Guide to setting up Events on Sport80 Core Platform

Event administration.

Event administration.

Event administration.

This page should now be displayed

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

← BACK   REGISTRATION LINK

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

Event Info

Official Event Documentation

Entry Options

  Solo Competitor Entry Options

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  Solo Competitor Entry

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Discount Codes

Bulk Age Restriction Date Change

Entries

Manual Alterations

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Admin Access

Event Name *   Horsforth & DMC Ltd. Bob Owen

Event Discipline *   Trials

Event Start Date *   2023-11-11

Event Start Time   11:00

Event End Date *   2023-11-11

Event End Time   18:00

Club Name *   Horsforth & DMC Ltd

Event Organiser Email *   hdmcltd@virginmedia.com

Event Organiser Phone Number   07974 910714

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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 * [☰] [Select 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   [✏️]

Click on the pencil.

Remove   [❌]

Allowed Number   *N/A*

Required Number   1

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 * Solo Classes

Display On Entry List * ● Yes ○ No

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

Select Dropdown? * ● Yes ○ No

Description

Order 1

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

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

Separate Report Columns? * ○ Yes ● No

Click next.

1/2

NEXT

⊘ SAVE

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	1
Required Number	1
Gender	Select Gender
Age Restriction Date	
Min Age	
Max Age	
Number Available	

PREV

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

Click Save.

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.

BULK EDIT ✏ +

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	🔍	✏	✏	✕
Twinshock	£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	*N/A*
Required Number	1

Categories

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

[+]

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.

Give the entry class a name.

Make sure this is set to No.

Set cut-off date to the date of the event. (see note below)

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 * ⊕ 20

Early Bird Unit Cost ⊕

Late Entry Unit Cost ⊕

Early Bird Fee End Date 📅 ℹ

Late Entry Fee Start Date 📅 ℹ

Account Code ⊕

Class Code ⊕

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

PREV   2/3

Click next.   NEXT

⊘ SAVE

Event administration.

Entry classes.

Edit Category

| | General | Pricing | Limits |

Total Number

Gender: Select Gender

Age Restriction Date: 2023-07-23

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

Min Age: 16

Max Age: 99

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

PREV

Click save.

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.

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 ✕

✕

✕ One-Event Licence - New Application

☰ Any ✕

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

☰ Select An Option ▲

One-Event Licence - New Application
Scottish / Overseas Rider Only
Trials Adult Solo
Trials Sidecar Driver / Passenger
Trials Youth

+ ADD 'OR' CONDITION

⊕ UPDATE

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

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

☰ Any ✕

✕ **OR** Trials Adult Solo

☰ Any ✕

✕ **OR** One-Event Licence - New Application

☰ Any ✕

...on ▼ **+ ADD 'OR' CONDITION**

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

Delete the ANY license type by clicking the X.

⊕ UPDATE

Event administration.

Edit Solo Classes Hard Expert Dependencies

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

Select An Option | + ADD 'OR' CONDITION

Scottish / Overseas Rider Only | OR Trials Adult Solo | OR 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 - New App | + ADD 'AND' CONDITION

⊕ UPDATE

Edit Solo Classes Hard Youth 'A' Class Dependencies

Select An Option | + ADD 'OR' CONDITION

Scottish / Overseas Rider Only | OR Trials Youth | OR 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 - New App | + ADD 'AND' CONDITION

⊕ UPDATE

Event administration.

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

[Age Check Tool]

Date Of Birth

dd/mm/yyyy 🗓

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

[NEXT]

[⊘ SAVE]

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.

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.

Screen 1 (2/3)

Opening Closing/Dates	Age/Gender Restrictions	Data Alterations

Min Age

Max Age

Gender ○ Male ○ Female ● Both

Age Restriction Date

PREV   2/3   NEXT

SAVE

Screen 2 (3/3)

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 3

PREV   3/3

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.

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

← BACK   + ADD NEW

Click Add new.

Edit Entry Group

General   Limits

Name *   ⊕ Course

Give the field a name such as courses.

Display On Entry List *   ⦿ Yes   ○ No

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

Select Dropdown? *   ⦿ Yes   ○ No

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

Description   Select the course you wish to ride

Order   ⊕ 2

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

Separate Report Columns? *   ○ Yes   ⦿ 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.

Highlight courses and press the + button.

Give the course a name and cut-off date and press save.

Repeat until you have added all your courses.

Event administration.

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.

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	🔍	✏️	✏️	❌

Event administration.

General

Name * ⊕ Observers

Display On Entry List * ○ Yes ⦿ No

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

Select Dropdown? * ⦿ Yes ○ No

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

Order ⊕ 0

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

Separate Report Columns? * ○ Yes ⦿ No

Limits

1/2

NEXT

⊘ ADD NEW

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

General

Allowed Number ⊕ 1

Required Number ⊕ 1

Gender ☰ Select Gender ▼

Age Restriction Date 📅 ⓘ

Min Age ⊕

Max Age ⊕

Limits

2/2

PREV

⊘ ADD NEW

Event administration.

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

Click the + button →   +

No Categories Added

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

⬆

Event administration.

Event administration.

Event administration.

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

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

PREV

3/3

SAVE

Event administration.

← BACK | 📋 REGISTRATION LINK

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

Event Info

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Bulk Age Restriction Date Change

Entries

Manual Alterations - Solo Competitor Entry

Manual Additions - Solo Competitor Entry

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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.

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

PREV   4/5   NEXT

⊘ SAVE

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

Select a date of birth to test and click 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 ▾]

* 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 1st page are all the questions or options that you have set.