

Cycling Time Trials

Internet Entry System

A Guide for Event Organisers



(Revised) February 2013

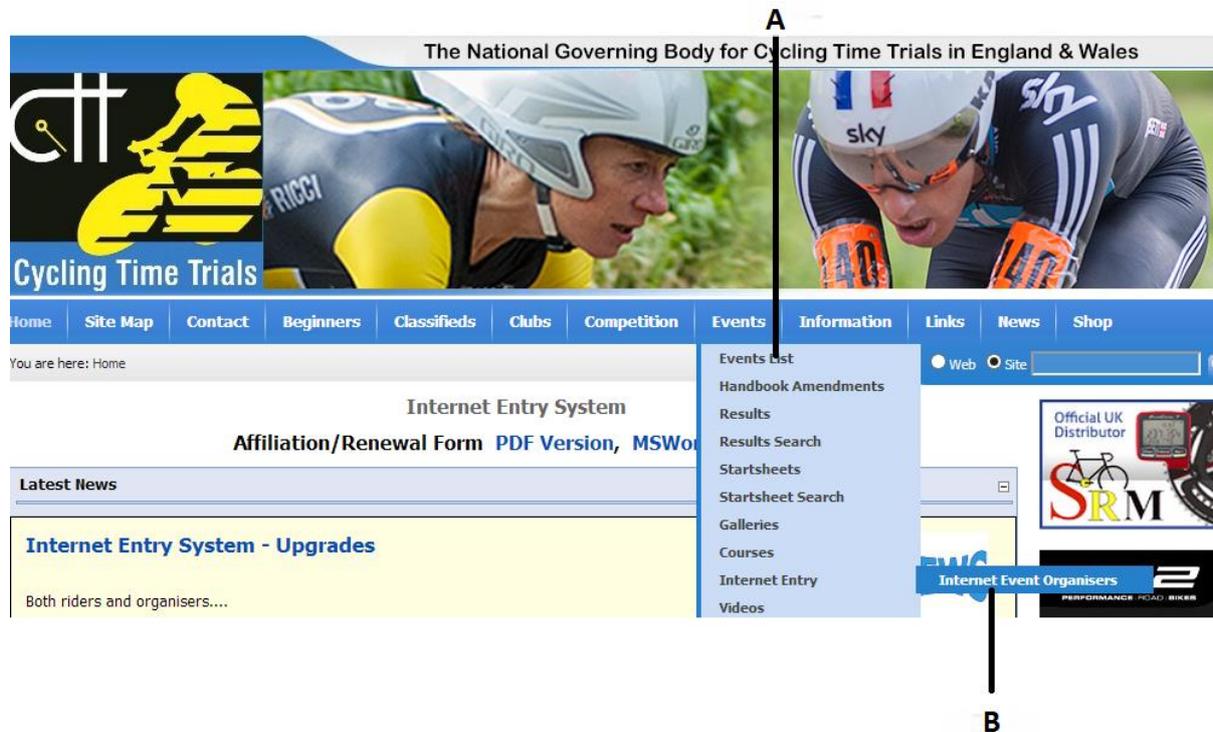
Keith Lawton, 01977 683869, 07740 429419 keith.lawton@cyclingtimetrials.org.uk
Andy Cosgrove, 01388 609824, 07868 818958 andy.cosgrove@cyclingtimetrials.org.uk

Access to the System

Access to the system is through “Events” tab on the Cycling Time Trials website
(www.cyclingtimetrials.org.uk)

From that tab there are a number of ways you can get into the system.

The easiest and most direct is explained below.

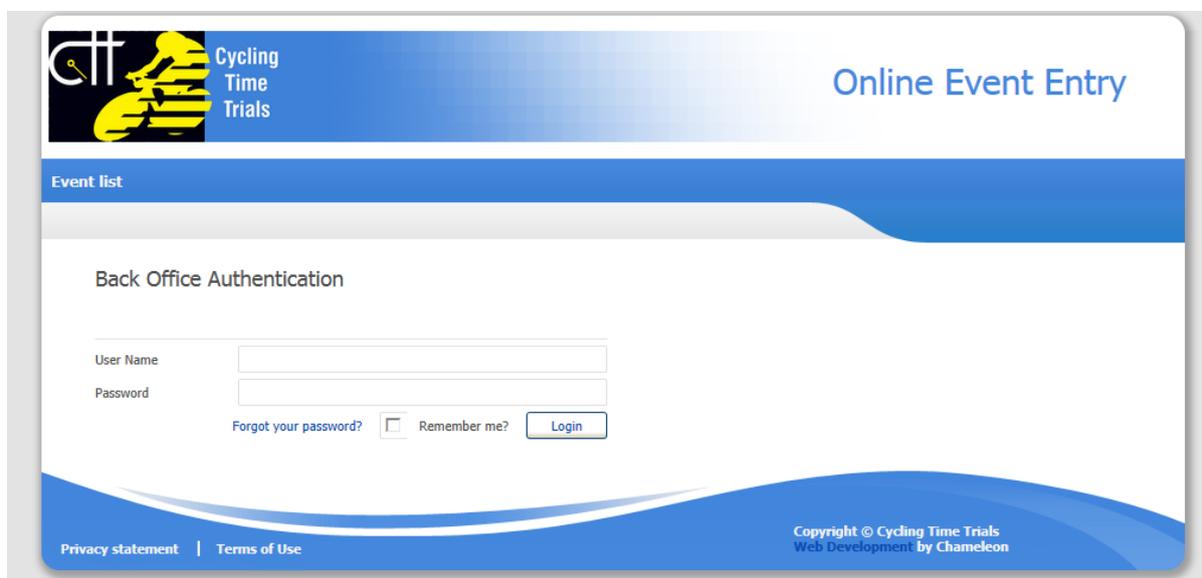


Once you are on the Cycling Time Trials Website place your cursor over the “Events Tab” (A above)

This opens up another menu.

Move the cursor down the list so that it is over the words “Internet Entry”.

To the right of that the words “Internet Event Organisers” appears (B above). Click on this tab and the screen below will appear.



This is where you enter your User Name and Password.

Your **User Name** is the **e-mail address** you supplied when you submitted your event application.

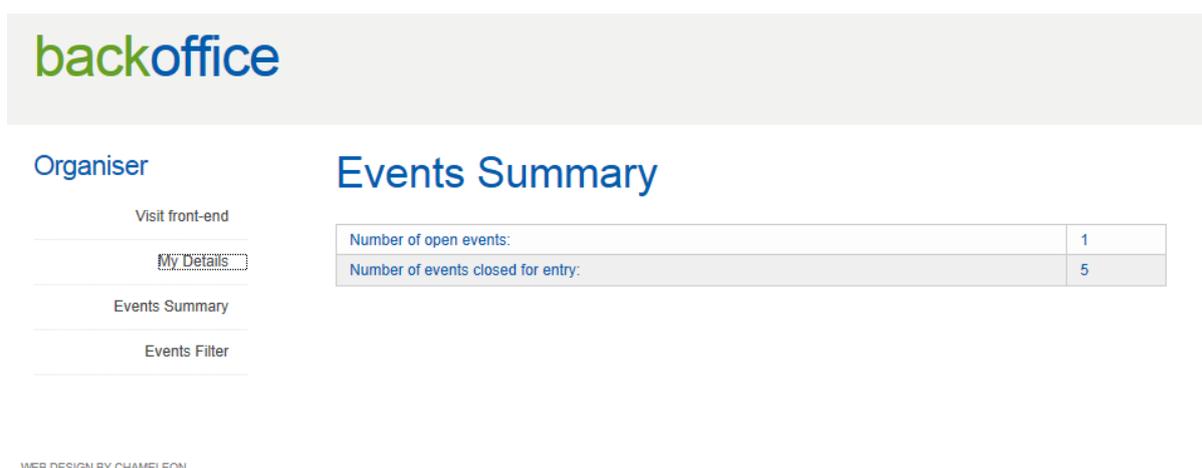
Your **Password** has been initially set as your Post Code (all in upper case with no spaces) eg **LS256LD**

It is recommended that you change your password. How to do this is explained in the “Change Password” section on **page 13**.

Once you have entered your details click on the “Login” button.

Please note. If you have already registered to use the system as a rider, your account will have been converted to “Organiser”. Your original Password will still be valid.

This takes you to the Event Organiser area, known as the “Back Office”

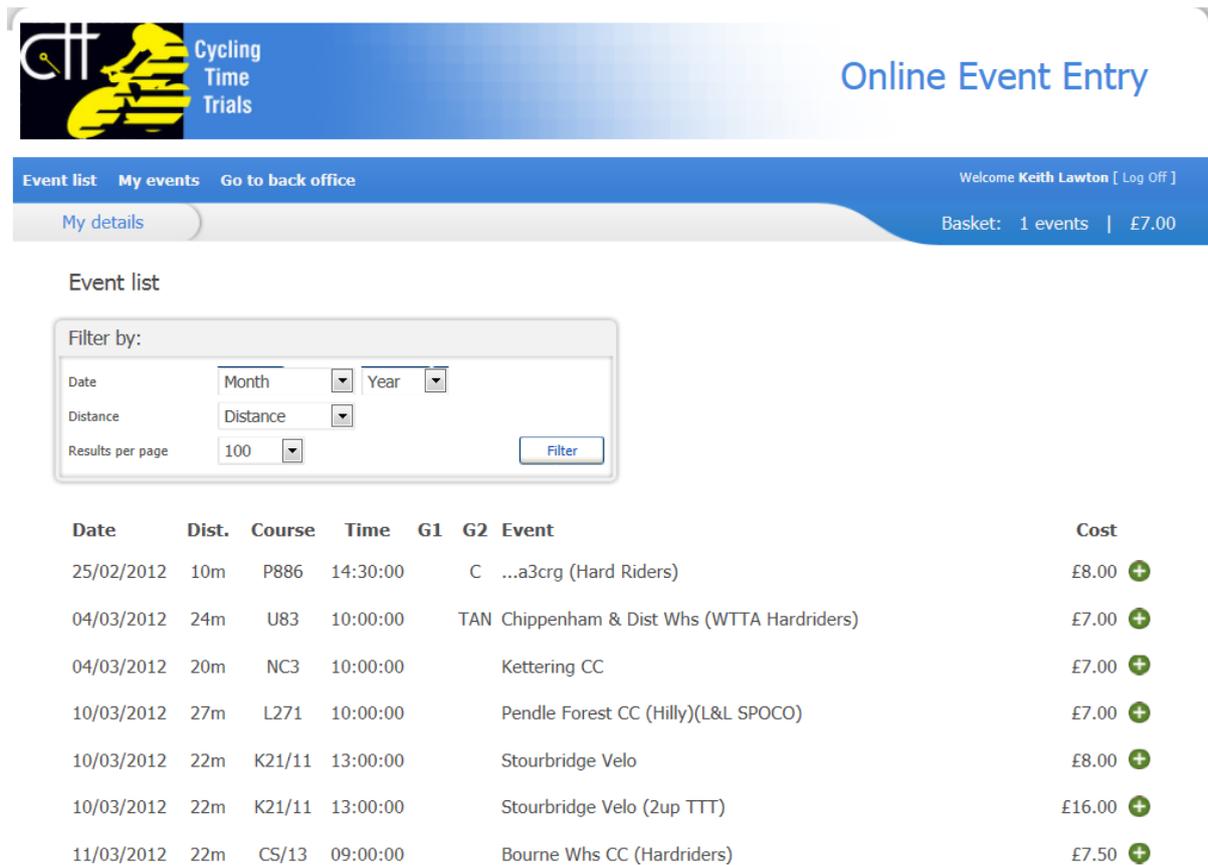


Down the left you will see various options.

We'll go through these one at a time.

Visit front-end

If you click on “Visit front-end” you will go to the list of events, as shown below.



Cycling Time Trials Online Event Entry

Event list My events Go to back office Welcome Keith Lawton [Log Off]

My details Basket: 1 events | £7.00

Event list

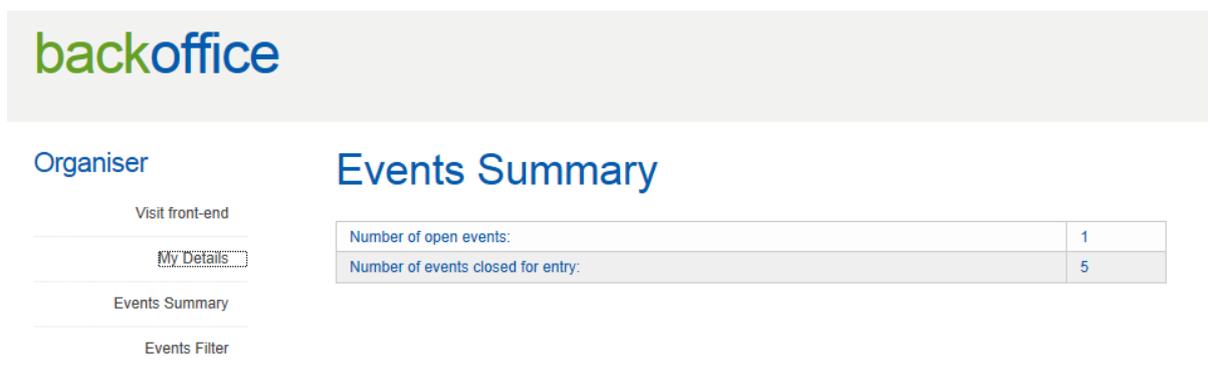
Filter by:

Date: Month Year
Distance: Distance
Results per page: 100 Filter

Date	Dist.	Course	Time	G1	G2	Event	Cost
25/02/2012	10m	P886	14:30:00	C		...a3crg (Hard Riders)	£8.00 +
04/03/2012	24m	U83	10:00:00		TAN	Chippenham & Dist Whs (WTTA Hardriders)	£7.00 +
04/03/2012	20m	NC3	10:00:00			Kettering CC	£7.00 +
10/03/2012	27m	L271	10:00:00			Pendle Forest CC (Hilly)(L&L SPOCO)	£7.00 +
10/03/2012	22m	K21/11	13:00:00			Stourbridge Velo	£8.00 +
10/03/2012	22m	K21/11	13:00:00			Stourbridge Velo (2up TTT)	£16.00 +
11/03/2012	22m	CS/13	09:00:00			Bourne Whs CC (Hardriders)	£7.50 +

You can enter events from here by clicking on a green plus sign. Details on how to enter events are not included in this guide. (It is a relatively straightforward procedure).

To return to the “Back Office” click on “Go to back office” on the menu bar.



backoffice

Organiser

Visit front-end
My Details
Events Summary
Events Filter

Events Summary

Number of open events:	1
Number of events closed for entry:	5

My Details

backoffice

Organiser

Keith Lawton

- Visit front-end
- My Details
- Events Summary
- Events Filter
- Change password

First Name	<input type="text" value="Keith"/>
Last Name	<input type="text" value="Lawton"/>
Club	<input type="text" value="Elmet CRC"/>
Email Address	<input type="text" value=" @googlemail.com"/>
Contact No.	<input type="text" value="01977 683869"/>
Bank Name	<input type="text" value="Nat West"/>
Sort Code	<input type="text"/>
Account	<input type="text"/>

Save

This is where your Personal Details appear.

First Name, Last Name, Club and Email Address should already be showing.

You will need to enter Bank Name, Sort Code and Account number.

This is required so that the entry fees collected through the Internet Entry System can be paid by Cycling Time Trials into your nominated account.

If you change the e-mail address you will be logged out of the system.

This Payment will normally be made by BACS within **48 hours of the event closing**.*

**Please see page 14 for "Returning Entries/Withdrawals"*

Events Summary

backoffice

Organiser

Visit front-end
My Details
Events Summary
Events Filter
Change password

Events Summary

Number of open events:	1
Number of events closed for entry:	1

WEB DESIGN BY CHAMELEON

“Event Summary” shows you the details of the events you are organising.

You may see one or two rows here depending on whether or not you have events in your profile that are still open to entries and events where entries have closed.

The top row shows the number of events that are still open for entries, the bottom row shows the number of events where the entries have closed.

If you move the cursor over the words “Number of open events” or “Number of events closed for entry” and then click, you will see a screen similar to below. It will list all your events that are either open to accept entries or those that have closed to entries. You can also see these details by using the “Events Filter” and then selecting either “Open to entries” or “Closed” from the dropdown menu.

Events Filter

backoffice

Organiser

- Visit front-end
- My Details
- Events Summary
- Events Filter
- Change password

My Events

Year Event Status

RTTC NATIONAL CHAMPIONSHIP (Elmet CRC)(Entries Close 3/7/12) [Event details](#) [Download event entries](#) [Close this event](#)

Pages: [1](#)

WEB DESIGN BY CHAMELEON

The above example is from those "Open to entries" and you can see that there are three options in blue.

Event Details (both Open & Closed Events)

If you click on this you see a quick snapshot of your selected event including the No.of riders and the Income. You are not able to change anything through this page..

backoffice

Organiser

- Visit front-end
- My Details
- Events Summary
- Events Filter
- Change password

Event Details

System Event Info

Season	0
Event Status	Open
No. of riders	1
Income	£18.00

Event Name	RTTC NATIONAL CHAMPIONSHIP (Elmet CRC)(Entries Close 3/7/12)
Event Date	29/07/2012
Closing Date	03/07/2012
Event Code	
Event Type	Solo
Time of start	05:30:00
Event Fee	£18.00
District	Yorkshire (V)
Organiser	Keith Lawton
Organising club	Elmet CRC
Organiser email address	@googlemail.com

Download event entries (both Open & Closed Events)

This is where you download the details of the riders that have entered your event. The download is in a CSV (comma separated values) file and is designed to open in Microsoft Excel. If you don't have Microsoft Excel the file can also be opened using "Open Office" which can be downloaded for free on the internet.

You may have a problem with extra columns appearing in the spreadsheet. Make sure your software is set so that only comma's (not commas and spaces) force another column. This sounds more complicated than it actually is. If you do have a problem then please don't hesitate to ask for help. Telephone numbers and e-mail addresses can be found on the front cover.

The fields in the download are the same as on the entry form. This should allow you to easily integrate your Internet Entries and your Postal Entries into a single spreadsheet.

For 2013 a few small changes have been made to the downloaded file. Name & Surname have been merged to one field. Winner, Winners Time and Event date is now also included (to help with handicapping) VTTA Group and best +/- is also included where applicable.

If you choose to filter on events that have closed to entries you see that there are 4 options in blue

Download emergency contacts

In order to access "Download emergency contacts" and "Upload start sheets" the "Events Status" filter must be set to closed. This happens automatically at 18:00 on the date shown under "Event Details.

When the event is closed you will see an extra two options in blue.

backoffice

Organiser

Visit front-end

My Details

Events Summary

Events Filter

Change password

My Events

Year 2012 Event Status Closed Go

Elmet CRC (Tandems)(Entries Close 3/7/12) Event details Download event entries Download emergency contacts Upload start sheets

Pages: 1

WEB DESIGN BY CHAMELEON

In addition to "Event Details" & "Download event entries" (which are available for both Open and Closed Events) there is now the ability to "Download emergency contacts" and "Upload start sheets".

Download emergency contacts

These should be downloaded, printed and taken to the event along with the Entry Forms of the riders who entered by post. Again the download is in a CSV file, like the rider's details in "event entries".

Upload start sheets

This is a feature that you **do not** have to use. However, once you are familiar with it you may find it very useful.

If you click on “Upload start sheets” you will see a screen as below.

backoffice

Organiser

- Visit front-end
- My Details
- Events Summary
- Events Filter
- Change password

Upload Start Sheets

Event Name	Elmet CRC (Tandems)(Entries Close 3/7/12)
Event Date	29/07/2012
Closing Date	12/02/2012
Event Code	
Event Type	Tadem
Time of start	05:30

You can upload a minimum of 1 and a maximum of 5 start sheets per event

Start sheet File 1	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 2	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 3	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 4	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 5	<input type="text"/>	<input type="button" value="Browse..."/>

Here you have the ability to upload up to 5 files. Simply click on the “Browse” button and search to find the location of the file on your computer. Press “save” and the file name/location will appear in the box, once you have selected all the files you require, click on the “Upload” button.

You can upload a minimum of 1 and a maximum of 5 start sheets per event

Start sheet File 1	C:\Users\Keith\Document	<input type="button" value="Browse..."/>
Start sheet File 2	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 3	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 4	<input type="text"/>	<input type="button" value="Browse..."/>
Start sheet File 5	<input type="text"/>	<input type="button" value="Browse..."/>

You will then see that the file(s) you have selected have been uploaded and the “Prepare Start Sheets Message” button appears.

You can upload a minimum of 1 and a maximum of 5 start sheets per event

Start sheet File 1	Chairman_2012.doc
Start sheet File 2	<input type="text"/> <input type="button" value="Browse..."/>
Start sheet File 3	<input type="text"/> <input type="button" value="Browse..."/>
Start sheet File 4	<input type="text"/> <input type="button" value="Browse..."/>
Start sheet File 5	<input type="text"/> <input type="button" value="Browse..."/>

Start sheet(s) were successfully uploaded for Elmet CRC (Tandems)(Entries Close 3/7/12)

By clicking on “Prepare Start Sheets Message” you will be taken to

Prepare Start Sheets Message

Event Name Elmet CRC (Tandems)(Entries Close 3/7/12)
Event Date 29/07/2012
Closing Date 12/02/2012
Event Code
Event Type Tandem
Time of start 05:30

Start sheets

[Chairman_2012.doc](#)

Substitution Keys

Please use the substitution keys to compose you email. The keys will be substituted for the real data when the email is sent. So you can save and not send until you are quite sure the email is ready. Please note keys are case sensitive and need to be exactly as is shown below within the email, they have also been developed to be as unique and as self explanatory as possible.

[THEEVENT_NAME] [THEEVENT_STARTTIME] [THEEVENT_DATE] [THEEVENT_ORGANISER_NAME] [THEEVENT_CODE] [THEEVENT_TYPE] [THEEVENT_FEE] [THEEVENT_DISTANCE] [THEEVENT_COURSE] [THEEVENT_CLOSINGDDATE]
[THEEVENT_SEASON] [STARTSHEET_LINK1] [STARTSHEET_LINK2] [STARTSHEET_LINK3] [STARTSHEET_LINK4] [STARTSHEET_LINK5] [THEEVENT_ORGANISER_CONTACTTEL] [THEEVENT_ORGANISER_CLUB] [THEEVENT_ORGANISER_CLUB_DISTRICT]
[THERIDER_NAME]

Start sheet Email Text

Dear Rider,

Please find below Start sheet link(s) for [THEEVENT_NAME] starting at [THEEVENT_STARTTIME] on [THEEVENT_DATE].

[STARTSHEET_LINK1]

Please please make sure you have saved any changes you might have made now before clicking on Preview!!

There are a number of substitution keys that you may wish to use but please remember this is simply a message in the body of your e-mail to the riders. If you click on “Preview Start Sheets Message” you may find that the default text in the message says everything you want to say.

If it doesn't simply click on "Edit Message" until you are happy with the message.

If you realise that you haven't added/uploaded all the files you wanted to click on "Edit Start sheets" and add further files.



Email Text

Dear Rider,

Please find below Start sheet link(s) for Elmet CRC (Tandems)(Entries Close 3/7/12) starting at 05:30 on 29/Jul/2012.

http://93.89.95.137/Local/Chairman_2012.doc

We look forward to seeing you on the day.

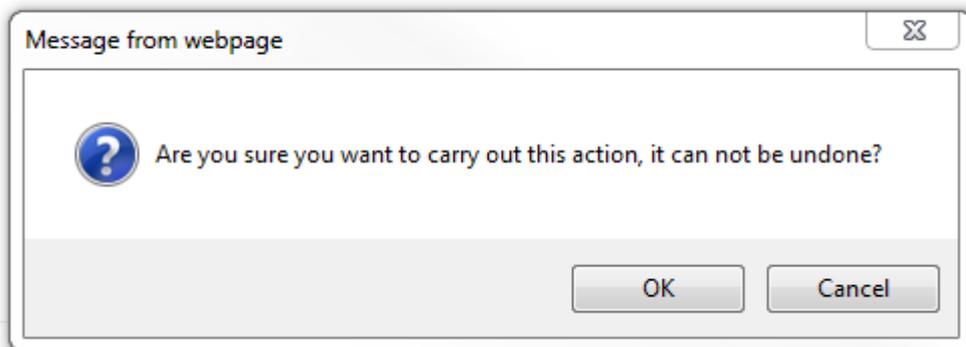
Keith Lawton

Edit Message

Send Start Sheets Message

Once you are happy with everything click on the "Send Start Sheets Message"

You will then see this



Once you click on "OK" the files are sent to the e-mail addresses of all those who have entered you event through the internet.

Upload Result Files

Again, this is a feature that you **do not** have to use. However, once you are familiar with it you may find it very useful. It is a new facility added for 2013 and works the same as the Start Sheet function. Please see above for instruction on how to use this facility.

If you click on "Upload race result files" you will see a screen as below.

backoffice

Organiser

Visit Front-end

My Details

Events Summary

Events Filter

Change Password

Upload Result Files

Event Name	Chelmer CC (SPOCO SE)
Event Date	17/06/2012
Closing Date	05/06/2012
Event Code	
Event Type	Solo
Time of start	09:00

You can upload a minimum of 1 and a maximum of 5 result files per event

Result File 1	<input type="text"/>	Choose...
Result File 2	<input type="text"/>	Choose...
Result File 3	<input type="text"/>	Choose...
Result File 4	<input type="text"/>	Choose...
Result File 5	<input type="text"/>	Choose...

Upload

Change Password

backoffice

Organiser

Visit front-end

My Details

Events Summary

Events Filter

Change password

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 5 characters in length.

Current password

New password

Confirm new password

New password reminder

Change Password

To change your password, Simply enter your Current password, New Password and password reminder and then click on “Change Password”.

Please remember to input a “New password reminder”. Should you forget your password this is what the system will e-mail to you as a reminder.

You will then be taken to a screen and see confirmation that your password has been changed.

backoffice

Organiser

Visit front-end

My Details

Events Summary

Events Filter

Change password

Change Password

Your password has been changed successfully.

Returning Entries/Withdrawals

If your event is oversubscribed and entries have to be returned this can be done through the system saving you a 60p stamp per returned entry.

There are a couple of things you need to do though.

Contact either Keith Lawton (keith.lawton@cyclingtimetrials.org.uk) or Andy Cosgrove (andy.cosgrove@cyclingtimetrials.org.uk) as soon as you become aware that you may have excess entries that will need returning.

In order for us to process the returning of the entries we will require some information from you.

Name & Club of the rider(s) and the date they entered the event (both easily found on the downloaded file).

Once we have this information we will make the refunds and then forward the balance of the money taken for your event to your nominated account.

If payment for all entries has already been made to you we can still make the refunds on your behalf. You will need to make a payment back to Cycling Time Trials to cover the returned fees.

Anyone who withdraws prior to the closing date can also be dealt with in the same manner.

Please note however that ALL entries will be listed in the downloaded file including those that have withdrawn. You will need to delete these before you use the data for arranging your field.

Keith Lawton
February 2013