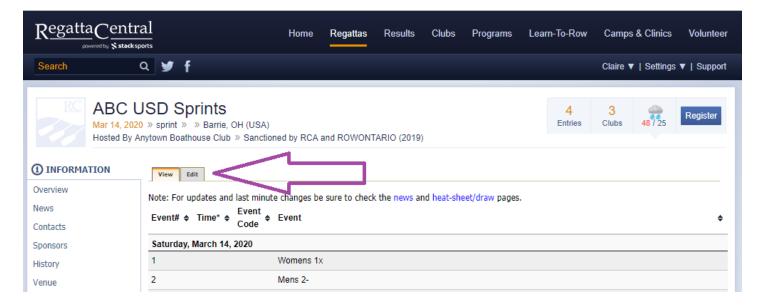
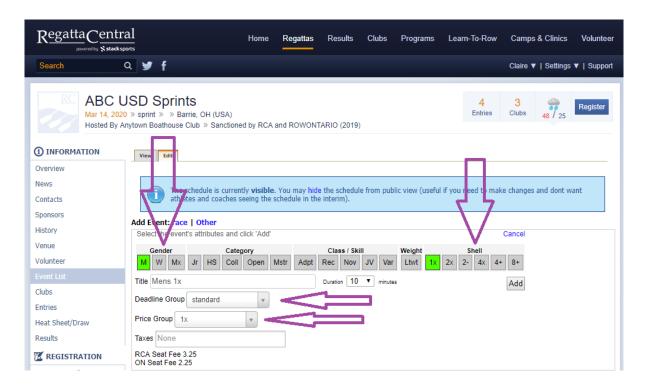


## HOW TO ADD NEW EVENTS

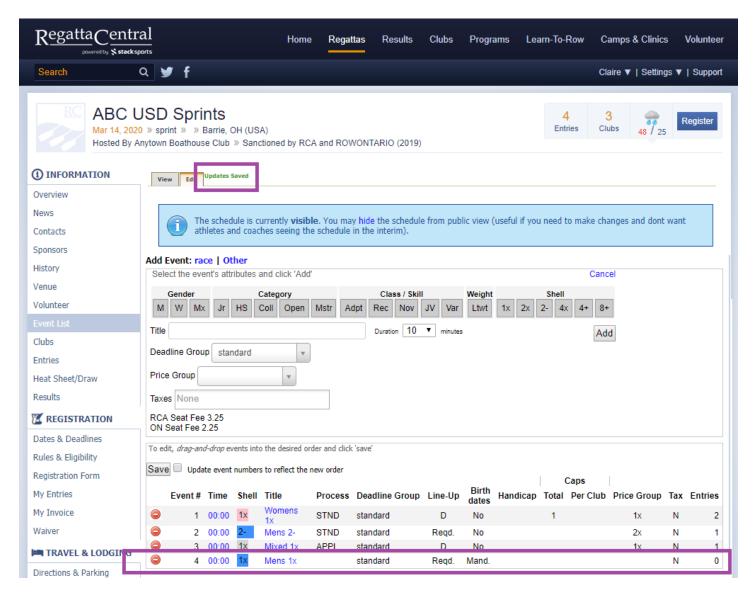
- 1. Go to regatta page, and "Event List" page on the sidebar.
- 2. Click on the "Edit" tab on the top of the page



- 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.



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



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

7. 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.

