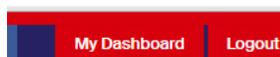


SSCCRRL event registration template

This guide has been produced to assist you with the registration of your event for the South Staffordshire & Shropshire Cycling Clubs Road Racing League. By following the steps detailed below we should ensure that the events promoted by the various clubs are consistent in terms of how they are presented on the British Cycling Event Calendar.



Open the BC Website and login (membership number and password required) |



Go to your dashboard



Select the “event organiser” option from the left hand side menu bar



and go to your “Event dashboard” page.

NOTE – any information entered to create a new event will automatically be saved for you to return to at a later date.

To return to the event to complete/add information click on the “my events” button on the organiser dashboard, locate the event in the list provided and click on ‘Manage event’ which will take you to the first page of the event information

Blue ‘info’  buttons will provide hints and information

*Any box or field with a * next to it is a mandatory field. This must be completed and you will not be able to navigate to the next page until this information has been completed.*



Scroll to the foot of the page and select “create new event”

If you have not organised an event with online entry before a pop up screen will ask you if you want to use BC online Entry and would direct you through setting up a bank account to link to. You can ignore this for now as we do not require on line entry for individual events with the way the league operates. So select No and move on.

The event creation is a simple five stage process. The stages, and the one that you are on, are shown at the top of the page. The red underline shows what page you are on.

Page 1 – Event Details **Create Event**

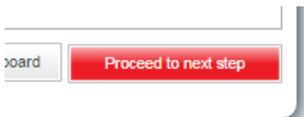
There is now a **Calendar Clash tool**. This is useful if you are unsure what other activity is happening nearby on or around the time of your event. But for the purposes of the SSSCCRRL events it is pretty safe to not have to use this.

There is then the option to **Clone an event** from a previous event you have promoted. As the SSSCCRRL events were in Steve Allcott’s name then there is not likely to be a previous SSSCCRRL event for you to clone from. Ignore this for now but in future year’s you will be able to “clone” from this year’s event and save having to set up the event from scratch.

Event Details then need to be completed

Field name	What to insert
Event type	<div style="text-align: right;"> <input checked="" type="radio"/> Competitive <input type="radio"/> Non-Competitive </div> Select ‘Competitive’ button
Discipline	<div style="text-align: right;"> <input type="text" value="Road"/> </div> Select Road from Dropdown menu
Event name	Insert event name. This should be as follows with your respective round number. “SSSCRRRL Round xx”
Start date	Click on the calendar icon to select event date
End date	This will auto populate with the “start date”
Maximum number of entries	Insert “80”
Promoting Club / Organisation	Start typing the organising club name. Information is linked to the database so affiliated clubs names will appear when you start typing. Click on the club name when it appears
Event Website	Add the URL for the SSSCCRRL website www.ssscrrl.co.uk
Link to Facebook	Add the URL for the SSSCCRRL facebook page https://www.facebook.com/ssscrrrleague/
Link to Twitter	Leave blank
Link to Video	Leave blank
About your Event	
Information for riders	Include the following as a minimum. You can then add further event specific details such as restrictions on car parking etc.

	<p>Entry to the road race league events is subject to affiliated clubs riders assisting on one of the events over the 11 week series.</p> <p>Riders of league affiliated clubs can enter the full 11-week series in advance for £130. Entry for individual races is on the day £20.</p> <p>To enter the full series in advance, please go to the League Registration page (see SSSRRL website)</p> <p>Signing on closes promptly at 18h45, race start is 19h00.</p>
Email message for riders	Ignore this and leave blank.
Refund Policy	Leave as the default option of “Refunds are at the discretion of the organiser”
Event Venue	<p>Use either ‘Search by name’ or ‘search by postcode’. Enter details in the relevant box.</p> <p>Event venues used previously will all be stored in the database so venue options should start to appear as you type. Click on the green + symbol to select the venue that you wish to use and the details will self-populate.</p> <div data-bbox="831 675 1263 879"> <input type="text" value="great"/> <input type="text" value="Search venue by postcode"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div> <div data-bbox="831 903 1323 1018"> <p><input checked="" type="checkbox"/> Great Blakenham Cycle Speedway Recreation Ground, Mill Lane, Great Blakent</p> <p><input checked="" type="checkbox"/> Great Woking CS</p> </div> <p style="text-align: right;"><input type="checkbox"/> Add New Venue </p> <p>If you are using a new venue then tick the box requested.</p>



Select “Proceed to next step” located at the foot of the page.

Page 2 Event Settings & Contact Info

Field name	What to insert
Event Settings	Not a lot to fill in here as we are not using the on line entry for individual events (entry is dealt with through the league registration).
	The “Online entry” option shown below will only show if you have a bank account linked to your Organiser dashboard. Leave the “Cheques payable to” blank and make sure the box next to “Show entry form URL” is unticked.
	<p>Event Settings</p> <hr/> <p>Online Entry <input type="checkbox"/> I wish to use the British Cycling online entry system for this event</p> <p>Cheques payable to <input type="text"/></p> <p><input type="checkbox"/> Show entry form URL</p>
Contact Information	This is the Organiser’s contact information. It takes information from your membership details on the database. Select what contact details you wish to be made public. You have the option of adding alternative contact details if the ones shown are not ones you wish to use. Please make at least one method of contact information visible.
Email address:	Select the appropriate button.
Telephone:	Select the appropriate button
Address:	Select the appropriate button – the recommendation is to hide your personal address unless you are still receiving postal entries.

Select “Proceed to next step”

Page 3 – Add Races

Event: SSSCCRRL Test

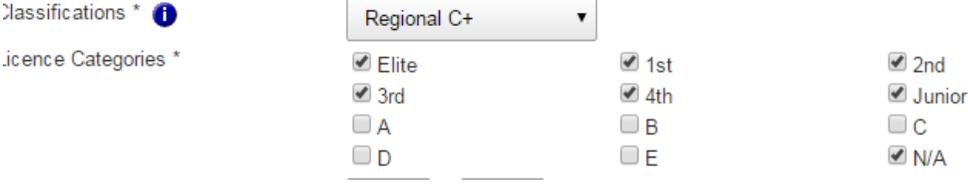
Contact information saved successfully

No race added yet.

Add Race

Click on “Add race” button under the red banner

The page will then prompt you to add further details about the specific race.

Field name	What to insert
Race Details	
Race Name	Insert relevant race name as shown below: <i>E/1/2/3/4</i>
Discipline	Select “Road” from the drop down list.
Start Date	This should show the date set on the first page of the event set up.
Time	Set the time for the race start. This should be “19h00”
Male only	You can leave this unticked.
Female only	You can leave this unticked.
Classifications	Select “Regional C+” from the drop down menu 
Licence Categories	These will auto-populate based upon the classification selected (as shown above)
Duration - Hrs/Mins, Distance (miles), Distance (km), Laps	Insert the distance for the race. The system will automatically calculate the equivalent number of miles or KM’s depending on which you add first.
Estimated number of participants	Insert “80”
Race Series	
Associate series to race?	Check the box and the following boxes will appear

	<p>Race Series</p> <p>Associate series to race? <input checked="" type="checkbox"/> <i>i</i> Associate race with an existing series</p> <p>Series 1 <input type="text" value="Please select"/></p> <p>Series 2 <input type="text" value="Please select"/></p> <p>Series 3 <input type="text" value="Please select"/></p>
Series 1	Select 'South Staffordshire & Shropshire Cycling Clubs Road Racing League' from the drop down menu. This will create a common link for all the rounds of the league. When on the events calendar, riders searching for the events can click on the link and it will bring up all remaining rounds in the league.
Series 2	Leave blank
Series 3	Leave blank
Team Entry	
Allow team entry	Leave box unchecked
Entry Fees	
Postal Fee (£)	Leave as 0.00
On Day Fee (£)	Insert appropriate fee for the race. This is £20.00
Online Fee (£)	Leave as 0.00
Online entry	If showing, leave the box un-ticked. If there is on-line entry per event then further information would need to be completed. If you are organising events outside of the SSSCCRRL and need help on this then let me know.



Click on 'Save Race' button at the bottom of the page

The race will now be listed on the event as follows

Add Race for event: SSSCCRRL Test

Race saved successfully

Name	Date	Gender	Discipline	Classification	Licence categories	Actions
SSSCRRRL Test	12/05/2016 19:00	Either	Road	Regional C+	1st, 2nd, 3rd, 4th, Elite, Junior, N/A	<input type="button" value="Edit race"/> <input type="button" value="Remove race"/> <input type="button" value="Clone race"/>

You can edit the race to change any details, remove the race to delete it completely, or clone it if you wish to add further races that are similar. You can also simply click on "Add another race" to create more races within the event. For the purposes of the SSSCCRRL you don't need to add any more races to the event.

Select "Proceed to next step"

Page 4 - Add Documents

Here you can add documents to the event when it is submitted. As a minimum for the SSSCCRRL events this should be the **Permit Application**.

If you have a previous Permit Application form from a previous event then amend that on your computer and save it or click on the hyper link to download a blank copy of the Permit Application form, complete it with your event details and save it to your computer.

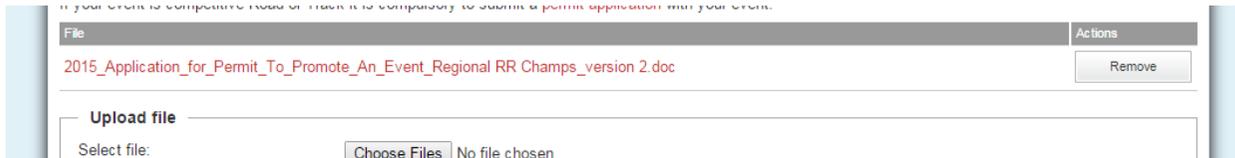
Then click on “Choose Files” to locate the file.

Upload file

Select file:

No file chosen

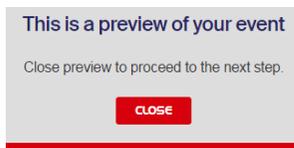
Select the document you wish to upload and then click on “Upload file(s)”. The document will then be attached to the event, as shown below.



Click on the “Event Preview” button. This will bring up, in a new page, a preview of the event as it will appear on the BC website once approved. This page, although not live on the website, is fully interactive and you can navigate around the various event pages so that you can check that it looks as you expected and if you have missed any information.



Once you are happy click on “Close” at the top of the page and you will return to the event set up. You can return to any of the event pages to correct or add information.



Select ‘Proceed to next step’

Page 5 – Payment

Any fees payable for the event registration will be listed here with the card payment screen. The appropriate event registration fee will be automatically calculated by the system based upon the event classification added when creating the event.

Check that the Event Registration fee is correct. If not go back and check the event details you have selected and inputted.

You can leave the event on your dashboard if you need to check or obtain further details. The event will remain as a “Draft” until such time as you submit it. Whilst still in “Draft” status you can amend any of the details and information in the event by selecting “Manage Event”.

SSSCRRRL Test (387452) Draft 12/05/2016 West Midlands Manage event Delete event

Do not submit your event, until you are happy with it and all information is included. Once submitted the information you can edit becomes more limited.

Once happy that your event is ready to submit, complete the card details and check that the address shown is correct for the card.

I hereby confirm that I have read and understood the [terms & conditions](#) of using the British Cycling event management system. *

Return to event organiser dashboard

Back to previous step

Submit Payment

Tick the box for the “T&C’s” and then select “Submit”

No further changes can be made to the event information once the event has been submitted until it has been approved by the Regional Competitions Administrator and the Event Development Officer. The status of the event will show as “Awaiting Regional Approval” and “Awaiting HQ Approval” respectively. You can therefore track who your event is with for approval.

Status
Active

Once the event has been approved and is live on the BC website, the status will change to “Active”

MY EVENTS

Once the event is on the website you can access the event information through the ‘My events’ button on the Organiser dashboard.

This is where you can access anything to do with the event. There is a lot of functionality to work with here; if anyone wants to know more on this then please get in touch.

Any further queries then contact your Regional Events Officer, Keith Evans on keithevan@britishcycling.org.uk or 07940 302073