

HOW TO ADD NEW EVENTS

1. Go to regatta page, and “Event List” page on the sidebar.
2. Click on the “Edit” tab on the top of the page

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with 'Home', 'Regattas', 'Results', 'Clubs', 'Programs', 'Learn-To-Row', 'Camps & Clinics', and 'Volunteer'. Below this is a search bar and social media icons. The main content area displays the event 'ABC USD Sprints' for 'Mar 14, 2020' in 'Barrie, OH (USA)'. It includes statistics for '4 Entries', '3 Clubs', and '48 / 25' participants, along with a 'Register' button. A sidebar on the left contains an 'INFORMATION' section with a menu: Overview, News, Contacts, Sponsors, History, and Venue. The main event details section has 'View' and 'Edit' tabs, with the 'Edit' tab highlighted by a purple arrow. Below the tabs is a note: 'Note: For updates and last minute changes be sure to check the news and heat-sheet/draw pages.' A table lists the event schedule for 'Saturday, March 14, 2020':

Event#	Time*	Event Code	Event
1			Womens 1x
2			Mens 2-

3. You will need to, at minimum, select a Gender, a Shell size, a Deadline Group, and a Price Group.
 - a. You can create new Deadline Groups from the “Dates & Deadlines” page
 - b. You can create new Price Groups from the “Overview” page
 - c. You can also select a Category, Class/Skill, Weight or provision taxes
4. Once you have selected the 4 above mentioned items, click the “Add” button on the right side.

This screenshot shows the 'Add Event' form on the RegattaCentral website. The 'Edit' tab is highlighted with a purple arrow. A blue information box states: 'The schedule is currently visible. You may hide the schedule from public view (useful if you need to make changes and dont want athletes and coaches seeing the schedule in the interim)'. Below this is the 'Add Event: Race | Other' form. The form includes a grid for selecting attributes: Gender (M, W, Mx, Jr, HS, Coll, Open, Mstr), Category (Adpt, Rec, Nov, JV, Var), Class / Skill (Ltwt, 1x, 2x, 2-, 4x, 4+, 8+), and Shell (1x, 2x, 2-, 4x, 4+, 8+). The 'M' gender and '1x' shell options are highlighted in green. The form also has fields for 'Title' (Mens 1x), 'Duration' (10 minutes), 'Deadline Group' (standard), and 'Price Group' (1x). The 'Add' button is highlighted with a purple arrow. At the bottom, it shows 'RCA Seat Fee 3.25' and 'ON Seat Fee 2.25'.

5. The new event will appear on the event list, and you should see a success message at the top.

RegattaCentral
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Home **Regattas** Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire ▾ | Settings ▾ | Support

ABC USD Sprints

Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 48 / 25 **Register**

INFORMATION

View Edit **Updates Saved**

The schedule is currently **visible**. You may **hide** the schedule from public view (useful if you need to make changes and dont want athletes and coaches seeing the schedule in the interim).

Add Event: race | Other

Select the event's attributes and click 'Add' Cancel

Gender			Category				Class / Skill				Weight		Shell						
M	W	Mx	Jr	HS	Coll	Open	Mstr	Adpt	Rec	Nov	JV	Var	Ltwt	1x	2x	2-	4x	4+	8+

Title Duration minutes **Add**

Deadline Group

Price Group

Taxes

RCA Seat Fee 3.25
ON Seat Fee 2.25

To edit, *drag-and-drop* events into the desired order and click 'save'

Save Update event numbers to reflect the new order

Event #	Time	Shell	Title	Process	Deadline Group	Line-Up	Birth dates	Handicap	Caps		Price Group	Tax	Entries
									Total	Per Club			
1	00:00	1x	Womens 1x	STND	standard	D	No		1		1x	N	2
2	00:00	2-	Mens 2-	STND	standard	Reqd.	No				2x	N	1
3	00:00	1x	Mixed 1x	APPI	standard	D	No				1x	N	1
4	00:00	1x	Mens 1x		standard	Reqd.	Mand.					N	0

REGISTRATION

Dates & Deadlines
Rules & Eligibility
Registration Form
My Entries
My Invoice
Waiver

TRAVEL & LODGING

Directions & Parking

6. You can drag and drop to re-order the events, then save you changes by clicking the "Save" button.

- To Edit an event, click on the title and the Event Editor Pop-Up will appear, and you can navigate between the tabs to make changes.

The screenshot displays the RegattaCentral website interface. At the top, the navigation bar includes 'Home', 'Regattas', 'Results', 'Clubs', 'Programs', 'Learn-To-Row', 'Camps & Clinics', and 'Volunteer'. A search bar and social media icons are also present. The main header for the event 'ABC USD Sprints' shows the date 'Mar 14, 2020', location 'Barrie, OH (USA)', and host 'Anytown Boathouse Club'. A 'Register' button is visible with statistics for 4 entries and 3 clubs.

The 'INFORMATION' section on the left lists various event details. The 'Event Editor' pop-up for 'Mens 1x' is open, showing the following fields and options:

- Description** (selected tab)
- Event #: 4
- Event Title: Mens 1x (e.g. Men's Novice 8+) Max 70 chars
- Gender: Mens
- Event Code: (e.g. MN8+) Max 10 chars
- Note: *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

Buttons for 'OK' and 'Cancel' are at the bottom of the pop-up.