

# ORGANISER'S WEB TOOLKIT



## A GUIDE TO THE ONLINE PARTS OF ORGANISING AN EVENT

Don't worry. You aren't going to have to do lots of technical stuff.

### WEBSITE ENTRY

The webmaster will do the setup, but needs to know what to put in.

To make sure all the required information is correct, please fill in the form at:

<https://www.quantockorienteers.co.uk/info/events-resources/organisers-resources/website-details-submission>

### RACESIGNUP DETAILS

This will be setup for you using the information on the website entry form. You might, however, need to look at information it produces.

Firstly, your Team Leader will provide you with the username and password. Then go to:

<https://racesignup.co.uk/raceadmin>

Here are a few things you might want to do...

**Helper Discount** – Go to Setup the event and then click on the event before choosing Discounts. You will see the discount code ready for you to give to the helpers.

**View Entries** – Go to Manage the entries and then click on the event before choosing Entries.

**Exporting Start List** – Go to Manage the entries and then click on the event before choosing Start List. You can export by clicking on the Excel icon.

**Assign Club SI Dibbers** – Go to Manage the entries and then click on the event before choosing Assign Hires. For each person who has ordered a dibber, enter an available number from the list on the next page of this document. If it says 'advanced' they have orders a SIAC contactless dibber. This will need to be done before generating the file for SI.

**Generating the File for SI** – Go to Export to timing system and then click on the event before choosing SI Export.

**Exporting Full Participant Details** – Go to Export to timing system and then click on the event before choosing Standard Export. This will provide you with things like next of kin contact, mobile number of participant, car registration of participant.

**QO SI**

2012900-2012930

2012932-2012945

2012947-2012954

2012956-2012958

**QO SIAC**

8655002-8655004

8655014-8655030

8455031-8455033

**JOG SI**

2012960-2012958

2012960-2012964

2012966-2012968

2012970-2012988

**Maze SI**

2015549

2043401-204315

204317-2043430

2089521-2089530