***A blue and white logo

Description automatically generated***

***Event Set-up Document***

***This document will assist us in getting your event up on our system as quickly as possible.***

***For queries or on completion please return to: leisure.events@cyclingireland.ie***

***Step 1 of 6 - Common Information***

|  |  |
| --- | --- |
| **Event Name** |  |
| **Host Club** |  |
| **Date to Open Online Sales** |  |
| **Date to Close Online Sales** |  |
| **Event Contact Name** |  |
| **Event Phone Number** |  |
| **Event Contact Email** |  |
| **HQ Location** |  |
| **Event Facebook Account Link** |  |
| **Website Link** |  |
| **Event Short Description (max. 30 words)** |  |
| **Event Detail** -This is the information people will read if they want to find out more about your event before making a booking. Approx between 30-100 words .  Please include any URL’s you want embedded |  |
| **Do you have an image we can use?** | Please insert here or put in attachment.  Banner dimensions: 1100px X 350px  Logo dimensions: 380px X 190px |

***Step 2 of 6 – Ticketing Options Available***

(Please detail each booking option that your event will offer e.g. Adult, Student, Child, 50KM cycle etc – Add additional items if required)

***Ticketing Option 1(e.g. Adult, child, student, short route, long route)***

|  |  |
| --- | --- |
| **Name of Ticketing Option (this will appear on the booking type)** |  |
| **Price** |  |
| **Currency** | Euro / GBP |
| **Amount of tickets (e.g. 1 adult ticket will produce 1 ticket, 1 family ticket will produce 4 tickets etc)** |  |
| **Max count per order (max number of bookings per order transaction)** |  |

***Ticketing Option 2(e.g. Adult, child, student short route, long route)***

|  |  |
| --- | --- |
| **Name of Ticketing Option (this will appear on the booking type)** |  |
| **Price** |  |
| **Currency** | Euro / GBP |
| **Amount of tickets (e.g. 1 adult ticket will produce 1 ticket, 1 family ticket will produce 4 tickets etc)** |  |
| **Max count per order (max number of bookings per order transaction)** |  |

\*If more than 2 ticketing options please repeat detail below here

***Step 3 of 6 – When does the event take place***

(Please detail each timeslot where multiple timeslots are available when your event will take place)

|  |  |
| --- | --- |
| **HQ location** |  |
| **Date** |  |
| **Start Time** |  |
| **Finish Time** |  |
| **Max Entries (allows you enter overall max to enter the event)** |  |

Is there a second timeslot ..continue for each different timeslot

|  |  |
| --- | --- |
| **HQ location** |  |
| **Date** |  |
| **Start Time** |  |
| **Max Entries (allows you enter overall max to enter the event)** |  |

***Step 4 of 6 – Data Collection***

Please advise what data you would like to collect. The below are mandatory fields. Please add any additional information you would like to collect.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Data** | **Online** |  |  |  |
| **1** | **First Name** | **Yes** |  |  |  |
| **2** | **Last Name** | **Yes** |  |  |  |
| **3** | **Email** | **Yes** |  |  |  |
| **4** | **Address** | **Yes** |  |  |  |
| **5** | **County** | **Yes** |  |  |  |
| **6** | **Country** | **Yes** |  |  |  |
| **7** | **Eircode/Postcode** | **Yes** |  |  |  |
| **8** | **Mobile** | **Yes** |  |  |  |
| **9** | **Date of birth** | **Yes** |  |  |  |
| **10** | **Waiver** | **Yes** |  |  |  |
| **11** | **Gender** | **Yes** |  |  |  |
| **12** | **I accept Terms** | **Yes** |  |  |  |
| **13** | **Emergency Contact Name** | **Yes** |  |  |  |
| **14** | **Emergency Contact Number** | **Yes** |  |  |  |
| **15** | **Charity** |  |  |  |  |
| **16** | **E.g. T-shirt Size(If Yes, please include sizes)** |  |  |  |  |
| **17** |  |  |  |  |  |
| **18** |  |  |  |  |  |

***Step 5 of 6 – Fundraising***

Our free fundraising integration is the official fundraising platform for some of Ireland’s largest events. All donations go directly to the chosen charity in real-time. Find out More: <https://give2you.ie>

|  |  |
| --- | --- |
| **Would you like participants to be able to fundraise while taking part?** | Yes / No |
| **Should participants automatically be given a fundraising page?** | Yes / No |
| **Should all charities be available for selection or would you like to pick one/multiple charities?** |  |

***Step 6 of 6 – Any other information we should know when setting up your event e.g. participants should be at least 18 on day of event***

|  |
| --- |
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