove 

Allowed Number 1

Required Number 1

Categories BULK EDIT  

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Yes	£0.00	N/A	5				
No	£0.00	N/A	112				

1. Click here to see who has said “yes” to the question once the trial is up and running.

# View the entry form as displayed on Sport80 platform by the rider

Solo Competitor Entry Options

← BACK + ADD NEW

Preview Solo Competitor Entry Form

Certification Form

Entry Stage Options

Observers

Course/Classes

Please enter the information for a demo Member

Date Of Birth \* 1974-07-29

Gender \* Select Gender

[Click Here To Check Age](#)

REVIEW

1. Click on "Preview Solo Entry Form"
2. Enter a date of birth
3. Click on preview

# Event administration.

Previewing an entry form.

Solo Competitor Entry Options

← BACK + ADD NEW

- Preview Solo Competitor Entry Form
- Certification Form
- Entry Stage Options
- Solo Classes
- Observers

Please enter the information for a demo Athlete

Date Of Birth

Gender

Select a date of birth to test and click preview.

CATEGORIES

COMPETITOR DETAILS

MACHINE DETAILS

ACU DECLARATION

Solo Classes \*

Observers \*

Can you provide an observer? If yes please enter the name of the observer in the Event Specific Information Field

\* indicates required field

PREVIOUS NEXT

You can preview each stage of the entry form by filling each page in and then pressing next.

On the 1<sup>st</sup> page are all the questions or options that you have set.

# Example of other questions

## Richmond Motor Club-Reeth 3 Day Entry Form

Categories	Competitor Details	Machine Details	ACU Declaration
	<i>I confirm I have read and understand the supplementary regulations, including the refund policy.</i>		
Supplementary Regulations *	<input type="text" value="Yes"/>		
	<i>Entry Fee</i>		
Entry Fee *	<input type="text" value="Entry Fee £150 - £150.00"/>		
	<i>Please confirm which event insurance you are going to use?</i>		
Road Traffic Insurance *	<input type="text" value="road traffic event insurance through my own policy"/>		
	<i>Can you provide an observer?</i>		
Observer *	<input type="text" value="Yes"/>		
	<i>Are you a first time Hard Course rider?</i>		
Hard Course Award Eligibility *	<input type="text" value="Yes"/>		
	<i>Please select your shirt size.</i>		
Shirt Size *	<input type="text" value="M(40)"/>		
	<i>Please select a course and class.</i>		
Course/Classes *	<input type="text" value="3-Hard Course-Novice"/>		