

# HOW TO ADD EVENTS

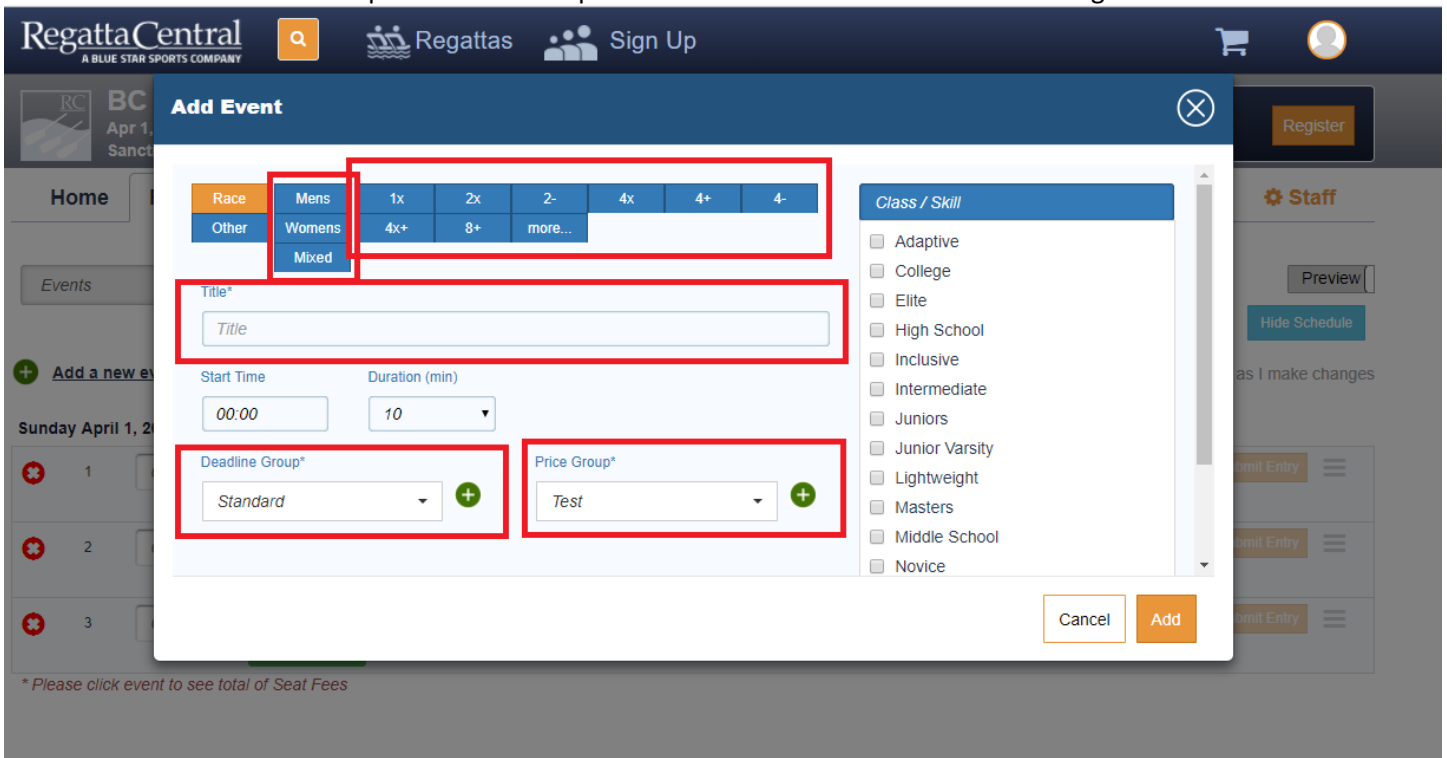
1. Go to regatta page, and click the "Register" tab.
2. Click on the "Edit" toggle on the right side of the page

The screenshot shows the RegattaCentral website interface for the event "BC Jamie's Head of the Next Generation Payment Test". The top navigation bar includes the RegattaCentral logo, a search icon, "Regattas", "Sign Up", a shopping cart, and a user profile icon. Below the navigation bar, the event details are displayed: "BC Jamie's Head of the Next Generation Payment Test", "Apr 1, 2020 | Burnaby, BC (CA)", and "Sanctioned by Rowing Canada Aviron". On the right, there are statistics for "ENTRIES 6" and "CLUBS 3", along with a "Register" button. The main navigation menu includes "Home", "Register", "Schedule/Results", "Clubs", "Entries", and "More". A "Staff" link is also visible. Below the navigation, there are filters for "Events", "All Genders", and "All Boats". A purple arrow points to an "Edit" button in the top right corner of the event details section. The event schedule for "Sunday April 1, 2018" is shown below, with three events listed: "Womens 1x" (Current Entries: 4), "Womens 1x" (Current Entries: 1), and "Womens Masters 2x" (Current Entries: 1). Each event row includes a "Submit Entry" button. A note at the bottom of the schedule reads: "\* Please click event to see total of Seat Fees".

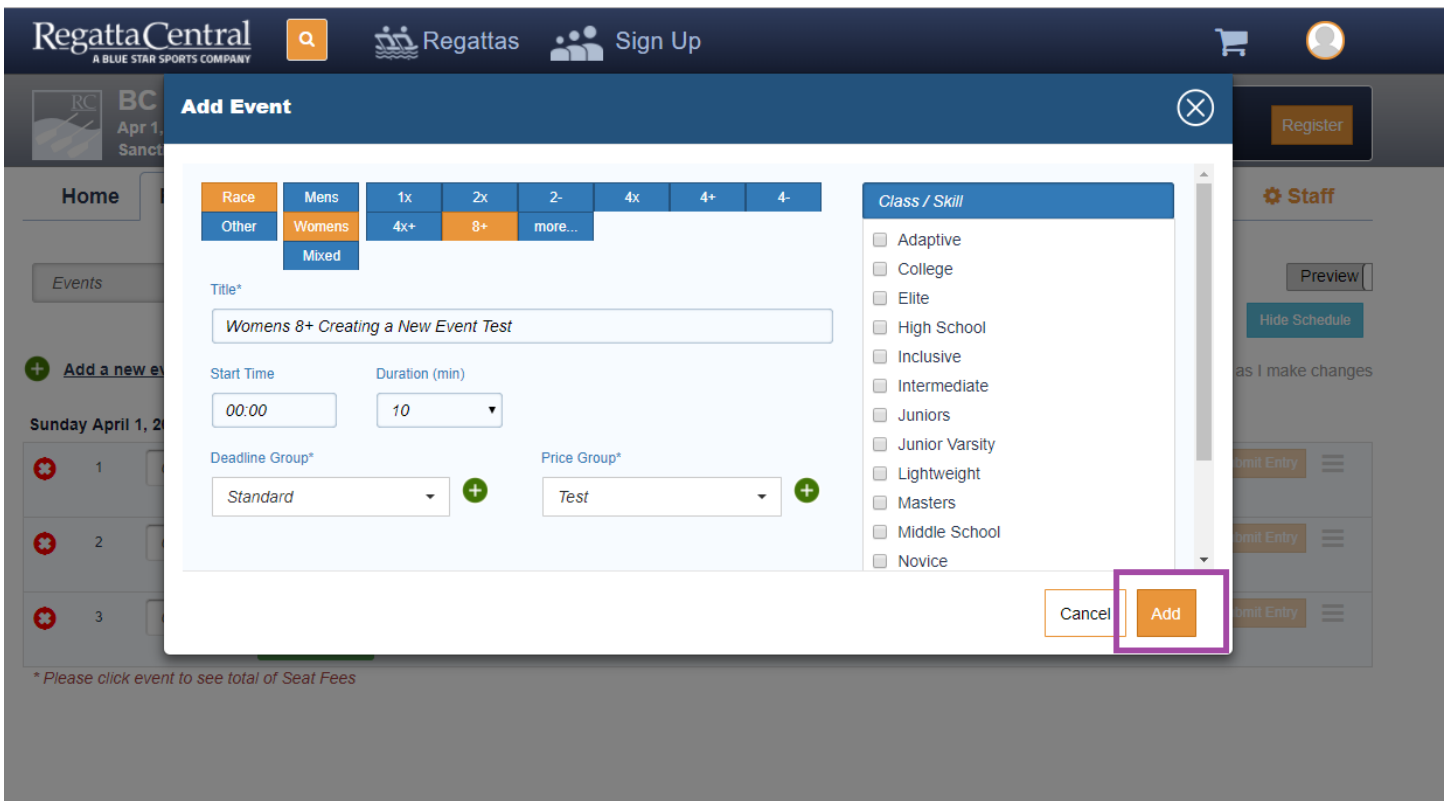
3. Click the "Add a new event" link to add a new event.

The screenshot shows the same RegattaCentral website interface as above, but with the "Add a new event" button highlighted with a purple box. The "Edit" button is no longer visible. The event schedule for "Sunday April 1, 2018" is shown below, with three events listed: "Womens 1x" (Current Entries: 4), "Womens 1x" (Current Entries: 1), and "Womens Masters 2x" (Current Entries: 1). Each event row includes a "Submit Entry" button and a menu icon. A note at the bottom of the schedule reads: "\* Please click event to see total of Seat Fees".

4. You will need to, at minimum, fill out the 5 outlined boxes. Gender, Shell Type, Title, Deadline Group, and Price Group.
- a. Deadline Groups and Price Groups can also be created on the Home Landing tab.



5. Once you filled out the required information, and any additional that you would want, click the "Add" button in the bottom right.



6. The new event will appear on the event list.

RegattaCentral  
A BLUE STAR SPORTS COMPANY

Regattas Sign Up

BC Jamie's Head of the Next Generation Payment Test  
Apr 1, 2020 | Burnaby, BC (CA)  
Sanctioned by Rowing Canada Aviron

ENTRIES 6 CLUBS 3 Register

Home Register Schedule/Results Clubs Entries More Staff

Events All Genders All Boats Preview Hide Schedule

+ Add a new event  Update the event numbers as I make changes

Event #	Time	Event Title	Gender	Boats	Fee	Current Entries	Buttons
1	03:00	Womens 8+ Creating a New Event Test	WOMENS	8+	\$1.00 + Seat Fees*	0	Submit Entry
2	09:00	Womens 4+	WOMENS	4+	\$1.00 + Seat Fees*	4	Submit Entry
3	09:00	Womens 1x	WOMENS	1x	\$1.00 + Seat Fees*	1	Submit Entry
4	09:00	Womens Masters 2x	WOMENS	2x	\$1.00 + Seat Fees*	1	Submit Entry

\* Please click event to see total of Seat Fees

7. Just like in the legacy system, you can drag and drop to change the order and update information by click on the title.

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Regattas Sign Up

Event Editor

Description Entry Form Fees Handicaps Caps & Limits Eligibility Fields Divisions Notes

Event # 1

Event Title Womens 8+ Creating a New Event Test  
(e.g. Men's Novice 8+) Max 70 chars

Gender Womens

Event Code Event Code  
(e.g. MN8+) Max 10 chars

Make sure the title and event code semantically match the gender & shell attributes

Status Open (based on deadlines)

Deadline Group Standard

Registration Process Standard

Accept Guaranteed Entry Codes

Cancel Save