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RKSHIRE

Centre - ACU

Guide to setting up Events on Sport80 Core Platform

# Event administration.

The screenshot displays the 'Events Admin' interface. On the left is a navigation sidebar with options: Account, Members, Events, Courses, Conferences, Access CMS, ACU Stop List, Purchase History, Reports, Queued Reports, Validation, Permits, Events Admin (highlighted), Events, and Courses. The main content area shows a table of events with columns: ID, Name, Type, Date, Region, Organiser, On Platform, Status, Info, and Actions. A search bar and a 'Remove All' button are at the top. A 'From Date: 2023-04-21' filter is also present. The table contains 8 records. A yellow callout box points to the 'Events Admin' and 'Events' menu items with the text 'Click events admin and then events.' Another yellow callout box points to the three-dot action menu of the first event row with the text 'Click on the 3 dots on the event you want to setup.' The bottom right of the interface shows 'Rows per page: 20' and '1-8 of 8'.

ID	Name	Type	Date	Region	Organiser	On Platform	Status	Info	Actions
202096	Horsforth & DMC Ltd. Bob Owen Memorial Charity Trial	Open	11/11/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Active	i	⋮
201986	Horsforth SGME Club Champ Rd 7	Restricted	15/10/2023 - 16/10/2023	North Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮
201845	Horsforth SGME Club Champ Rd 6	Restricted	24/09/2023 - 25/09/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮
201672	Horsforth SGME Club Champ Rd 5	Restricted	20/08/2023	North Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮
201474	Horsforth SGME Club Champ Rd 4	Restricted	23/07/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮
201241	Horsforth & DMC SGME Club Champ Rd 3	Restricted	25/06/2023	North Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮
201135	Horsforth & DMC Ltd. G Milne WY Champ Trial	Restricted	21/05/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮
200896	Horsforth & DMC Ltd. Rebecca Hoare Memorial Trial	Open	23/04/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed	i	⋮

Click events admin and then events.

Click on the 3 dots on the event you want to setup.

# Event administration.

The screenshot displays the 'Events Admin' interface. On the left is a navigation sidebar with options: Account, Members, Events, Courses, Conferences, Access CMS, ACU Stop List, Purchase History, Reports, Queued Reports, Validation, Permits, Events Admin (highlighted), Events, and Courses. The main content area is titled 'Events Admin' and includes a search bar, a 'Remove All' button, and a 'From Date: 2023-04-21' filter. A table lists 8 records with columns: ID, Name, Type, Date, Region, Organiser, On Platform, Status, Info, and Actions. A yellow callout box with the text 'Click on Admin panel.' points to the 'Admin Panel' link in the 'Info' column of the first row.

ID	Name	Type	Date	Region	Organiser	On Platform	Status	Info	Actions
202096	Horsforth & DMC Ltd. Bob Owen Memorial Charity Trial	Open	11/11/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Active	Admin Panel	
201986	Horsforth SGME Club Champ Rd 7	Restricted	15/10/2023 - 16/10/2023	North Yorkshire	Horsforth & DMC Ltd	YES	Completed		
201845	Horsforth SGME Club Champ Rd 6	Restricted	24/09/2023 - 25/09/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed		
201672	Horsforth SGME Club Champ Rd 5	Restricted	20/08/2023	North Yorkshire	Horsforth & DMC Ltd	YES	Completed		
201474	Horsforth SGME Club Champ Rd 4	Restricted	23/07/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed		
201241	Horsforth & DMC SGME Club Champ Rd 3	Restricted	25/06/2023	North Yorkshire	Horsforth & DMC Ltd	YES	Completed		
201135	Horsforth & DMC Ltd. G Milne WY Champ Trial	Restricted	21/05/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed		
200896	Horsforth & DMC Ltd. Rebecca Hoare Memorial Trial	Open	23/04/2023	West Yorkshire	Horsforth & DMC Ltd	YES	Completed		

8 Records

Rows per page: 20 1-8 of 8

# Event administration.

This page should now be displayed

Horsforth & DMC Ltd. Bob Owen Memorial Charity Trial #202096 Admin Panel

← BACK   REGISTRATION LINK

Event Info

Official Event Documentation

Entry Options ^

Solo Competitor Entry Options

Charts ^

Solo Competitor Entry

Event Files

Discount Codes

Bulk Age Restriction Date Change

Entries

Manual Alterations ^

Solo Competitor Entry

Manual Addition ^

Solo Competitor Entry

Sent Emails

Reports

Admin Access

Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
<p>Event Name * <input type="text" value="Horsforth &amp; DMC Ltd. Bob Ower"/></p> <p>Event Discipline * <input type="text" value="Trials"/></p> <p>Event Start Date * <input type="text" value="2023-11-11"/></p> <p>Event Start Time <input type="text" value="11:00"/></p> <p>Event End Date * <input type="text" value="2023-11-11"/></p> <p>Event End Time <input type="text" value="18:00"/></p> <p>Club Name * <input type="text" value="Horsforth &amp; DMC Ltd"/></p> <p>Event Organiser Email * <input type="text" value="hdmcltd@virginmedia.com"/></p> <p>Event Organiser Phone Number <input type="text" value="07974 910714"/></p>				

1/5

NEXT

SAVE

Click on Solo competitor entry options.

# Event administration.

This page should now be displayed

## Solo Competitor Entry Options

← BACK

+ ADD NEW

Preview Solo Competitor Entry Form

Certification Form

Entry Stage Options

Observers

Solo Classes

Please enter the information for a demo Member

Date Of Birth \*

Gender \*

*Click Here To Check Age*

PREVIEW

Click on Solo Classes.

## Solo Competitor Entry Options

← BACK

+ ADD NEW

Preview Solo Competitor Entry Form

Certification Form

Entry Stage Options

Observers

Solo Classes

Purchases

Edit

Remove

Allowed Number

Required Number



N/A

1

Click on the pencil.

# Event administration.

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

### Edit Entry Group ✕

General Limits

Name \*

Display On Entry List \*  Yes  No

Select Dropdown? \*  Yes  No

Description

Order

Separate Report Columns? \*  Yes  No

Selection Options: Yes - Entry categories are listed in separate columns. No - Entry categories are grouped into one column

1/2

Click next.

This determines the view order of the selectable fields on the entry form.

# Event administration.

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

### Edit Entry Group

General Limits

Allowed Number

Required Number

Gender

Age Restriction Date

Min Age

Max Age

Number Available

PREV

SAVE

If you want to set a maximum entry limit, put entry limit No here.

Click Save.

# Event administration.

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 edit names, prices etc.

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Youth A	£0.00	N/A	0				
Youth B	£0.00	N/A	0				
Youth C	£0.00	N/A	0				
Youth D	£0.00	N/A	0				
Youth E	£0.00	N/A	0				
Championship	£0.00	N/A	0				
Expert	£0.00	N/A	0				
Intermediate	£0.00	N/A	0				
Novice	£0.00	N/A	0				
Twinslock	£0.00	N/A	0				
Trials Adult 1	£0.00	N/A	0				
Trials Adult 2	£0.00	N/A	0				
Trials Adult 3	£0.00	N/A	0				
Trials Adult 4	£0.00	N/A	0				
Trials Adult 5	£0.00	N/A	0				



# Event administration.

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

## Solo Competitor Entry Options

← BACK

+ ADD NEW

### Preview Solo Competitor Entry Form

Certification Form

Entry Stage Options

Solo Classes

Observers

Purchases

Edit

Remove

Allowed Number

Required Number



N/A

1

Click on all the + button to add a new class.



### Categories

No Categories Added

Once categories have been added for this entry group they will appear here.



Note: You may not have the observers option initially. This will be explained later in the instructions or see <https://yorkshirecentreacu.co.uk/wp-content/uploads/2023/10/Yorkshire-Centre-Sport80-Adding-Observers-Question-iss-1-6Oct.pdf>

# Event administration.

Entry classes

This page should now be displayed.

The screenshot shows the 'Edit Category' form with three tabs: 'General', 'Pricing', and 'Limits'. The 'General' tab is active. The form contains the following fields and options:

- Name \***: A text input field containing 'Hard Expert'. A yellow callout box points to this field with the text 'Give the entry class a name.'
- Select Numbers \***: Radio button options for 'Yes' and 'No'. The 'No' option is selected. A yellow callout box points to this section with the text 'Make sure this is set to No.'
- Cut Off Date**: A date picker field showing '2023-07-23'. A yellow callout box points to this field with the text 'Set cut-off date to the date of the event. (see note below)'. Below the date field, the text '1/3' is visible.
- Buttons**: A 'NEXT' button and a 'SAVE' button are located at the bottom right of the form. A yellow callout box points to the 'NEXT' button with the text 'Click next.'

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.

# Event administration.

## Entry classes.

**Edit Category** ✕

General      Pricing      Limits

Unit Cost \*

Early Bird Unit Cost

Late Entry Unit Cost

Early Bird Fee End Date  ⓘ

Late Entry Fee Start Date  ⓘ

Account Code

Class Code

PREV      2/3      Click next.

Add a cost of the entry that's appropriate for the class.

# Event administration.

## Entry classes.

**Edit Category** ✕

**General** Pricing Limits

Total Number

Gender

Age Restriction Date  ⓘ

Min Age

Max Age

**Add the age restriction date (the date of the event).**

**Add the minimum and maximum age that a competitor can be for that class .**

Click save.

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

# Event administration.

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

Form Saved CLOSE

## Solo Competitor Entry Options

← BACK + ADD NEW

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

Purchases 🔍

Edit ✎

Remove ✖

Allowed Number *N/A*























































Required Number 1

**Categories** BULK EDIT ✎ +

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Hard Expert	£20.00 (horsforthtrials.co.uk £20)	<i>N/A</i>	0	<span>🔍</span>	<span>✎</span>	<span>✎</span>	<span>✖</span>

# Event administration.































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						
Hard Intermediate	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Hard Novice	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Hard Over 50	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Hard Youth 'A' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Hard Youth 'B' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Hard Youth 'C' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Middle Novice	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Middle Over 50	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Middle T/Shock	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Middle Youth 'A' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Middle Youth 'B' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Middle Youth 'C' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						

# Event administration.

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 .

Click on the pencil under edit dependencies.

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						
Hard Intermediate	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Hard Novice	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Hard Over 50	£20.00 (horsforthtrials.co.uk £20)	N/A	0						
Hard Youth 'A' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Hard Youth 'B' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						
Hard Youth 'C' Class	£15.00 (horsforthtrials.co.uk £15)	N/A	0						

# Event administration.

**Edit Solo Classes Hard Expert Dependencies** ✕

One-Event Licence - New App **+ ADD 'AND' CONDITION**

**Click this button.**

**UPDATE**

**Edit Solo Classes Hard Expert Dependencies** ✕

**As a default the day license option should appear.**

✕ Select An Option **+ ADD 'OR' CONDITION**

✕ One-Event Licence - New Application

☰ Any ✕

One-Event Licence - New App **+ ADD 'AND' CONDITION**

**UPDATE**



# Event administration.

## Edit Solo Classes Hard Expert Dependencies

To add further dependencies, select an option from the drop-down box and click the add an OR condition.

One-Event Licence - New Application

Any

One-Event Licence - New App + ADD 'AND' CONDITION

+ ADD 'OR' CONDITION

UPDATE

You should end up with the following dependencies however note the license type says ANY we need to change this for specific license types.

## Edit Solo Classes Hard Expert Dependencies

Scottish / Overseas Rider Only

Trials Adult Solo

One-Event Licence - New Application

Any

Any

Any

One-Event Licence - New App + ADD 'AND' CONDITION

UPDATE

Delete the ANY license type by clicking the X.

# Event administration.

## Edit Solo Classes Hard Expert Dependencies

Add the appropriate license type via the drop-down boxes as the examples below.

Scottish / Overseas Rider Only

Trials Adult Solo

One-Event Licence - New Application

Trials Adult (Scottish / Overseas Rider)

Trials Registration - Solo

One-Event Licence - Trials

Any

One-Event Licence - Enduro

One-Event Licence - Enduro Practice

One-Event Licence - Moped

One-Event Licence - Motocross

One-Event Licence - Motocross

Select An Option

+ ADD 'OR' CONDITION

One-Event Licence - New App

+ ADD 'AND' CONDITION

UPDATE

## Edit Solo Classes Hard Youth 'A' Class Dependencies

Scottish / Overseas Rider Only

Trials Youth

One-Event Licence - New Application

Trials Youth (Scottish / Overseas Rider)

Youth A Registration

One-Event Licence - Trials

Any

One-Event Licence - Enduro

One-Event Licence - Enduro Practice

One-Event Licence - Moped

One-Event Licence - Motocross

One-Event Licence - Motocross

Select An Option

+ ADD 'OR' CONDITION

One-Event Licence - New App

+ ADD 'AND' CONDITION

UPDATE

# Event administration.

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.

The screenshot displays the 'Edit Solo Classes S/W1 Red Dependencies' interface. At the top, there is a title bar with a close button (X) and a dropdown menu labeled 'Select An Option'. Below the title bar, there are three dependency conditions, each with a red 'X' icon and a title:

- Scottish / Overseas Rider Only:** Contains a dropdown menu with the selected option 'Trials Youth (Scottish / Overseas Rider)'. A red 'X' icon is next to the dropdown.
- Trials Youth:** Contains three registration options: 'Youth C Registration', 'Youth D Registration', and 'Youth E Registration'. A red 'X' icon and the word 'OR' are to the left.
- One-Event Licence - New Application:** Contains a dropdown menu with the selected option 'One-Event Licence - Trials'. A red 'X' icon and the word 'OR' are to the left. A dropdown menu is open below this condition, listing several license types: 'Any', 'One-Event Licence - Enduro', 'One-Event Licence - Enduro Practice', 'One-Event Licence - Moped', and 'One-Event Licence - Motocross'.

At the bottom left, there is a label 'One-Event Licence - New App' and a '+ ADD 'AND' CONDITION' button. At the bottom right, there is an 'UPDATE' button with a circular arrow icon.

# Event administration.

## 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

dd/mm/yyyy

Age Check Tool

Gender

Select Gender

Preview

Click entry stage options.

## Solo Competitor Entry Options

← BACK + ADD NEW

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

Opening Closing/Dates

Age/Gender Restrictions

Data Alterations

Opening Date 2023-10-20 01:00

Closing Date \* 2023-11-10 19:00

If late paid edits are enabled, this will be the final date and time upon which they can be performed.

Late Paid Edit Cut-Off Date

1/3

The dates and times here are dragged through from the original permit application however these can be amended at any time. These control when competitors can enter. Save any changes.

NEXT

SAVE

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.

Opening Closing/Dates      Age/Gender Restrictions      Data Alterations

Min Age

Max Age

Gender  Male  Female  Both

Age Restriction Date

PREV      2/3      NEXT

SAVE

I don't usually change anything on these two TABs however you can allow riders to edit their entry a few days before the close of the entry if you want.

Opening Closing/Dates      Age/Gender Restrictions      Data Alterations

If set to yes users will be able to edit their entry categories up until the cut off window if there is no refund required

Allow Edits \*  Yes  No

Edits Cut Off Days  ⓘ

PREV      3/3      SAVE

# 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.

## Solo Competitor Entry Options

Click Add new.

← BACK

+ ADD NEW

## Edit Entry Group

General

Limits

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 - Entry categories are grouped into one column

Separate Report Columns? \*  Yes  No

Give the field a name such as courses.

If you want the entrants course selection to display on the public entry list, select yes otherwise select no.

Fill in the remainder of the form like this and press save.

1/2

NEXT

SAVE

# Event administration.

You will now have a header called courses.

### Solo Competitor Entry Options

← BACK   + ADD NEW

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

Purchases	Search
Edit	Edit
Remove	Remove
Allowed Number	N/A
Required Number	N/A

Categories BULK EDIT +

### Edit Championship/Hard Course

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

1/3

NEXT

SAVE

Repeat until you have added all your courses.

# Event administration.

You should end up with something like this.

## Solo Competitor Entry Options

← BACK   + ADD NEW

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

Purchases	
Edit	
Remove	
Allowed Number	N/A
Required Number	N/A

### Categories

BULK EDIT

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Championship/Hard Course	£0.00	N/A	0				
Clubman A/Middle course	£0.00	N/A	0				
Clubman B/Easy Course	£0.00	N/A	0				

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.

## Solo Competitor Entry Options

← BACK + ADD NEW


Click add new.


Preview Solo Competitor Entry Form


Certification Form

Entry Stage Options

**Solo Classes**



Purchases 

















Edit 

Remove 

Allowed Number N/A

Required Number 1

**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				
Hard Intermediate	£20.00 (horsforthtrials.co.uk £20)	N/A	0				
Hard Novice	£20.00 (horsforthtrials.co.uk £20)	N/A	0				
Hard Over 50	£20.00 (horsforthtrials.co.uk £20)	N/A	0				

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

# Event administration.

**General** **Limits** ✕

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 - Entry categories are grouped into one column

Separate Report Columns? \*  Yes  No

1/2

[NEXT](#)  
[ADD NEW](#)

Set the data on the two tabs as appropriate and then select Add new

**General** **Limits** ✕

Allowed Number

Required Number

Gender

Age Restriction Date  i

Min Age

Max Age

[PREV](#)

2/2

[ADD NEW](#)

# Event administration.

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

## Solo Competitor Entry Options

← BACK

+ ADD NEW

Preview Solo Competitor Entry Form

Certification Form

Entry Stage Options

**Observers**

Solo Classes

Purchases

Edit

Remove

Allowed Number

Required Number



1

1

Categories

Click the + button



No Categories Added

Once categories have been added for this entry group they will appear here.



# Event administration.

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.

### Edit Category

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

1/3

NEXT

SAVE

### Solo Competitor Entry Options

← BACK + ADD NEW

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

Purchases

Edit

Remove

Allowed Number 1

Required Number 1

Categories

Name	Cost	Total Number	Number Taken	Purchases	Edit	Edit Dependencies	Remove
Yes	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="P"/>	<input type="button" value="P"/>	<input type="button" value="X"/>
No	£0.00	N/A	0	<input type="button" value="Q"/>	<input type="button" value="P"/>	<input type="button" value="P"/>	<input type="button" value="X"/>

# Event administration.

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

## Solo Competitor Entry Options

← BACK    + ADD NEW

Preview Solo Competitor Entry Form

**Certification Form**

Entry Stage Options

Observers

Solo Classes

Certification Info	Certification Text	Certification Text Age Below
<p>Please use the preview entry form to test any alterations carefully</p>		
Certification Required *	<input checked="" type="radio"/> Yes <input type="radio"/> No    ⓘ	
Certification Required If Below Age	<input type="text" value="18"/> ⓘ	
Require Details *	<input type="radio"/> Yes <input checked="" type="radio"/> No    ⓘ	
Require Details If Below Age *	<input checked="" type="radio"/> Yes <input type="radio"/> No    ⓘ	
Require Details Position Name	<input type="text" value="Certifier Position"/> ⓘ	
Certification Tab Title	<input type="text" value="Certification"/> ⓘ	
Certification Tab Title Below Age	<input type="text" value="Parent / Legal Guardian Certific"/> ⓘ	

1/3

NEXT


SAVE

# Event administration.

Certification Info          Certification Text          Certification Text Age Below

The certification text that they will be agreeing to.

Certification Text \*



I certify all details are accurate to the best of my knowledge.

PREV

2/3

NEXT

SAVE

# Event administration.

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

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, image, bulleted list, numbered list, decrease indent, increase indent, and source code. A maximize icon is also present on the right side of the toolbar.

I certify all details are accurate to the best of my knowledge.

PREV

3/3

SAVE

# Event administration.

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

The screenshot shows a web application interface for event administration. At the top left, there are two buttons: '← BACK' and 'REGISTRATION LINK'. A left-hand sidebar contains a list of menu items: 'Event Info', 'Additional Event Documentation', 'Solo Competitor Entry Options', 'Event Files', 'Discount Codes', 'Bulk Age Restriction Date Change', 'Entries', 'Manual Alterations - Solo Competitor Entry', 'Manual Additions - Solo Competitor Entry', 'Sent Emails', 'Reports', and 'Admin Access'. The main content area is a tabbed interface with five tabs: 'Event Details', 'Venue Address', 'Additional Info', 'Payment Confirmation Email' (which is the active tab), and 'Event Admin Tools'. Above the main content area is a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, text color, background color, bulleted list, numbered list, decrease indent, and increase indent. The text area of the editor contains the following content:

Thanks for you entry, you will be contacted on the 22nd after the entries have closed with your rider number.

**Important note for competitors riding electric machines.**

The ACU event insurers have imposed some additional risk prevention measures on electric machines therefore we have had to impose some restrictions and requirements on the entrants as follows:

- Batteries must be changed 2m away from other vehicles/awnings or other flammable items.
- Competitors on electric machines must provide an ABC type fire extinguisher.
- Batteries must be OEM parts or CE marked approved alternatives.
- Batteries cannot be charged at the event.
- Batteries and machines could be subject to inspection for obvious signs of damage.
- Owners, parents or guardians should familiarise themselves with the type of battery fitted to the machine and should familiarise themselves with battery care.

At the bottom of the interface, there are three buttons: 'PREV', '4/5' (indicating the current page), and 'NEXT'. In the bottom right corner, there is a 'SAVE' button.

The statement about electric bikes is just a suggestion. (Belts & Braces)



# 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

dd/mm/yyyy

Age Check Tool

Select a date of birth to test and click preview.

Gender

Select Gender

Preview

CATEGORIES

COMPETITOR DETAILS

MACHINE DETAILS

ACU DECLARATION

Solo Classes \*

Select an option

Observers \*

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

option

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

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

\* indicates required field

PREVIOUS

NEXT