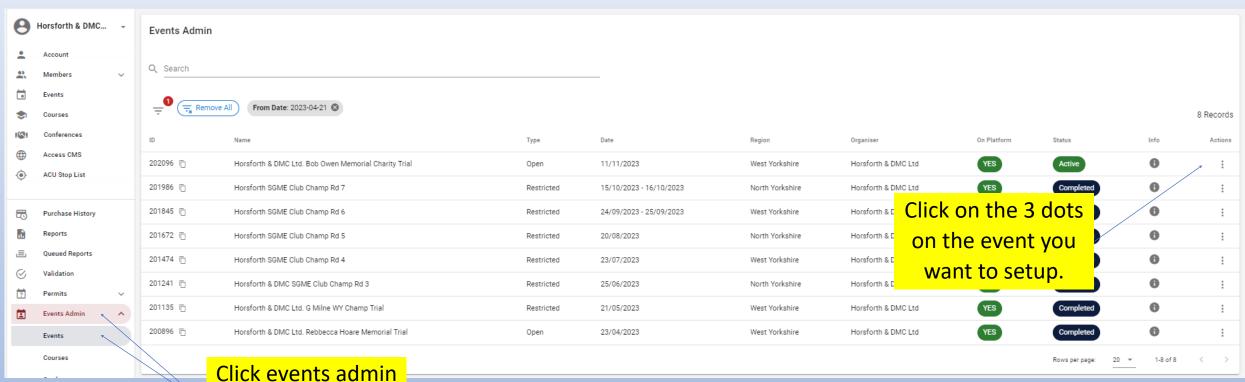
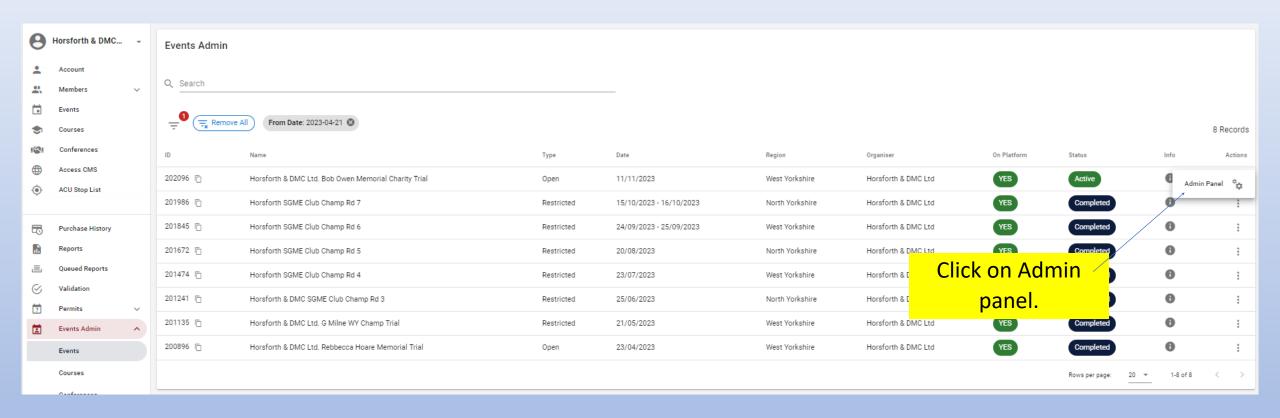


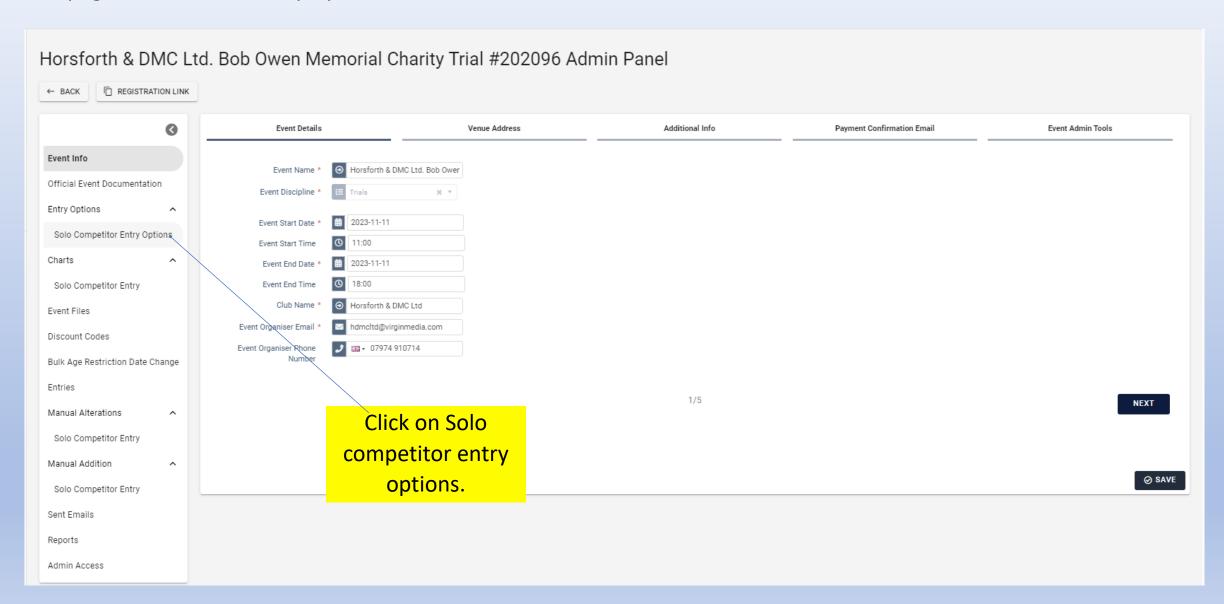
Guide to setting up Events on Sport80 Core Platform



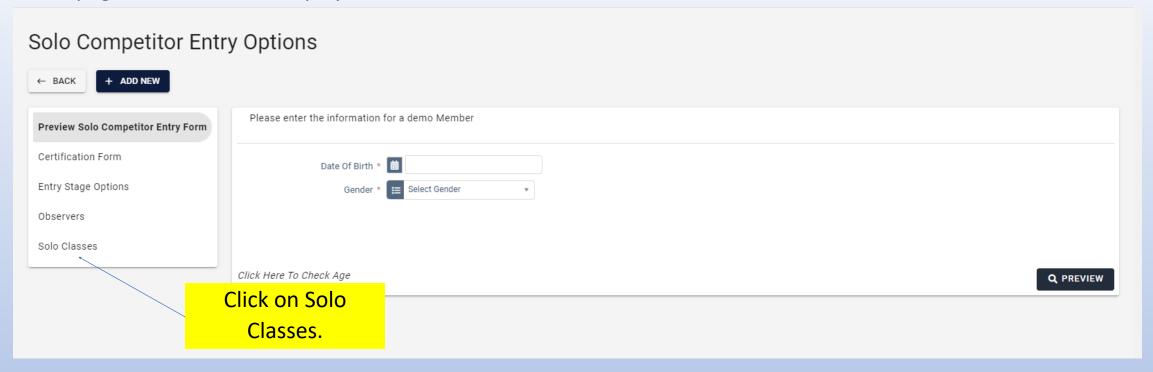
Click events admirately and then events.

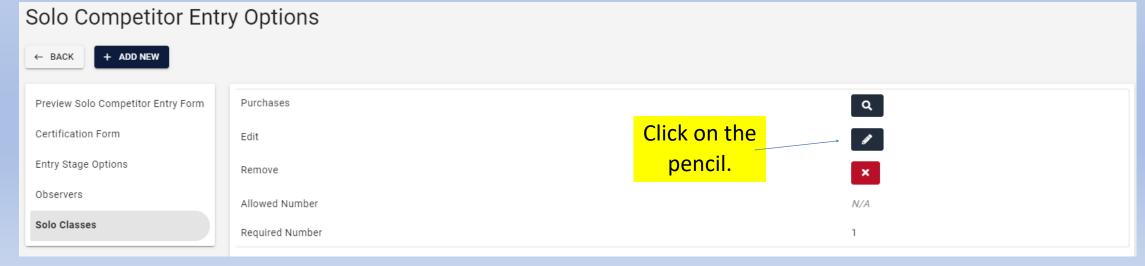


This page should now be displayed

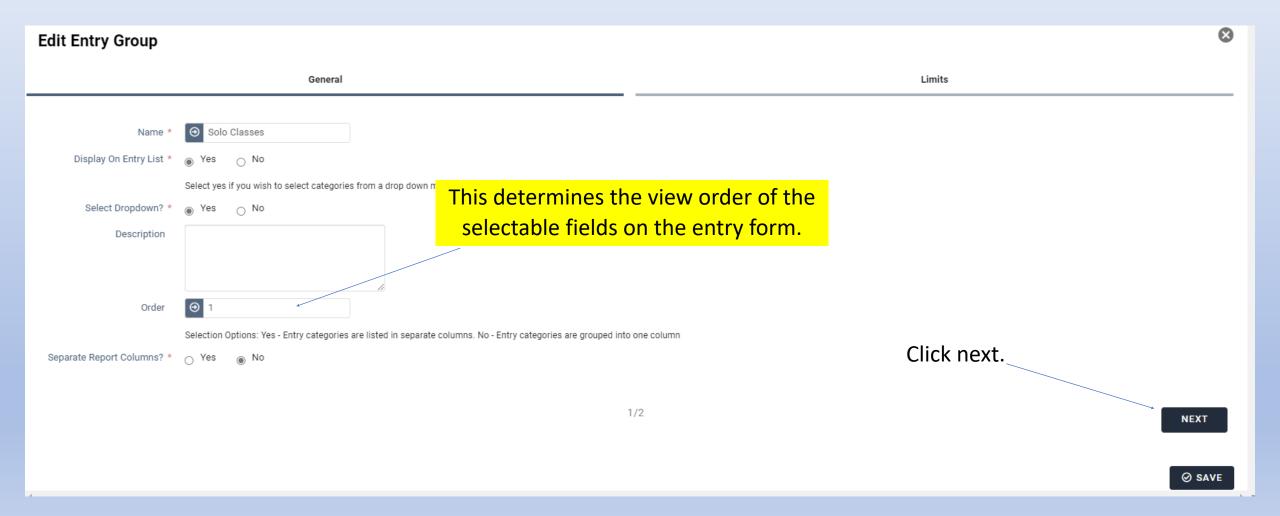


This page should now be displayed

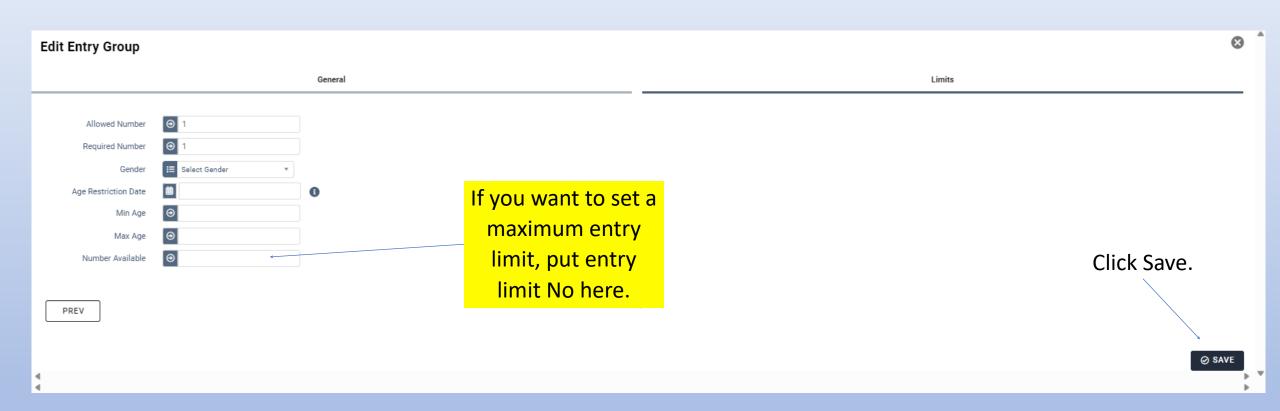




This page should now be displayed, set the parameters on this page as below under the TAB General



This page should now be displayed, set the parameters on this page as below under the TAB General.

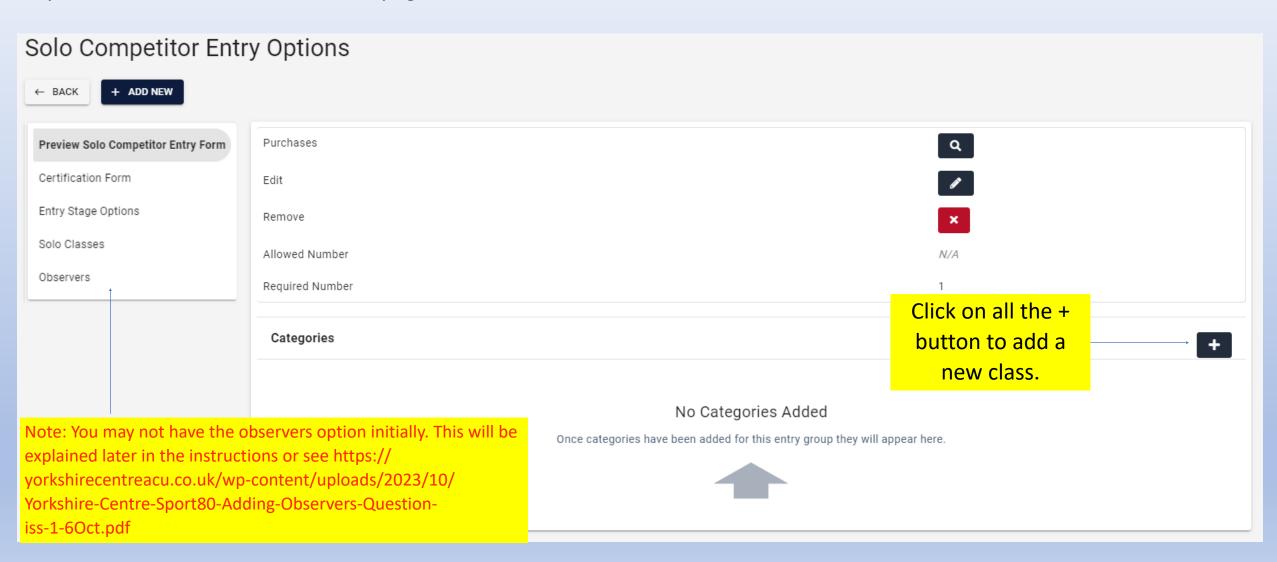


This page should now be displayed, the ACU have set some defaults that can be used although they will need modifying.

They can also be deleted if you want to start from scratch.

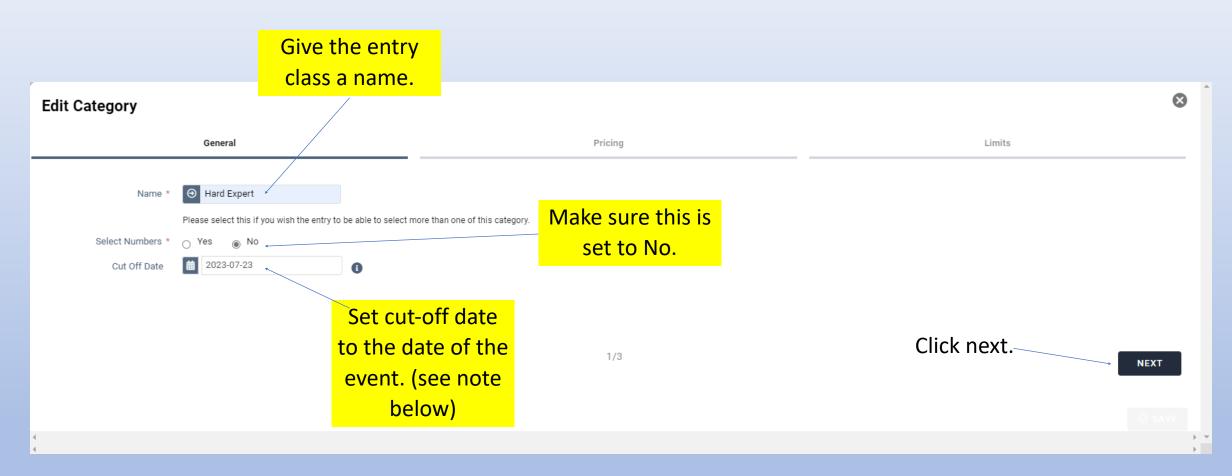
If you decide to start from scratch click on all the X's until you have blank page or click on the pencil under the edit icon to + BULK EDIT 🧪 edit names, prices etc. Name Cost **Total Number** Number Taken Purchases Edit **Edit Dependencies** Remove 0 Q • Youth A £0.00 N/A Q • Youth B £0.00 N/AQ • Youth C £0.00 N/A 0 Youth D £0.00 N/A Q Q • Youth E £0.00 N/A£0.00 N/A0 Q Championship £0.00 N/A 0 Q × Expert Intermediate £0.00 N/A Q £0.00 N/A0 Novice • Twinshock £0.00 N/A 0 Q Q Trials Adult 1 £0.00 N/A 0 0 Q • Trials Adult 2 £0.00 N/AQ Trials Adult 3 0 £0.00 N/A Q Trials Adult 4 N/A £0.00 Q Trials Adult 5 £0.00 N/A

If you have started from scratch this page will now be blank.



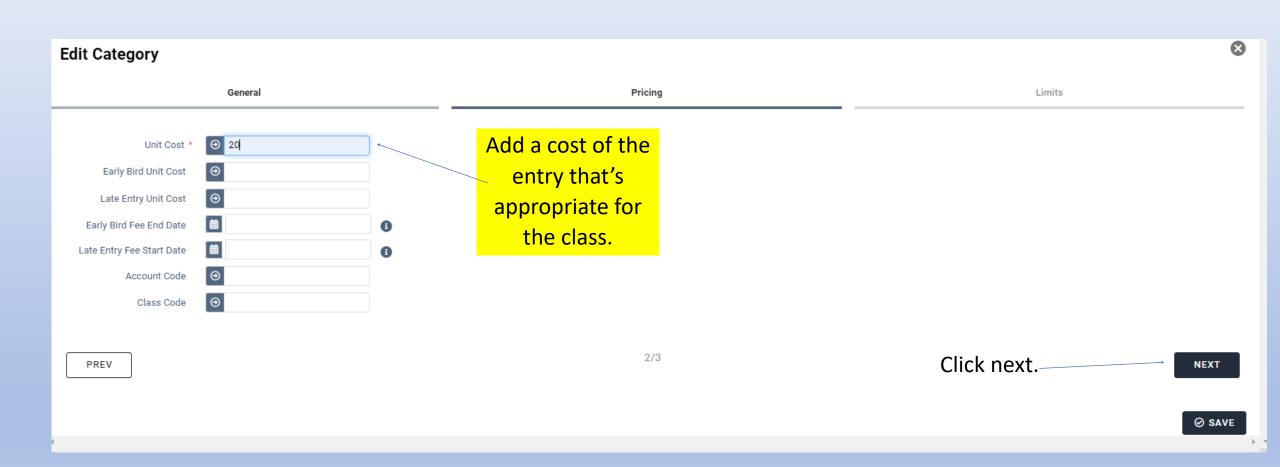
Entry classes

This page should now be displayed.

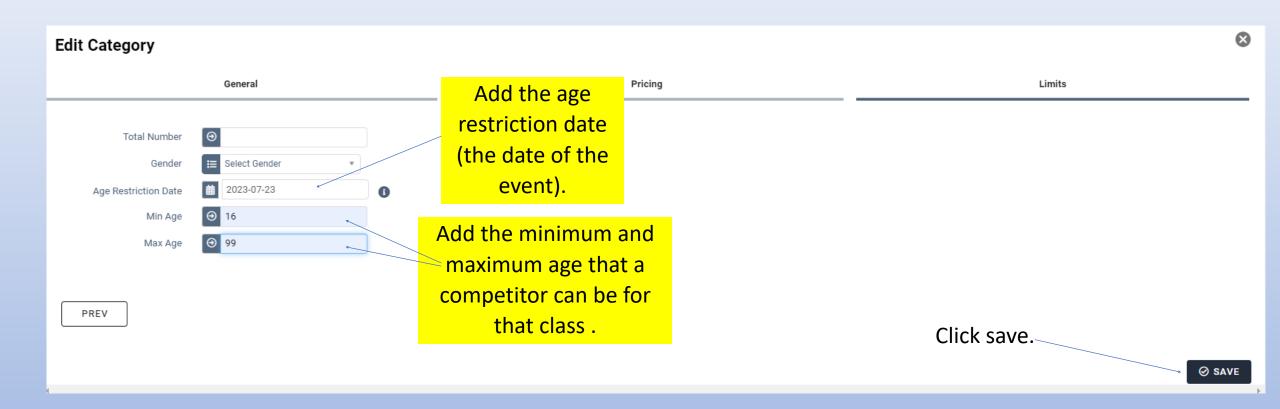


Important note: the cutoff date activates at 00:01 on the date selected, if you want to take entries on the same day as the event set this date to the day after the event.

Entry classes.

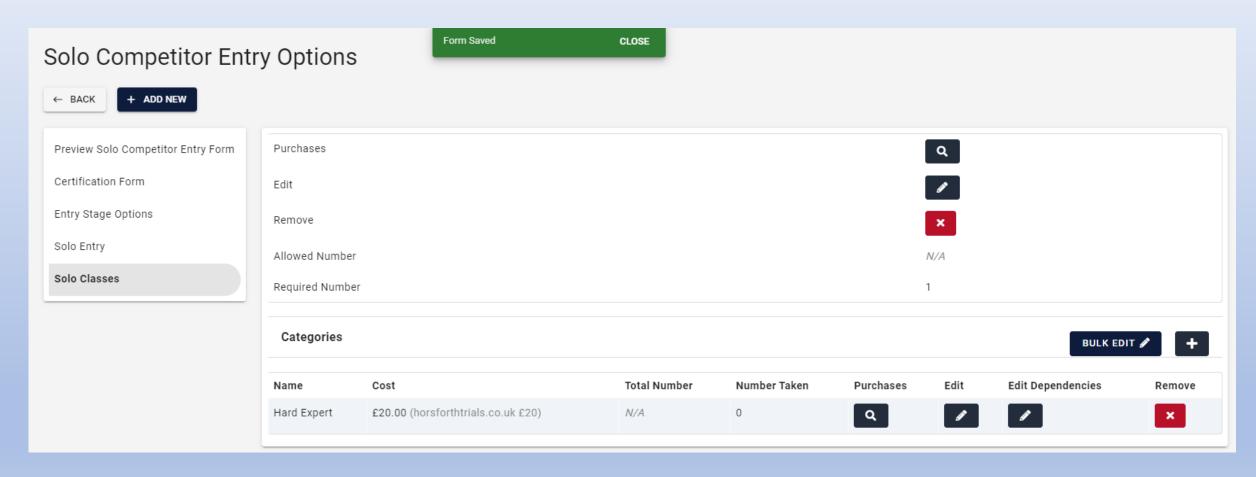


Entry classes.



Age restrictions dates must be set for each class for example A class 15yrs to 17yrs and so on

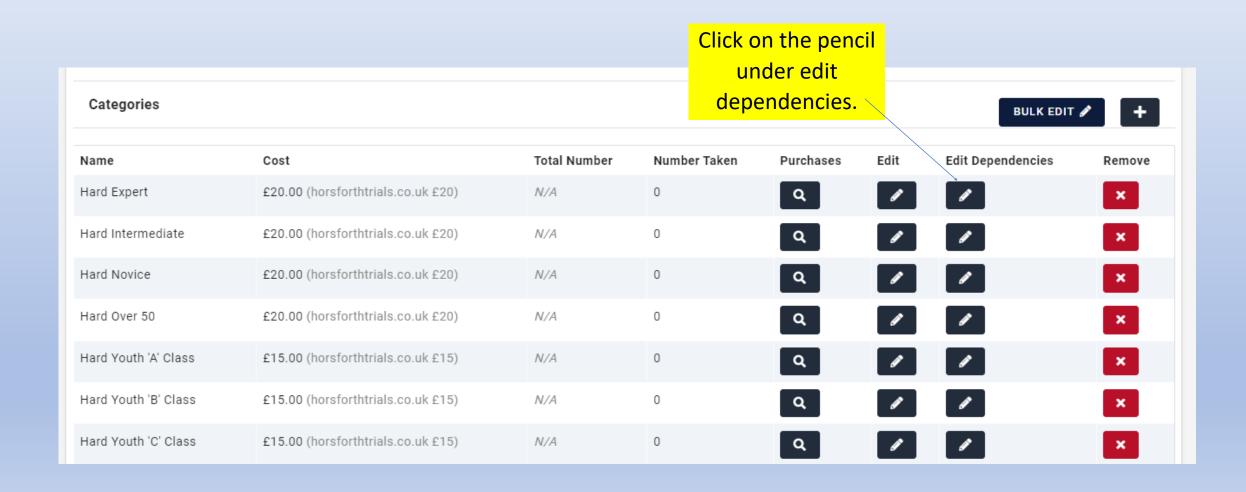
One of the entry classes is now complete, repeat this process for each entry class as per the next two sheets.

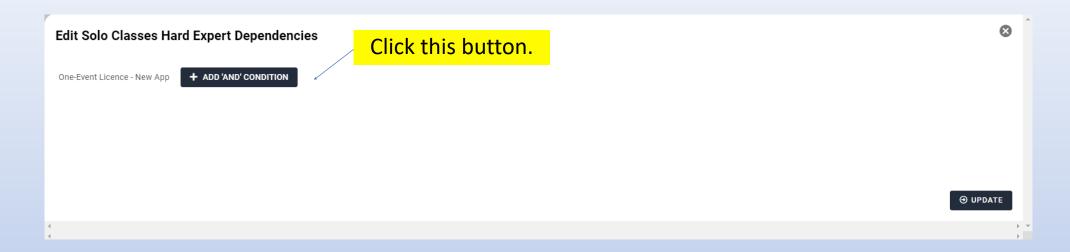


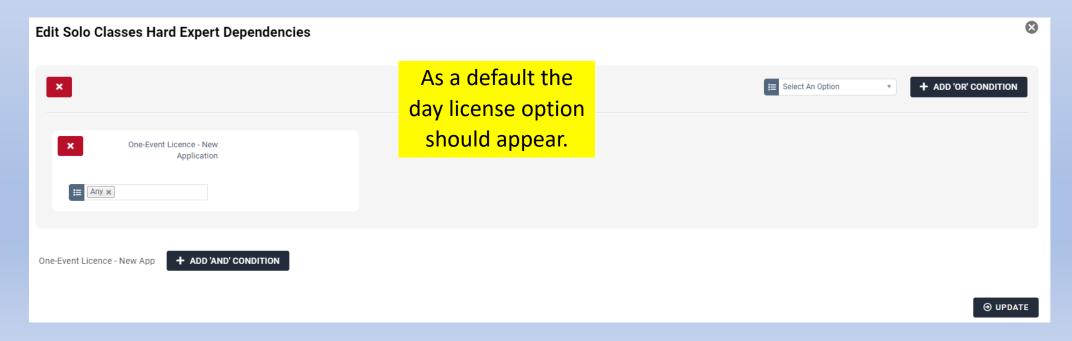
In this example we have shown all the courses and classes added as separate entries, in some cases this can be slightly lengthy and there is an option to reduce this as will be explained later.

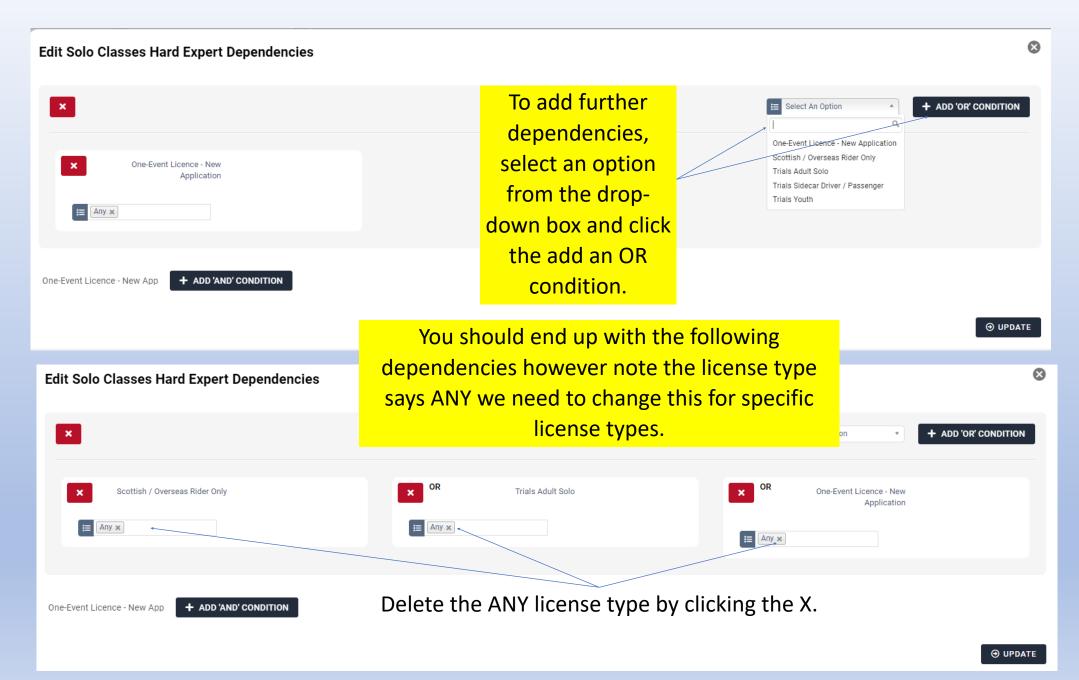
Categories						BULK EDIT	/ +
Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Hard Expert	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q			×
Hard Intermediate	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q			×
Hard Novice	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q	•		×
Hard Over 50	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q			×
Hard Youth 'A' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0	Q		1	×
Hard Youth 'B' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0	Q			×
Hard Youth 'C' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0	Q			×
Middle Novice	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q			×
Middle Over 50	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q			×
Middle T/Shock	£20.00 (horsforthtrials.co.uk £20)	N/A	0	Q			×
Middle Youth 'A' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0	Q			×
Middle Youth 'B' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0	Q			×
Middle Youth 'C' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0	Q	1		×

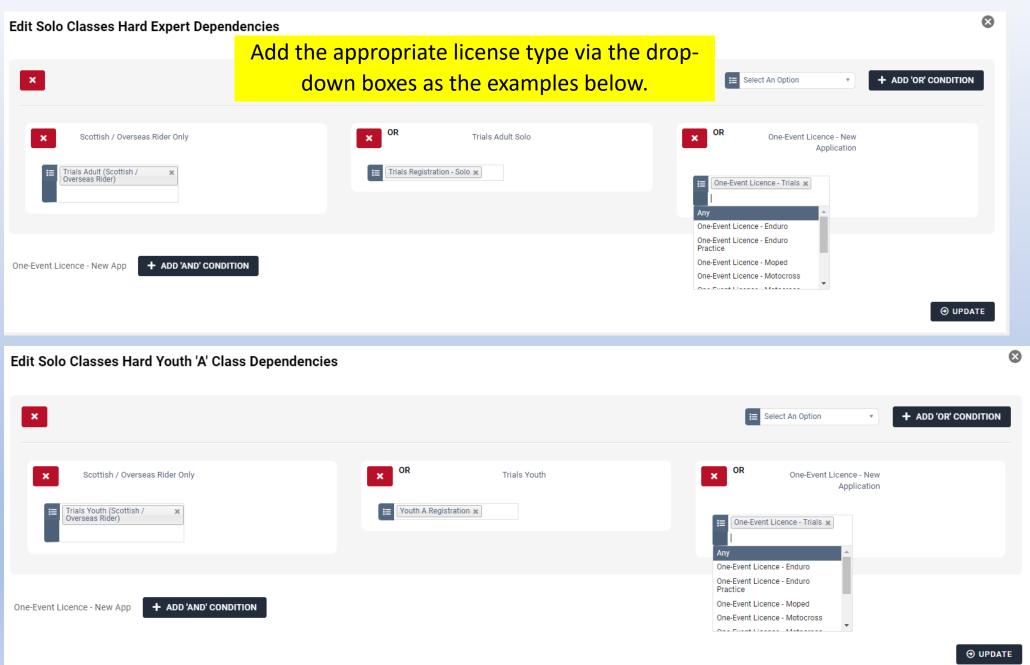
Now all the classes have been setup it is necessary to set the dependencies of each class, this is where we set the requirements for the type of license that the competitor must hold to enter an event. These need to be done for each class.



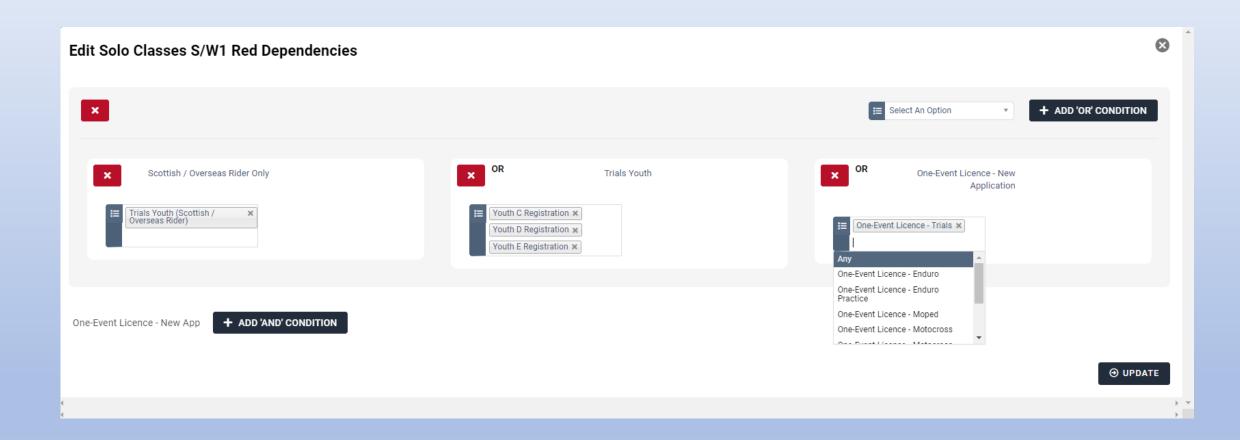


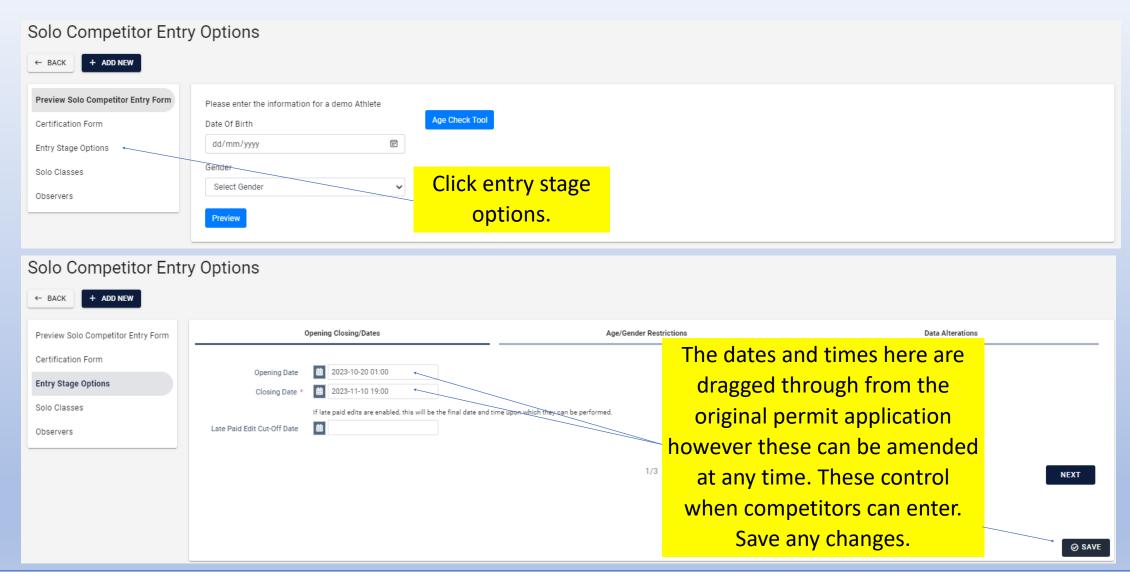




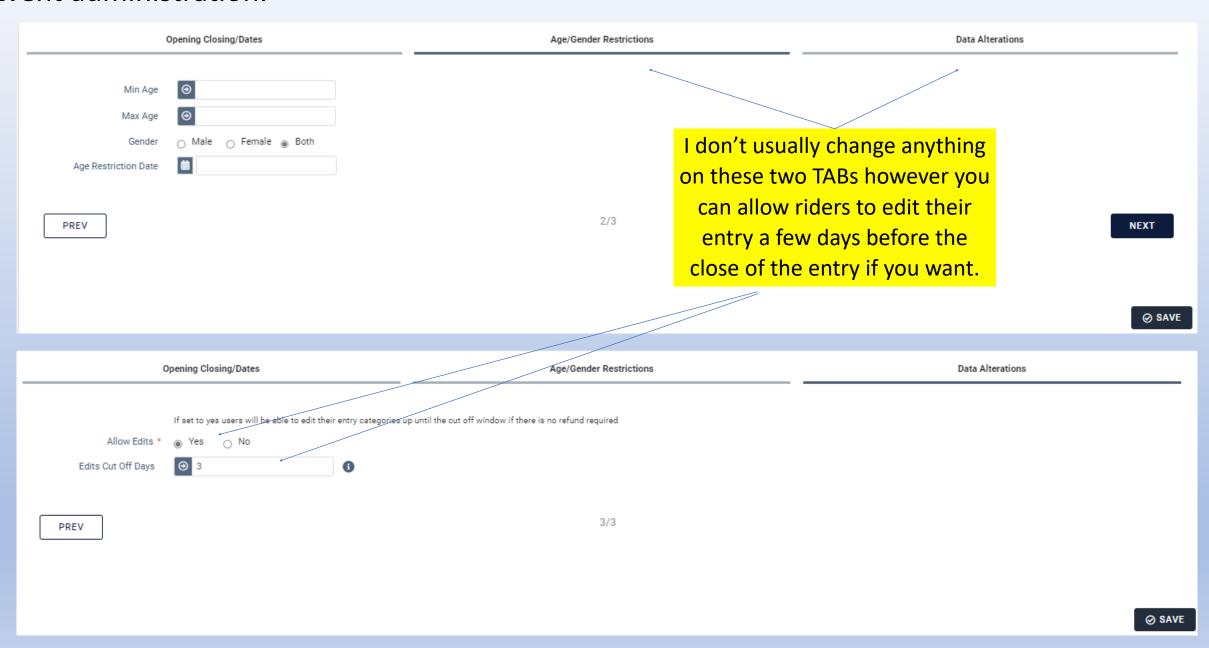


It is possible to add multiple license types, for example, for our conducted course we have multiple age ranges and license types on a single-entry option.



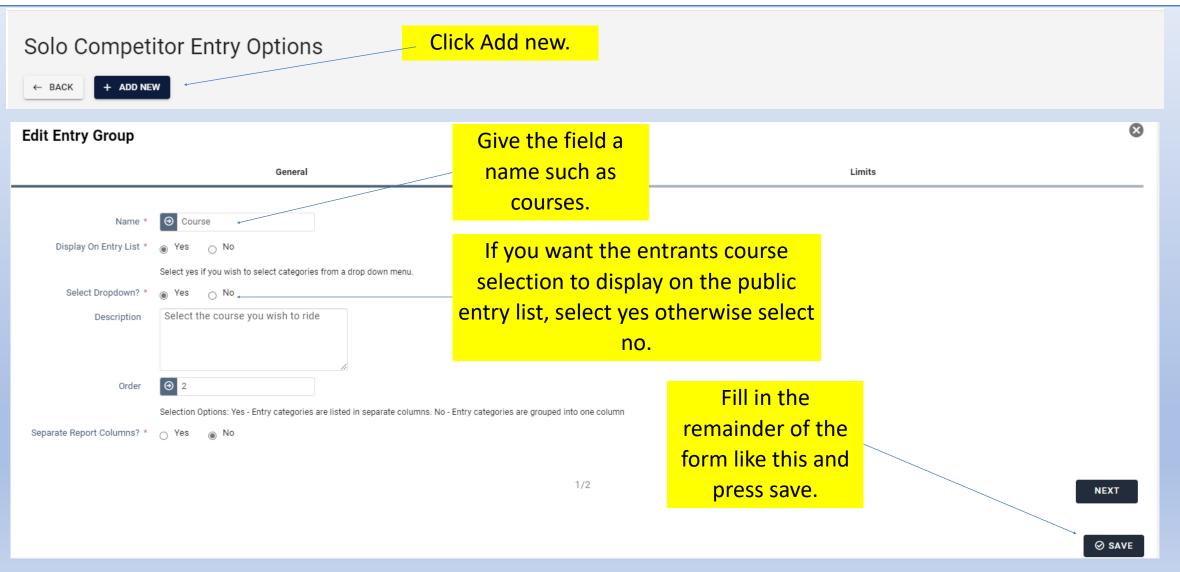


Important note – if you change the date so as riders can enter on the day you must change the cutoff dates in all the solo classes to the day after the event.

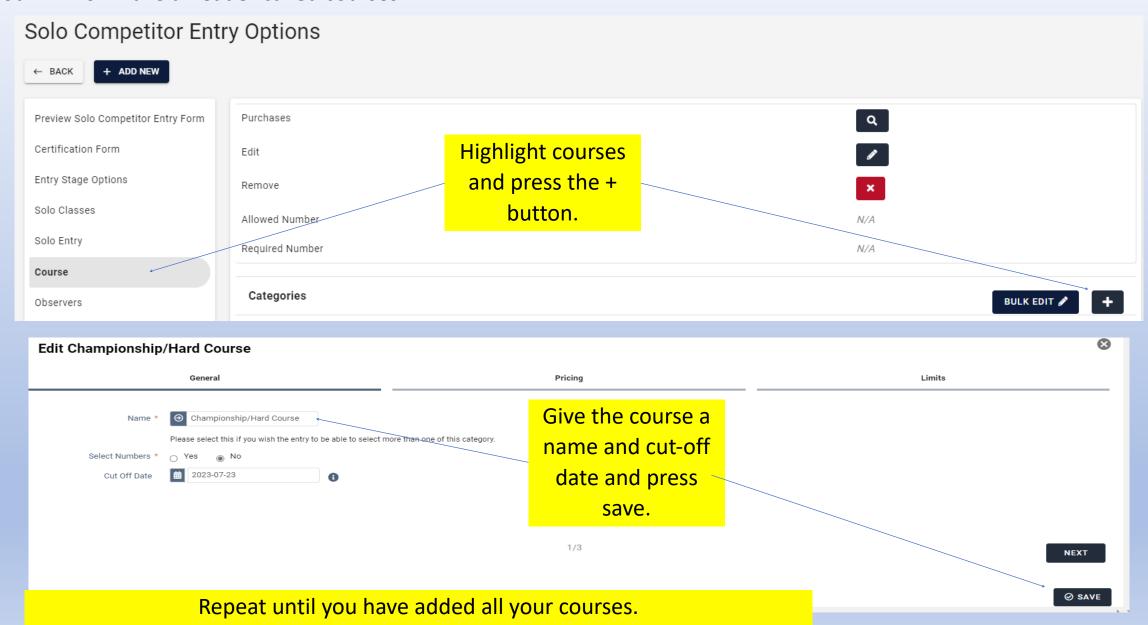


Event administration – Optional (you don't have to do this).

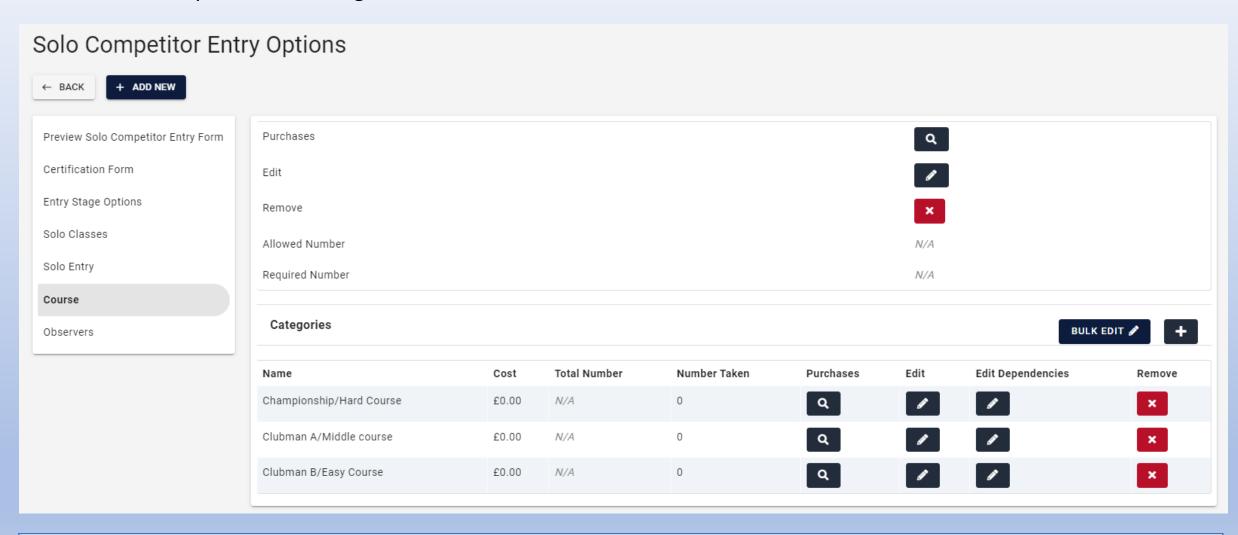
As mentioned earlier there is an option to set the courses separately from the classes. The competitor would select a course and then a class, this would reduce the number of classes you have create as one Novice class for example would suffice for all your courses.



You will now have a header called courses.



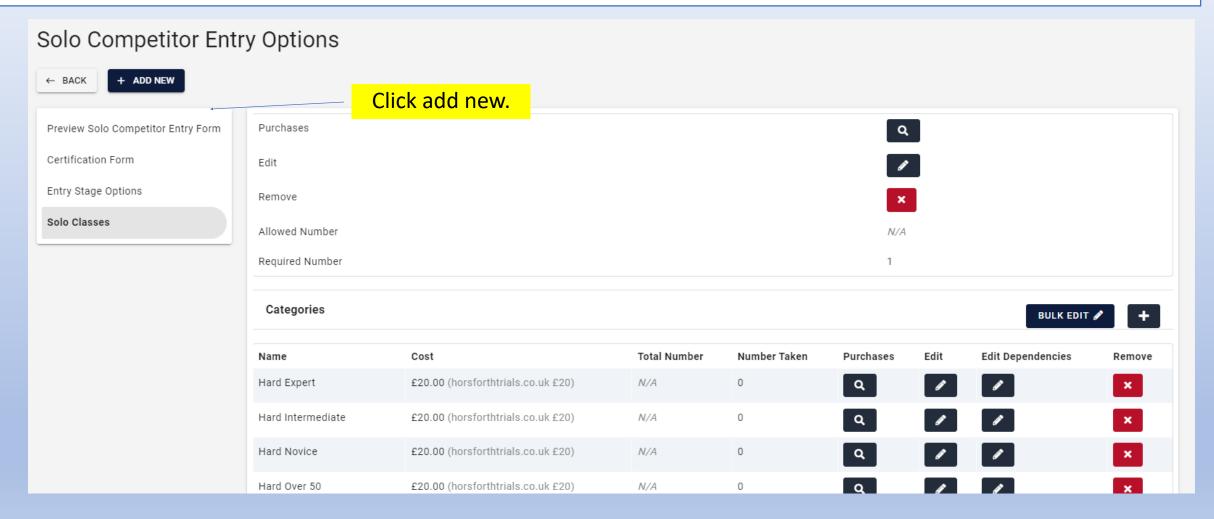
You should end up with something like this.



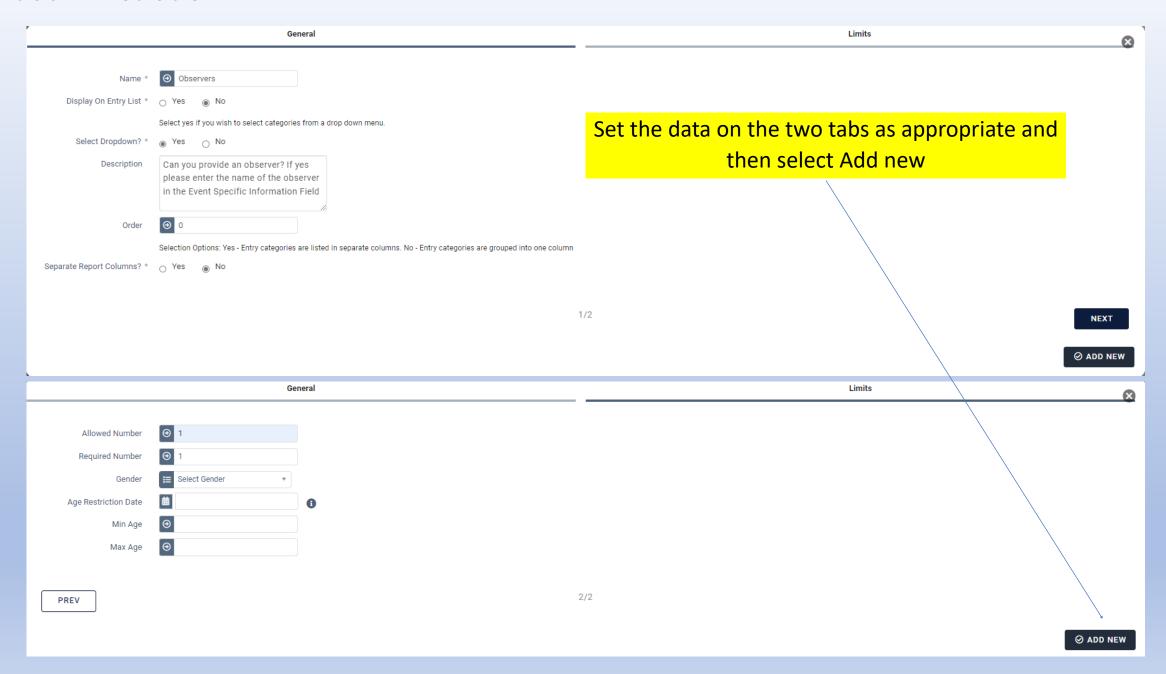
The advantage of this method is that the rider would select his class for example novice and then the course, this leaves you less classes to set up.

Event administration - Options.

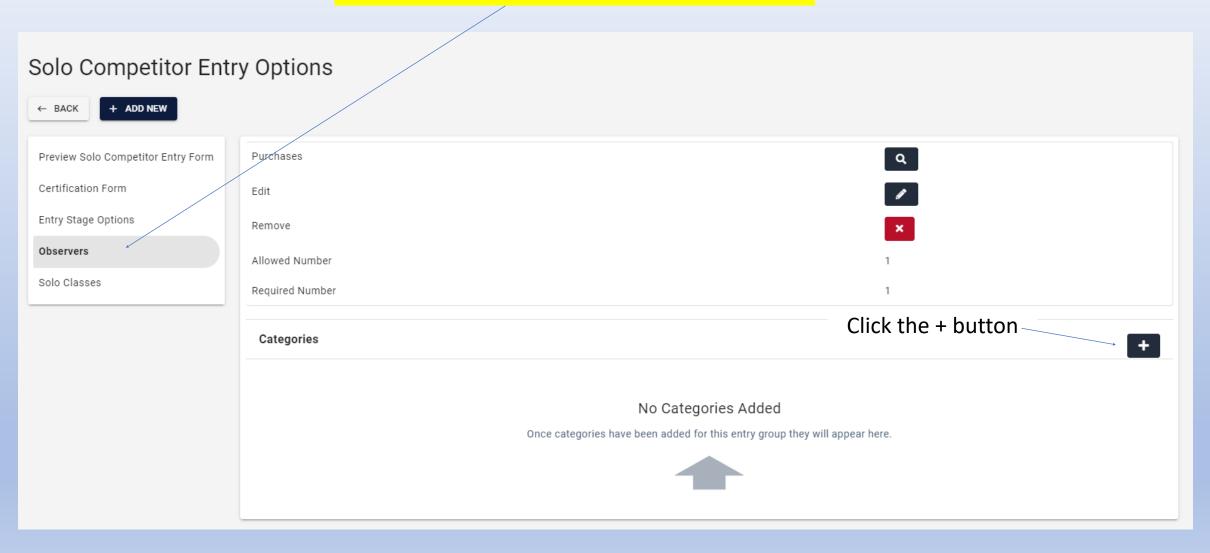
Other questions can be created for the entrant to answer, in this example I am going to ask the entrant as to whether they can supply an observer.



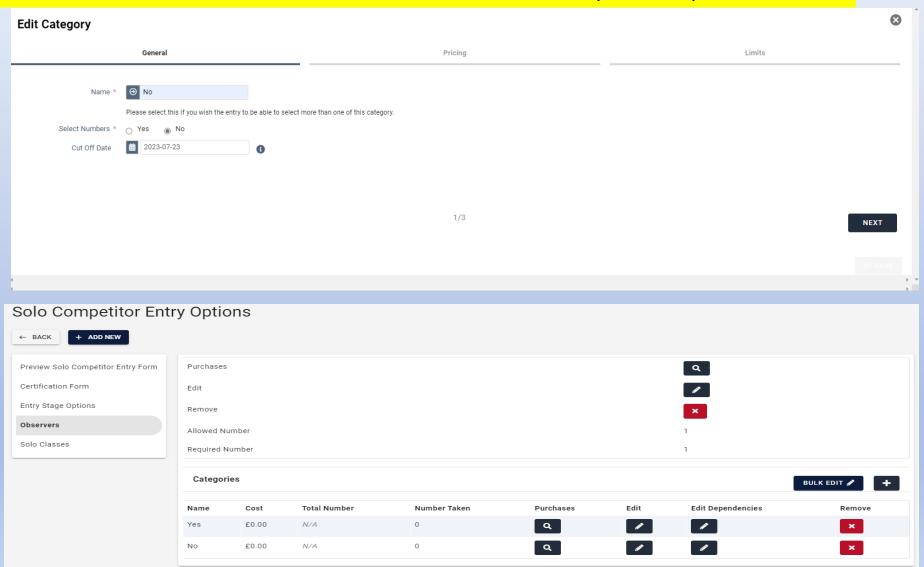
See https://yorkshirecentreacu.co.uk/wp-content/uploads/2023/10/Yorkshire-Centre-Sport80-Adding-Observers-Question-iss-2-22-Oct.pdf



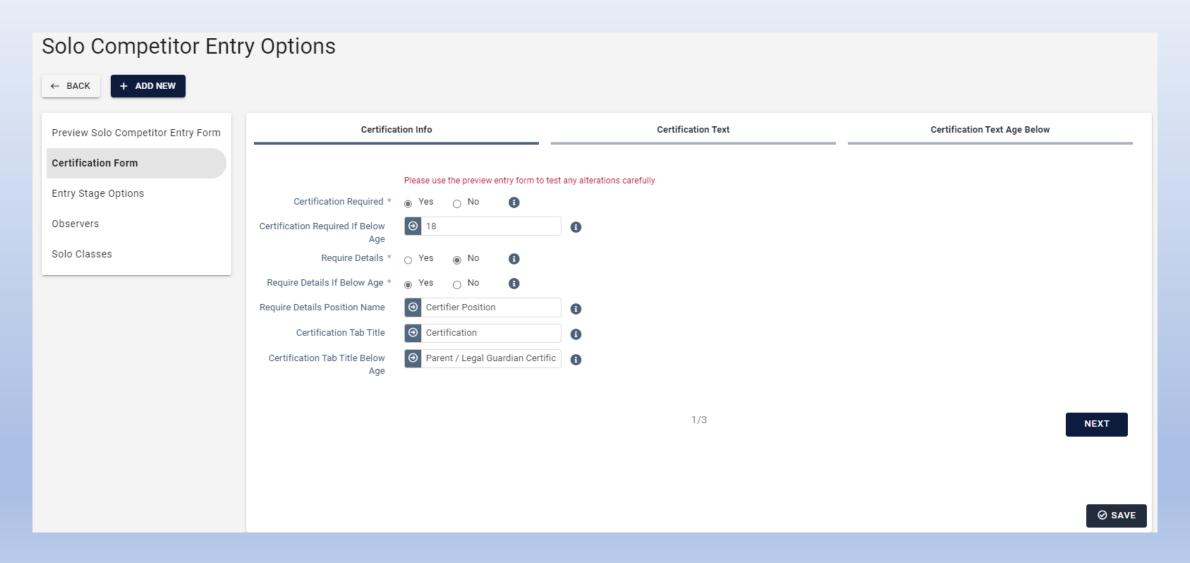
This has now created a field called observers however we now need to create the answers to the question

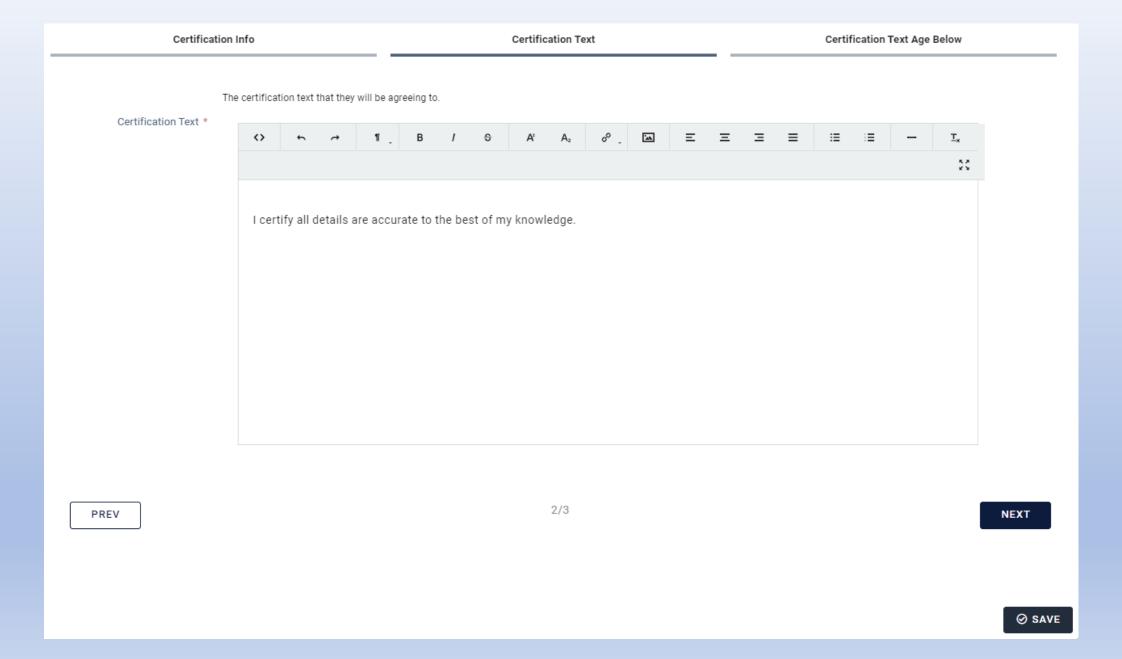


This is very similar to setting an entry class, create name that is Yes, add a cut-off date and click next. Don't change anything on the pricing and limits Tabs and then press save, repeat the process and give the next one the NO answer. The bottom screen shot should be what you end up with.



Check the certification forms and filled exactly as per below and the next 3 slides.

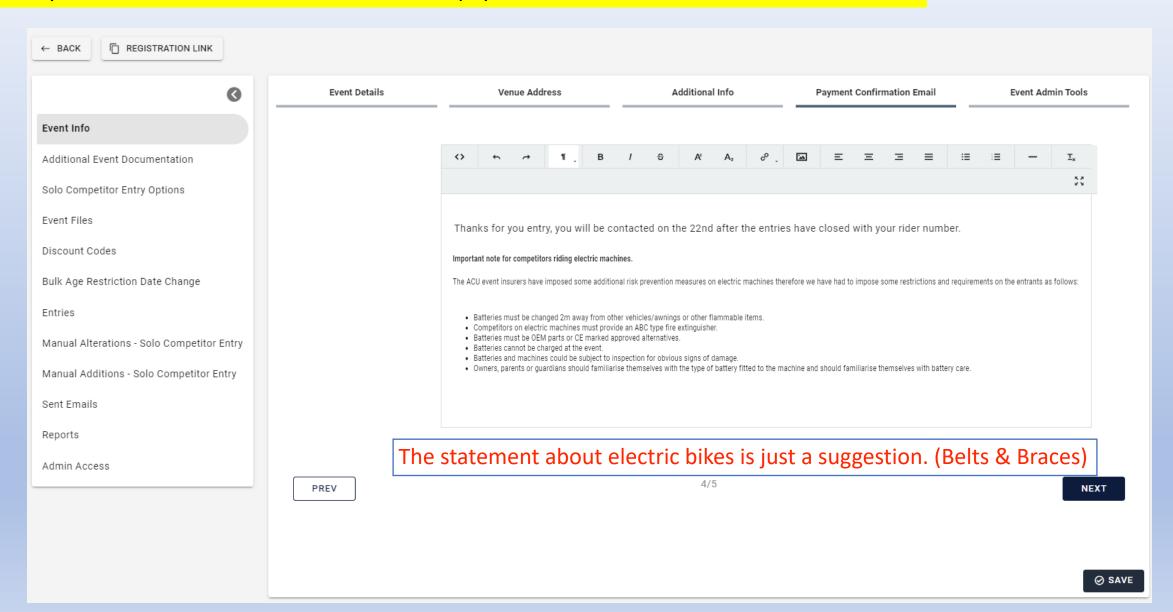




PREV

Certification Info **Certification Text** Certification Text Age Below This is the text that will appear to the user, the text will only appear if the user is of an age that meets the requirements set in the 'Certification Required if Below Age" section. Certification Text Age Below 55 I certify all details are accurate to the best of my knowledge.

Finally on the event info tab check and edit the payment confirmation email information.



Previewing an entry form.

Solo Competitor Entry Options

