

(4) Event List



Note: This page is for regatta organizers who have staff access to their regatta.

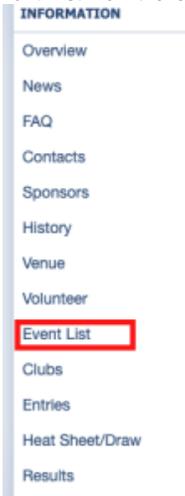
Overview

The event list feature allows regatta administrators to set up events based on gender, age/class, weight and shell type. Below is a step-by-step guide on how to use this feature for your convenience.

IMPORTANT NOTE: It is highly suggested to create your price models (i.e. cost for a 2X, 4+ and 8+ entry) before create the event list, so you can select the price as you go and do not have to go back in at a later time and adjust the cost for each event.

How to Create an Event:

1. Go to [RegattaCentral](#) and Login.
2. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on **'Staff'**
3. Select **'Event List'** from the left hand side of the screen under **'information'**



a.

4. Go to **Edit** tab on the **Event List** page

The screenshot shows the Event List page with a 'View' and 'Edit' tab at the top. The 'Edit' tab is highlighted with a red box. Below the tabs is a note: "Note: For updates and last minute changes be sure to check the [news](#) and [heat-sheet/draw](#) pages." Below the note is a table with columns: Event#, Time*, Event Code, and Event. The table lists 10 events for Saturday, May 21, 2022.

Event#	Time*	Event Code	Event
Saturday, May 21, 2022			
1	8:45 AM	Girls 1st Novice 4+	
2	8:55 AM	Boys 1st Novice 4+	
3	9:05 AM	Girls 2nd Varsity 2x	
4	9:15 AM	Girls 1st Varsity 2x	
5	9:25 AM	Boys 2nd Varsity 2x	
6	9:35 AM	Boys 1st Varsity 2x	
7	9:45 AM	Girls Lwt Varsity 4+	
8	9:55 AM	Boys Lwt Varsity 4+	
9	10:05 AM	Girls Lwt Varsity 2x	
10	10:15 AM	Boys Lwt Varsity 2x	

Event times (if listed) are typically for the finals. The schedule is tentative and subject to change

a.

5. When you click **'Edit'** a **'hide'** option will become available; you can use to hide entry options from public view while you are editing the list.



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).

a.

6. Select the desired attributes by clicking on the grey boxes under gender, category, class/skill, weight and shell.

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	4x+	4+	4-	8+

Title Duration minutes Add

Deadline Group

Price Model

Taxes

7. Once the desired attributes have been selected, you can edit the **Title**, by clicking the box next to title.

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	4x+	4+	4-	8+

Title Duration minutes Add

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Price Model

Taxes

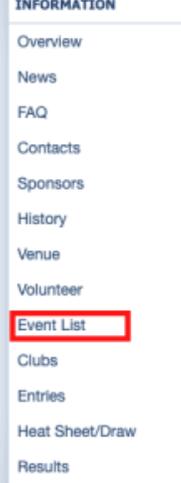
- a.
- 8. You select the **deadline group, price model and taxes** also.
 - a. **PLEASE NOTE: DEADLINE GROUP AND PRICE MODEL NEED TO BE CONFIGURED ALREADY FOR THESE FUNCTIONS TO WORK.**
 - i. See the [creating General Deadlines](#) page for a step-by-step guide on the deadline creation process.
 - ii. see the [\(3\) Price Models \(Entry Fees\)](#) page for a step-by-step guide on the price model creation process.
- 9. Click 'Add'
- 10. Repeat as needed for each event, and please note you will have to go in and edit the time for each event: a step-by-step guide for times is provided below.

NOTE: To add an **Other** item to the Event List, such as a note or break, click the blue other link above the race attribute box

1. Enter a **Description** (i.e. Lunch, Coxswain Meeting)
2. Click 'Add'

How to Copy an Event List:

1. Go to [RegattaCentral](#) and Login.
2. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on **'Staff'**
3. Select **'Event List'** from the left hand side of the screen under **'information'**



- a.
- 4. Go to **Edit** tab on the **Event List** page

View Edit

Note: For updates and last minute changes be sure to check the [news](#) and [heat-sheet/draw](#) pages.

Event#	Time*	Event Code	Event
Saturday, May 21, 2022			
1	8:45 AM	Girls 1st Novice 4+	
2	8:55 AM	Boys 1st Novice 4+	
3	9:05 AM	Girls 2nd Varsity 2x	
4	9:15 AM	Girls 1st Varsity 2x	
5	9:25 AM	Boys 2nd Varsity 2x	
6	9:35 AM	Boys 1st Varsity 2x	
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10	10:15 AM	Boys Ltwt Varsity 2x	

Event times (if listed) are typically for the finals. The schedule is tentative and subject to change

a.

- When you click 'Edit' a 'hide' option will become available; you can use to hide entry options from public view while you are editing the list.

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).

a.

- If you have held the event in past years, you will be able to select to copy the event list from a past year. If you do not copy the fee models you will need to edit the fee model using the event editor.

To copy events from another regatta, select the regatta and press the button.

Note: If you want to add tax to the events, you can do once they are copied. Taxes have to be added individually to each event. To do so, click on the event title, and go to the "Fees" tab. Select the Tax Model, and click "OK" to save changes. If you have any questions, contact your Account Manager or email support@regattacentral.com.

Regatta

Copy Price Models

[Add Events](#) | [Other](#)

- Once complete you will select the save button on the upper left of the event list.

How to edit times and day:

- Go to [RegattaCentral](#) and Login.
- Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on 'Staff'
- Select 'Event List' from the left hand side of the screen under 'information'

INFORMATION

Overview
News
FAQ
Contacts
Sponsors
History
Venue
Volunteer
Event List
Clubs
Entries
Heat Sheet/Draw
Results

a.

- Go to **Edit** tab on the **Event List** page

View **Edit**

Note: For updates and last minute changes be sure to check the [news](#) and [heat-sheet/draw](#) pages.

Event#	Time*	Event Code	Event
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- a.
5. Scroll down to event of your choice and select the **'time'** for the event (i.e. 8:45)

- a.
 - b. Edit the time by clicking in the box and typing the time of the event.
 - c. Click **'ok'** to save the time.
 - d. Repeat for each event.
6. Click on the **'day'** of the event (i.e. Saturday)

- a.
- b. Click on the drop down menu to select the correct day and click **'ok'** to save.
- c. If the correct events are not displayed please contact your RegattaCentral Account Manager for assistance.

Edit an existing event

1. Click on the **Title** of the event you wish to edit
2. A pop-up editor box will appear, for a step-by-step guide on how to use this window please see the [Event Editor](#) page.
3. Make the changes then click **'OK'**
4. For more information on using the event editor for event configurations [Click Here](#)

General Notes

To re-order the events:

- place the cursor anywhere on the row, other than the **Title** or **Time** (you should see a four way arrows icon)
- left click to drag and drop the event into the desired position
- check the box to **'Update event numbers to reflect the new order'**, if need be
- click **Save**

To delete an event:

- click the red circle located to the left of the Event #
- If the event is not removed after confirming the deletion, please [contact RegattaCentral](#) for assistance. There is a likely a draft entry in the event which is prohibiting the deletion.

Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact support@regattacentral.com with "Please forward to Account Manager" in subject line or call [614-360-2922](tel:614-360-2922).