



Event Set Up Guide – Competitive Events

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1. *How to Login*

As an event organiser you will need to login to eventmaster and set up your event for online booking

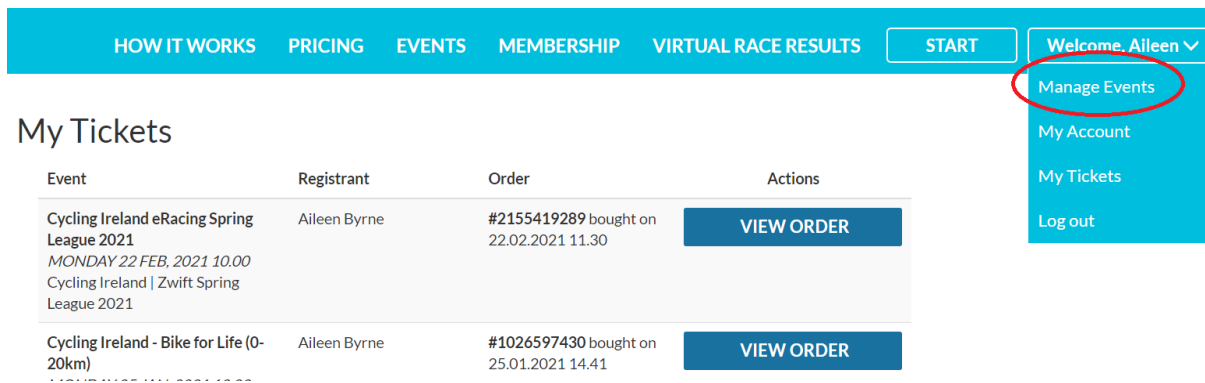
- [Activate your account](#) or
- [Login](#) as an Event Organiser

2. Find Your Event

On the top right you will see your name

Click the dropdown arrow & Select 'Manage events'

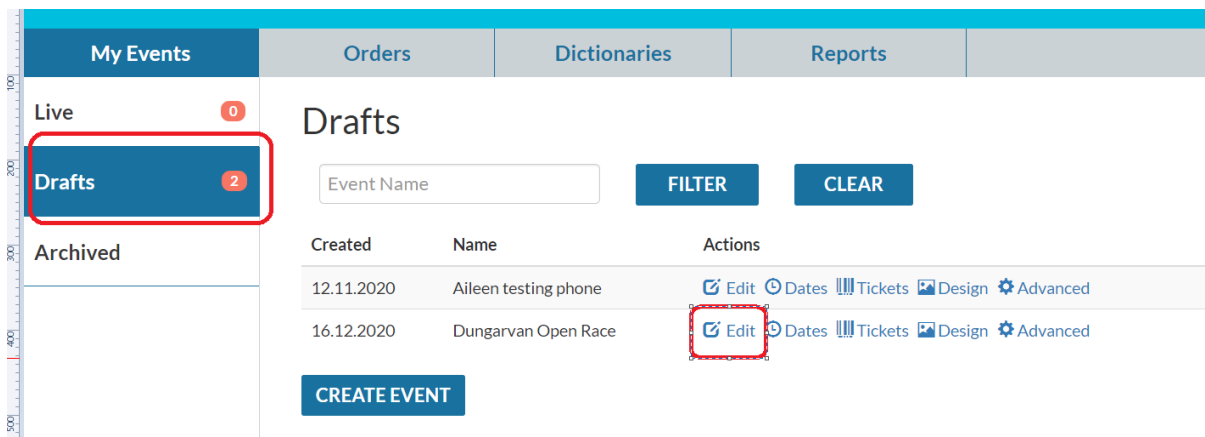
- Your events will appear under Live, Draft or Archived.
- The 'draft' events are events that you can edit and set up for online booking.



The screenshot shows the top navigation bar with a user profile dropdown menu. The menu items are: Manage Events (circled in red), My Account, My Tickets, and Log out. Below the navigation bar is the 'My Tickets' section, which contains a table of tickets.

Event	Registrant	Order	Actions
Cycling Ireland eRacing Spring League 2021 MONDAY 22 FEB, 2021 10.00 Cycling Ireland Zwift Spring League 2021	Aileen Byrne	#2155419289 bought on 22.02.2021 11.30	VIEW ORDER
Cycling Ireland - Bike for Life (0-20km)	Aileen Byrne	#1026597430 bought on 25.01.2021 14.41	VIEW ORDER

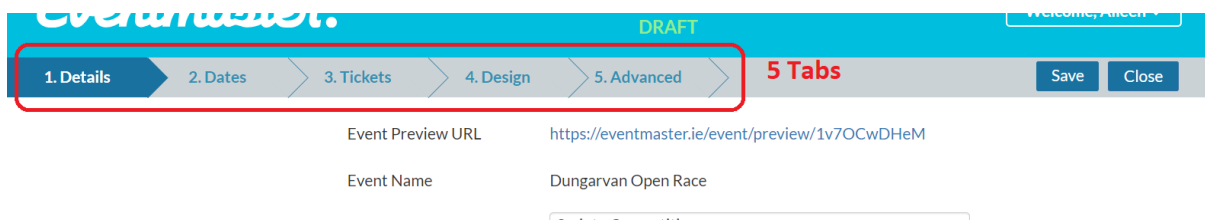
- Find your event(s) under draft & Select Edit



The screenshot shows the 'Drafts' section of the user interface. On the left, there is a sidebar with 'Live' (0), 'Drafts' (2, circled in red), and 'Archived'. The main content area shows a list of draft events with columns for 'Created', 'Name', and 'Actions'. The 'Edit' button for the 'Dungarvan Open Race' event is circled in red. Below the list is a 'CREATE EVENT' button.

Created	Name	Actions
12.11.2020	Aileen testing phone	Edit Dates Tickets Design Advanced
16.12.2020	Dungarvan Open Race	Edit Dates Tickets Design Advanced

- When you select Edit you will have 5 'tabs' available to you to complete event set up. Not all are applicable to you.



The screenshot shows the event setup interface with a 'DRAFT' status. At the top, there is a navigation bar with five tabs: 1. Details, 2. Dates, 3. Tickets, 4. Design, and 5. Advanced. The '5 Tabs' label is circled in red. Below the tabs, there are fields for 'Event Preview URL' and 'Event Name'.

Event Preview URL: <https://eventmaster.ie/event/preview/1v7OCwDHeM>

Event Name: Dungarvan Open Race





3. Add Event Information

Tab One – DETAILS

This is where you enter the main body of information about your event. Including

- Event details (route, prizes, distances and any other ad hoc information)
- Organiser information
- Currency (£/€ if you are collecting payment for your event)
- Online tickets sales (when you want entry to open/close)

Step 1 – Basic Event Information

1. Details	2. Dates	3. Tickets	4. Design	5. Advanced
Event URL	https://eventmaster.ie/event/zxG4cPYSQJ		 see preview of how your event will look online	
Event Name	The Skelp Blast			
Short Description	An off road gravel timed lap of an old Celtic trail that finishes with the Sunset coming down on Clewbay.		 Enter a short description of your event	
Event Details (optional)	<div data-bbox="539 1025 1026 1366"><p>File Edit Insert View Format Tools</p><p>Undo Redo Bold Italic Bulleted List Numbered List Indent Decrease Indent Increase</p><p>Print Hide/Show Link Image Video Table of Contents</p><p>Bring whatever off road bike you have to Westport for a timed lap of the SKELP. The first 4k is neutralised out and back with 16.5k timed. Take on the notorious steep Skelp climb with panoramic views of the Shreffrey valley and the back of Croagh Patrick. Go hard or easy the choice is yours. At the Finish watch the sun set on Clewbay.</p><p>Suitable to all off road bikes, which will be best no one knows!</p><p>Early Bird entry until 30th May 2021 - €30.00</p><p>p Words: 93</p></div>  Enter full event details, longer description, route info/ links, prizes etc			
Event Genre	Sport			
Event Category	Cycling			
 Advanced Settings				

Step 2 – Advanced Event Information

Select 'Advanced Settings'

Under 'Advanced settings' you will need to add some details. The **only sections** you will need to amend are below. Do not change any other settings or select or untick any more checked boxes

- Event City

Advanced Settings

Event Timezone

(GMT 0:00) Eire

Event City

Westport


 Enter Event Location

- Currency / Duration

Currency/duration


Tickets Currency

Euro

 Select currency you wish to receive payments

Booking Time Limit

40

 Set time limit at which booking will auto time out. (Defaulted to 40 min)

- Online Ticket Sales

Online ticket sales

Open

14.07.2020




00:15

Close

11.09.2021



00:01

 Set date & time that you wish entries to Open/ Close

Hide dates on event page

Please Note - Your event will not be available for online booking until Cycling Ireland publish you event as live (regardless of the open date selected above)

- Event Contacts

Event Contacts

If this section is left empty, organizer profile contacts will be used.

Contact Name

Cycling Ireland

Contact Phone

NUMBER WILL NOT DISPLAY

Contact Email

contactus@cyclingleireland.ie

Event website

http://www.cyclingleireland.ie

Fill in event contact details as appropriate.

It will display as below when the event is live. No personal details will be displayed

Contact:

W: <https://www.raceface.ie/gravel-grind-west/>

Contact Organiser



When you have entered all details, scroll to the top and select 'Save' in the top right.

Eventmaster. **The Skelp Blast** Welcome, Aileen ▾
PUBLISHED

1. Details 2. Dates 3. Tickets 4. Design 5. Advanced **Save** Close

Event URL <https://eventmaster.ie/event/zxG4cPYSQJ>

Event Name The Skelp Blast

Short Description An off road gravel timed lap of an old Celtic trail that finishes with the Sunset coming down on Clewbay.

Event Details (optional)

File Edit Insert View Format Tools

⏪ ⏩ **B** *I* [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

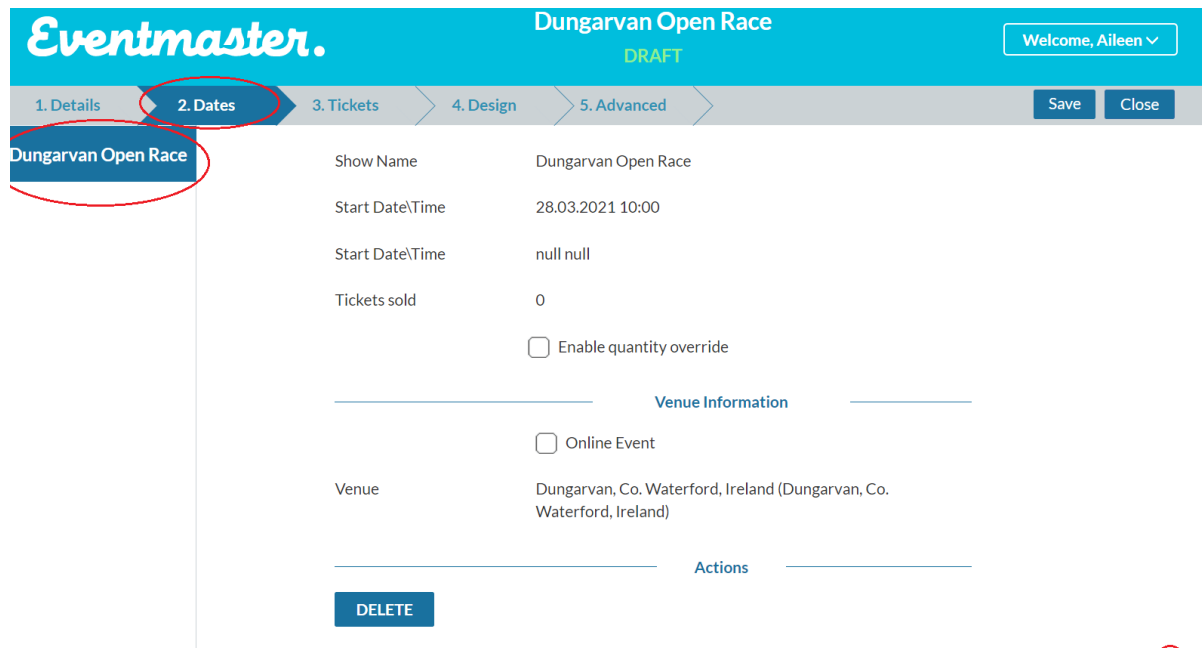
[List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

hard or easy the choice is yours. At the Finish watch the sun set on Clewbay.

4. View Event Date(s)

Tab Two – Dates

Here you can see the Start date of your event. You do not have an editing ability here. If you wish to change the Event name or Date please contact Cycling Ireland – contactus@cyclingireland.ie



The screenshot shows the Eventmaster interface for an event titled "Dungarvan Open Race". The interface is in a "DRAFT" state. The top navigation bar includes the Eventmaster logo, the event name "Dungarvan Open Race", the status "DRAFT", and a user greeting "Welcome, Aileen". Below the navigation bar, there are tabs for "1. Details", "2. Dates", "3. Tickets", "4. Design", and "5. Advanced". The "2. Dates" tab is currently selected. The main content area displays the following information:

Show Name	Dungarvan Open Race
Start Date\Time	28.03.2021 10:00
Start Date\Time	null null
Tickets sold	0
	<input type="checkbox"/> Enable quantity override
Venue Information	
	<input type="checkbox"/> Online Event
Venue	Dungarvan, Co. Waterford, Ireland (Dungarvan, Co. Waterford, Ireland)
Actions	
	DELETE



5. *Add Entry Options & Tickets*

Tab Three – Tickets

In this section you will add your entry types or 'tickets'. You can name your tickets as to what best suits you and your events. There are two examples below. In tab 5 'Advanced' we will configure what members/participants have access to what events.

Ticket Examples

1. Competitive Open RR
2. Club League

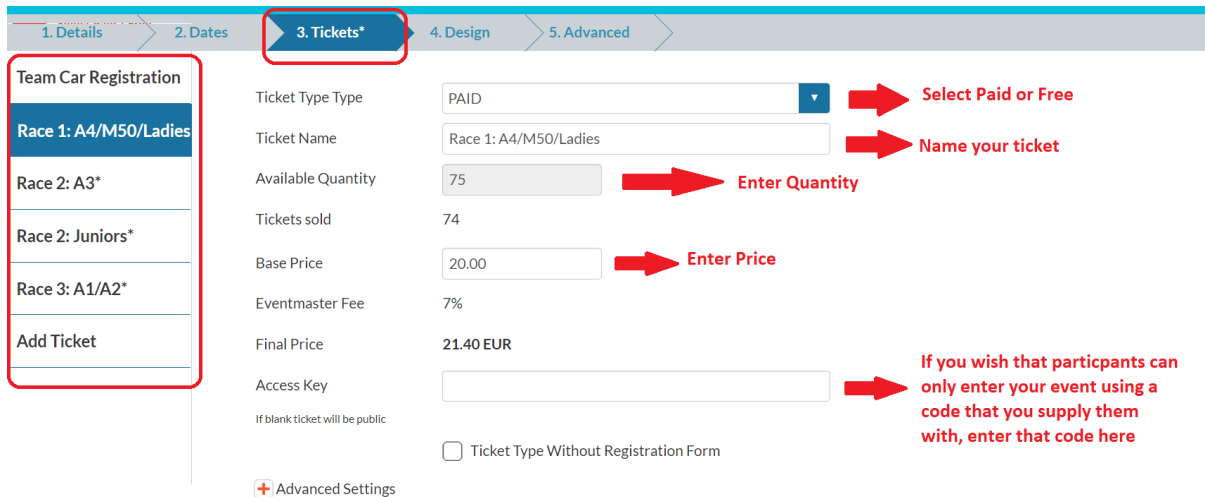
To add a 'ticket' (ie – an entry option) just select add ticket.

Example 1: Competitive Open RR

Step 1 – Basic Details

In the example below, there are Four tickets set up for Three races. Race 2 – The Junior & A3 race is set up as two ‘tickets’ as there is a different price for each.

To add a ‘ticket’ (ie – an entry option) just select add ticket.



If you are running an open race and wish to allow your own club ‘limited Competition’ licence holders this also would be set up as a separate ticket. We can configure this later that just your club members can see this ticket when entering the event.

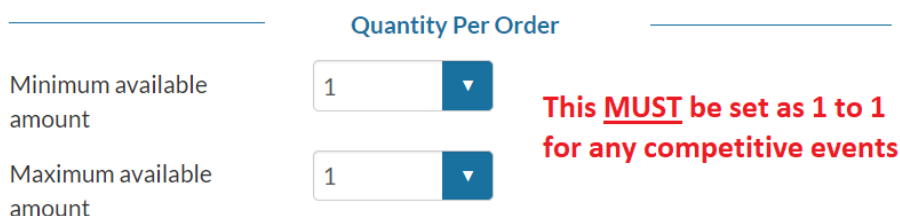
If you are adding multiple tickets for one race we advise to add ‘Race 1./Race 2’ etc to the beginning of each entry for your own simplicity when downloading entry lists at event time!

If you wish to combine the quantity available between two ticket types please contact us – contactus@cyclingireland.ie. EG – An A3 and Junior race has 100 places. It is entered as two tickets as juniors pay €10 and A3 pays €15. On each ticket enter the quantity as 100 & contact us so no more than a 100 can enter between both ticket types

Step 2 – Advanced details

Select ‘Advanced settings’ under the tickets tab

- Quantity per order
For any competitive event the ‘quantity per order’ must be set as 1 for both of the values below.



- Sorting
You can sort the order that you ticket appear on the entry form here. Number 1 will show it top of the list, Number 2 will show it second in the list and so on.

Sorting

2

- Show remaining quantity

Here you can select if you wish to show how many entries for a specific ticket type is left

Hide Count Settings

- Don't show remaining quantity
- Show full remaining quantity of ticket
- Show remaining quantity when X tickets are remaining in that ticket type

When you are finished scroll back to the top and select 'Save'



The screenshot shows the Eventmaster interface for 'The Skelp Blast' event. The top navigation bar includes the Eventmaster logo, the event name 'The Skelp Blast', the status 'PUBLISHED', and a user profile 'Welcome, Aileen'. Below the navigation bar is a breadcrumb trail with steps: 1. Details, 2. Dates, 3. Tickets, 4. Design, and 5. Advanced. The 'Save' button is circled in red, and a 'Close' button is also visible. Below the navigation bar, the Event URL is shown as 'https://eventmaster.ie/event/znG4cPYSQJ' and the Event Name is 'The Skelp Blast'.



Example 2: Club League

In the example below a rider can enter the full league or each round separately. You will be able to add a new 'ticket' week by week, or you can set them all up as hidden. Each week you can 'unhide' them as you wish to make them available for booking.

To add a 'ticket' (ie – an entry option) just select add ticket.

Step 2 – Advanced details

Select 'Advanced settings' under the tickets tab

- Quantity per order
For any competitive event, the 'quantity per order' must be set as 1 for both of the values below.

- Sorting
You can sort the order that you ticket appear on the entry form here. Number 1 will show it top of the list, Number 2 will show it second in the list and so on.

- Show remaining quantity
Here you can select if you wish to show how many entries for a specific ticket type is left



Hide Count Settings

- Don't show remaining quantity
- Show full remaining quantity of ticket
- Show remaining quantity when X tickets are remaining in that ticket type

When you are finished scroll back to the top and select 'Save'

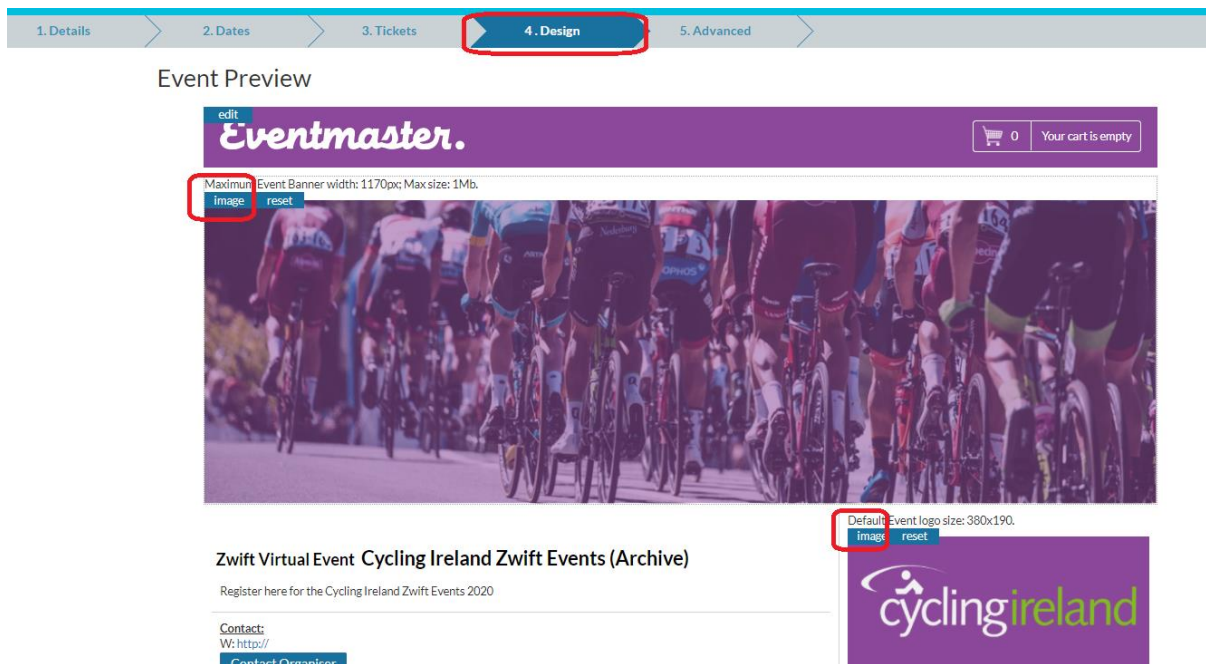
A screenshot of the Eventmaster web interface. The top navigation bar is blue and contains the Eventmaster logo, the event name "The Skelp Blast", the status "PUBLISHED", and a user profile "Welcome, Aileen". Below the navigation bar is a breadcrumb trail with steps: 1. Details, 2. Dates, 3. Tickets, 4. Design, 5. Advanced. At the end of the breadcrumb trail are two buttons: "Save" and "Close". The "Save" button is circled in red. Below the breadcrumb trail, there are two rows of text: "Event URL" with the value "https://eventmaster.ie/event/ztG4cPYSQJ" and "Event Name" with the value "The Skelp Blast".

Event URL	https://eventmaster.ie/event/ztG4cPYSQJ
Event Name	The Skelp Blast

6. Add Pictures / Logos to your event

Tab Four – Design

In this Tab you can add your own event /club logos or banner pictures. The default images are as below. If you select the 'image' button highlight below you will be able to add your own images



The screenshot shows the 'Design' tab in the Eventmaster interface. At the top, a navigation bar includes '1. Details', '2. Dates', '3. Tickets', '4. Design' (highlighted with a red box), and '5. Advanced'. Below the navigation bar is the 'Event Preview' section. The main content area features a large banner image of cyclists. Above the banner, the text 'Maximum Event Banner width: 1170px; Max size: 1Mb.' is displayed, with a red box around the 'Maximum Image' button and a 'reset' button. Below the banner, the event title 'Zwift Virtual Event Cycling Ireland Zwift Events (Archive)' is shown, along with a registration link and a 'Contact' section with a 'Contact Organiser' button. To the right of the banner, the text 'Default Event logo size: 380x190.' is displayed, with a red box around the 'Default Image' button and a 'reset' button. Below this, the 'cyclingireland' logo is shown.

Tip – Don't have the picture too big. Try and use a picture as similar size as above. Big pictures can lead to the event looking distorted on the phone view!

7. Configure ticket Availability

Tab Five – Advanced

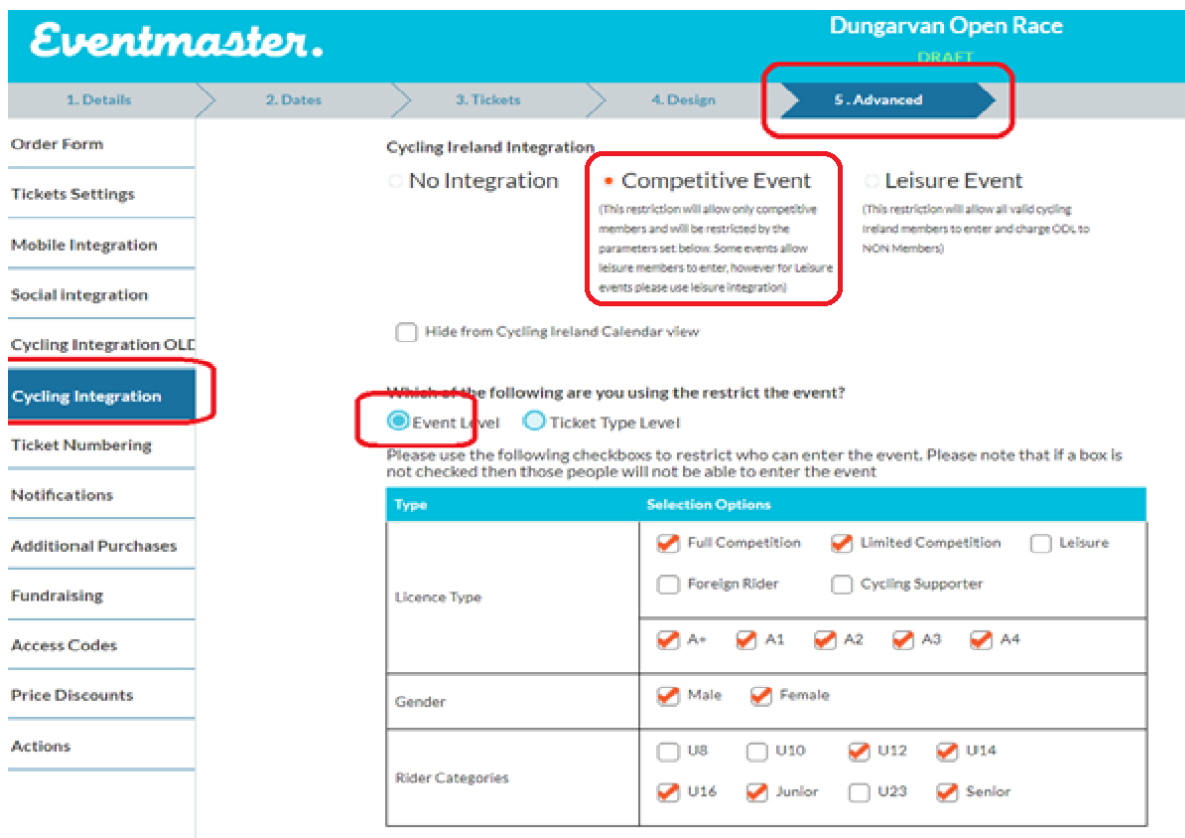
When you access the final tab ‘Advanced’ You will have lots of options on the left. The main one that is of interest here is ‘Cycling Integration’. This is where you can indicate what rider has permission to enter what race. It will be pre-populated with the restrictions indicated when the permit was submitted.

Event level: This shows all the eligible licence types that can enter the event across all the different races available.

Ticket Level: This shows all the eligible licence types that can enter a single race.

Step 1 : Event Level

Ensure all the relevant categories are select for entry to the full event and all races types



Eventmaster. Dungarvan Open Race DRAFT

1. Details | 2. Dates | 3. Tickets | 4. Design | **5. Advanced**

Order Form

Tickets Settings

Mobile Integration

Social Integration

Cycling Integration OLC

Cycling Integration

Ticket Numbering

Notifications

Additional Purchases

Fundraising

Access Codes

Price Discounts

Actions

Cycling Ireland Integration

No Integration

Competitive Event
(This restriction will allow only competitive members and will be restricted by the parameters set below. Some events allow leisure members to enter, however for Leisure events please use leisure integration)

Leisure Event
(This restriction will allow all valid cycling Ireland members to enter and charge OOL to NON Members)

Hide from Cycling Ireland Calendar view

Which of the following are you using the restrict the event?

Event Level Ticket Type Level

Please use the following checkboxes to restrict who can enter the event. Please note that if a box is not checked then those people will not be able to enter the event

Type	Selection Options
Licence Type	<input checked="" type="checkbox"/> Full Competition <input checked="" type="checkbox"/> Limited Competition <input type="checkbox"/> Leisure <input type="checkbox"/> Foreign Rider <input type="checkbox"/> Cycling Supporter
	<input checked="" type="checkbox"/> A+ <input checked="" type="checkbox"/> A1 <input checked="" type="checkbox"/> A2 <input checked="" type="checkbox"/> A3 <input checked="" type="checkbox"/> A4
Gender	<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Rider Categories	<input type="checkbox"/> U8 <input type="checkbox"/> U10 <input checked="" type="checkbox"/> U12 <input checked="" type="checkbox"/> U14 <input checked="" type="checkbox"/> U16 <input checked="" type="checkbox"/> Junior <input type="checkbox"/> U23 <input checked="" type="checkbox"/> Senior



Step 2: Ticket Type level

Select to configure via ticket type. This will bring up the names of the tickets you entered under the ticket tab. You can select who can enter each race via Licence Type, Gender and Race Category

NB: For clubs league – If its the same entry restrictions for each of your round you Do NOT need to restrict via ticket level. You can just restrict via ‘Event Level’ and leave all the ticket type level clear.

In the example below the red ticks indicates the conditions around who can enter this race

Christy McManus Memorial A2 / A3								
Type	Selection Options						Select All	
Licence Type	<input checked="" type="checkbox"/> Full Competition	<input type="checkbox"/> Limited Competition	<input type="checkbox"/> Leisure				<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Foreign Rider	<input type="checkbox"/> Cycling Supporter						
	<input type="checkbox"/> A+	<input type="checkbox"/> A1	<input checked="" type="checkbox"/> A2	<input checked="" type="checkbox"/> A3	<input type="checkbox"/> A4		<input type="checkbox"/>	
Gender	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Female					<input checked="" type="checkbox"/>	
Rider Categories	<input type="checkbox"/> U8	<input type="checkbox"/> U10	<input type="checkbox"/> U12	<input type="checkbox"/> U14	<input type="checkbox"/> U16	<input checked="" type="checkbox"/> Junior	<input checked="" type="checkbox"/> U23	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Senior	<input checked="" type="checkbox"/> M30	<input checked="" type="checkbox"/> M40	<input checked="" type="checkbox"/> M50	<input checked="" type="checkbox"/> M60			

Step 3: Advanced Configuration

You can further restrict entry via

- Specific clubs only
 - This could be used for club / inter club leagues
 - Provide free entry for your own members (ie enter in a free ticket but its restricted to your own club members)
 - 'Hold spaces' for your own club members
 - Have entry to an open RR for your own members

The ticket below is configured the only Riders from Bray Wheelers with a full competition licence and an A2 or A3 rider category will see.

Christy McManus Memorial A2 / A3 - Bray CC Club Members

Type	Selection Options	Select All
Licence Type	<input checked="" type="checkbox"/> Full Competition <input type="checkbox"/> Limited Competition <input type="checkbox"/> Leisure <input type="checkbox"/> Foreign Rider <input type="checkbox"/> Cycling Supporter	<input type="checkbox"/>
	<input type="checkbox"/> A+ <input type="checkbox"/> A1 <input checked="" type="checkbox"/> A2 <input checked="" type="checkbox"/> A3 <input type="checkbox"/> A4	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/>
Rider Categories	<input type="checkbox"/> U8 <input type="checkbox"/> U10 <input type="checkbox"/> U12 <input type="checkbox"/> U14 <input type="checkbox"/> U16 <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> U23 <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/> M30 <input checked="" type="checkbox"/> M40 <input checked="" type="checkbox"/> M50 <input checked="" type="checkbox"/> M60	<input type="checkbox"/>

Advanced - Configuration

Advanced - Club Specific Configuration

For events that need to be restricted to Specific Clubs please select a club from the dropdown and add it to the list of clubs whos riders can enter:

Enable Only For Specific Clubs

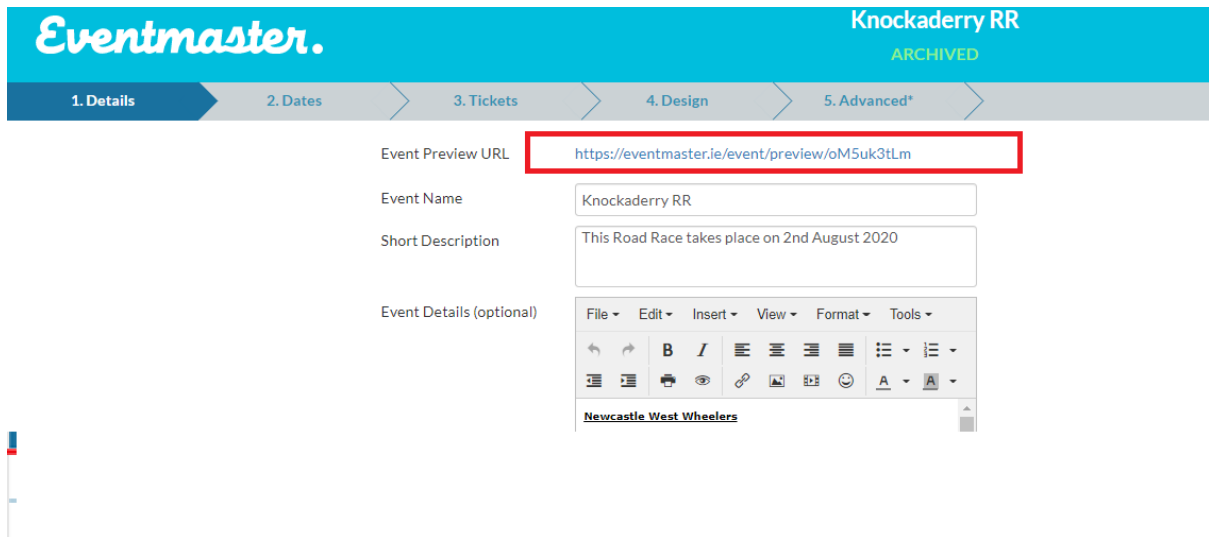
Please select the club: Select.. ▼ ADD CLUB

Club	Action
Bray Wheelers	DELETE CLUB

8. Set Your Event Live

Prior to setting you event live test the entry & check the booking process!

A preview link is under the details tab.



Eventmaster. Knockaderry RR
ARCHIVED

1. Details 2. Dates 3. Tickets 4. Design 5. Advanced*

Event Preview URL **https://eventmaster.ie/event/preview/oM5uk3tLm**

Event Name Knockaderry RR

Short Description This Road Race takes place on 2nd August 2020

Event Details (optional)

File Edit Insert View Format Tools

Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Indent Decrease Indent Increase Link Unlink Image Video Embed Emoticon Font Color Font Size

Newcastle West Wheelers

When you are happy with the event email Contactus@cyclingireland.ie and we will

1. Send you a link to connect your stripe account
2. When the stripe is connected, set the event live

Before contacting us to set your event list please look through the checklist below!

Set Up: Online Event Entry Checklist

1. Details Tab:

- ✓ Event name, short description & event details are all completed
- ✓ Correct currency (£ or €) is selected
- ✓ Ticket sales start/ end is set correctly
- ✓ Promoter name, email entered correctly

2. Dates Tab:

- ✓ Correct start & end time of event along with venue

3. Tickets Tab:

- ✓ Correct name, prices & quantities for each race/ticket
- ✓ Minimum/maximum quantity order always set to 1 on both

4. Design Tab:

- ✓ Make sure images/logo uploaded display correctly etc.

5. Advanced Tab:

- ✓ Ensure integration is set correctly for each ticket & event
- ✓ In payment settings make sure the Stripe account is linked

6. Publishing Event:

- ✓ When all of the above are correct please email contactus@cyclingleireland.ie