



Event Set Up Guide – Leisure Events

1. [How to Login](#)
2. [Find your event](#)
3. [Add Event Information](#)
 - Basic Event Details
 - Advanced Event details
4. [View Event Date\(s\)](#)
5. [Add Entry options / Tickets](#)
 - Basic Entry / ticket options
 - Advanced ticket information
6. [Add Pictures / Logos to your event](#) (optional)
7. [Configure ticket availability](#)
8. [Add Additional Purchases](#) (optional)
9. [Set Event Live](#)
10. [Checklist](#)



1.How to Login

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

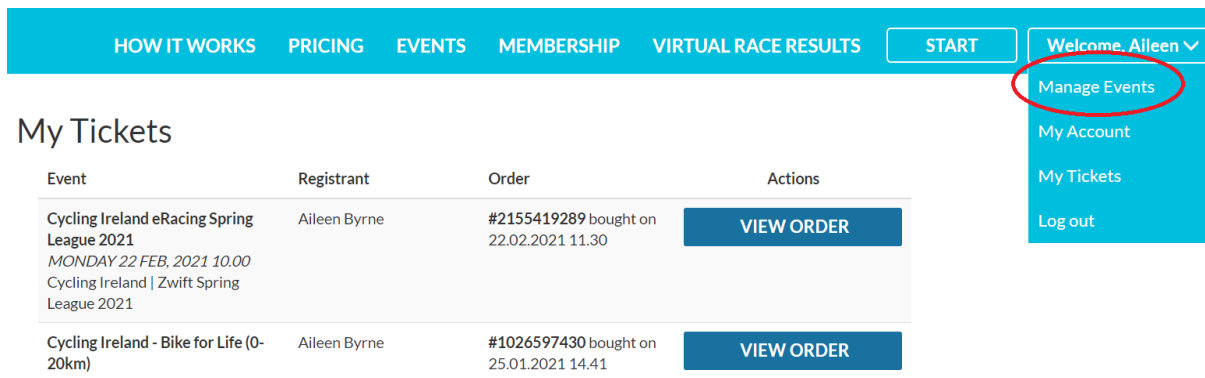
- [Activate your account](#) or
- [Login](#) as an Event Organiser

2. Find Your Event

On the top right you will see your name

Click the dropdown arrow & Select 'Manage events'

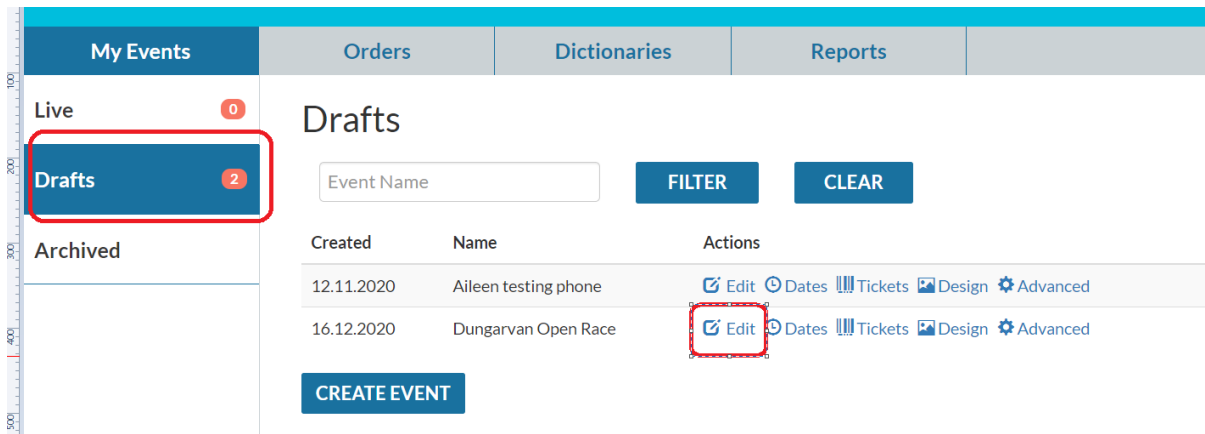
- Your events will appear under Live, Draft or Archived.
- The 'draft' events are events that you can edit and set up for online booking.



The screenshot shows the top navigation bar with a user profile dropdown menu. The menu items are: Welcome, Aileen (with a dropdown arrow), 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

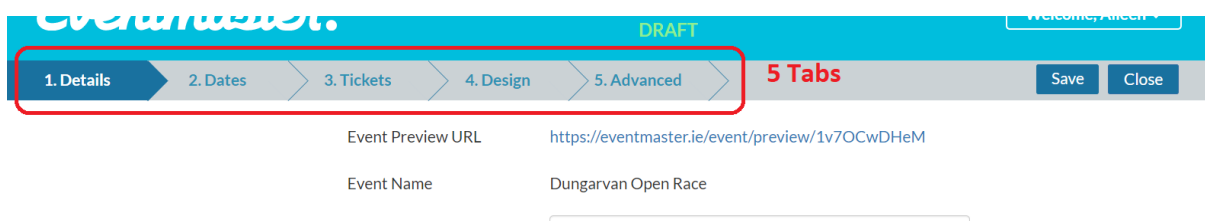
- Find your event(s) under draft & Select Edit



The screenshot shows the 'Drafts' section of the event management interface. On the left, there is a sidebar with 'Live' (0), 'Drafts' (2, circled in red), and 'Archived'. The main area shows a list of draft events with columns for 'Created', 'Name', and 'Actions'. The 'Edit' link for the 'Dungarvan Open Race' event is circled in red. There are also 'FILTER' and 'CLEAR' buttons, and a 'CREATE EVENT' button at the bottom.

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 '5 Tabs' interface for editing an event. The tabs are: 1. Details, 2. Dates, 3. Tickets, 4. Design, and 5. Advanced. The '1. Details' tab is selected and highlighted with a red box. Below the tabs, there are fields for 'Event Preview URL' (https://eventmaster.ie/event/preview/1v7OCwDHeM) and '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.			
Event Details (optional)	<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>Words: 93</p>			
Event Genre	Sport			
Event Category	Cycling			
<input type="checkbox"/> 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@cyclingireland.ie

Event website http://www.cyclingireland.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]

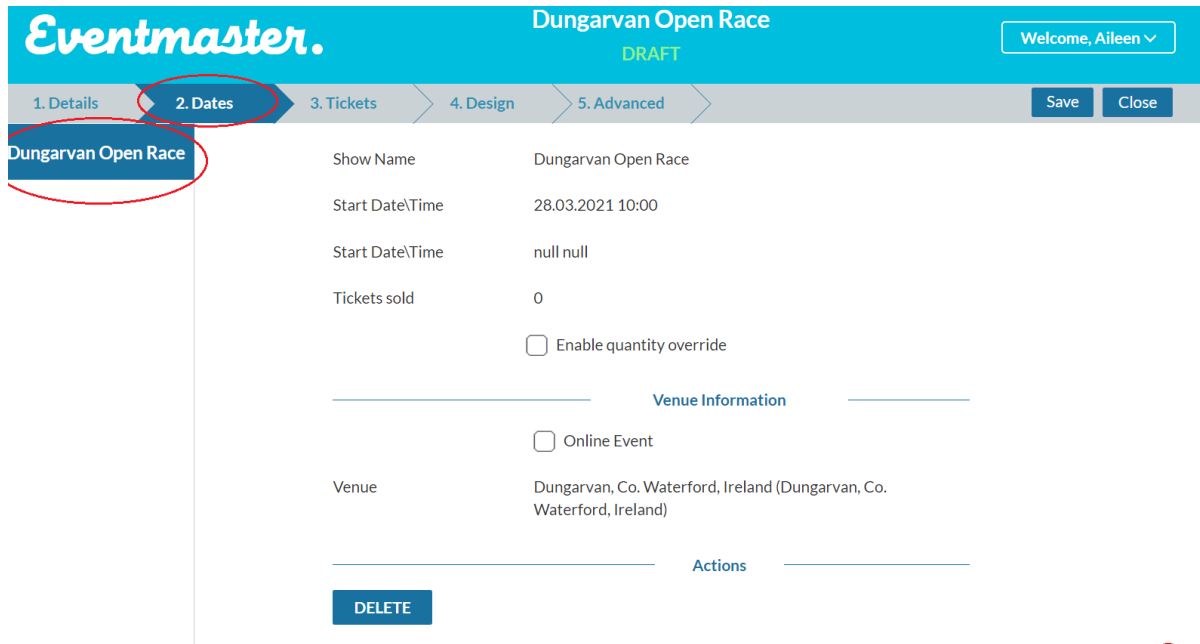
[List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

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



Eventmaster. **Dungarvan Open Race** Welcome, Aileen ▾

DRAFT

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

Dungarvan Open Race

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

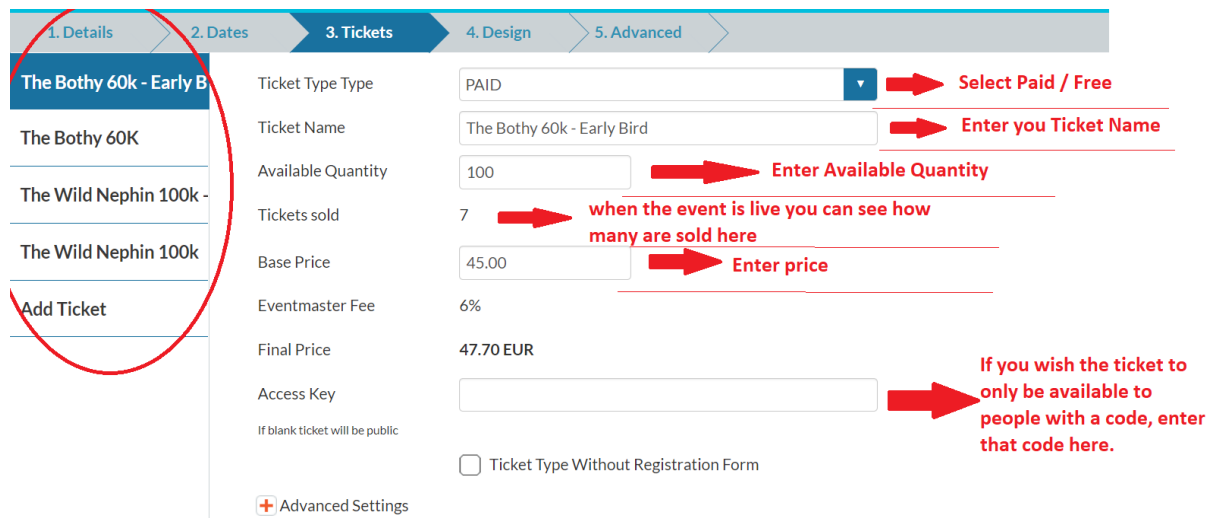
In this section you will add your entry types or ‘tickets’. You can name your tickets as to what best suits you and your events.

Step 1 –Basic Details

In the example below there are four ‘tickets’ set up. These are the different entry options available to participants. This event has two distances a 60km & 100km. There are early bird prices available if you book early. So there are 4 tickets set up:

- 60k Early Bird
- 60k
- 100k Early Bird
- 100K

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



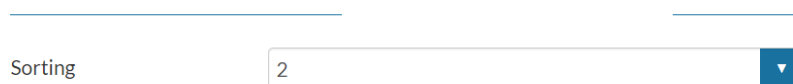
Step	Field	Value	Annotation
1	Ticket Type	PAID	Select Paid / Free
2	Ticket Name	The Bothy 60k - Early Bird	Enter your Ticket Name
3	Available Quantity	100	Enter Available Quantity
4	Tickets sold	7	when the event is live you can see how many are sold here
5	Base Price	45.00	Enter price
6	Eventmaster Fee	6%	
7	Final Price	47.70 EUR	
8	Access Key		If you wish the ticket to only be available to people with a code, enter that code here.

Step 2 – Advanced details

Select ‘Advanced settings’ under the tickets tab

- 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

If you wish to combine the quantity available between two ticket types, please contact us – contactus@cyclingireland.ie. EG – A 60k Sportive has 100 places. It is entered as two tickets (60K Early Bird & 60K). On each ticket enter the quantity as 100 & contact us so no more than a 100 can enter between both ticket types

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

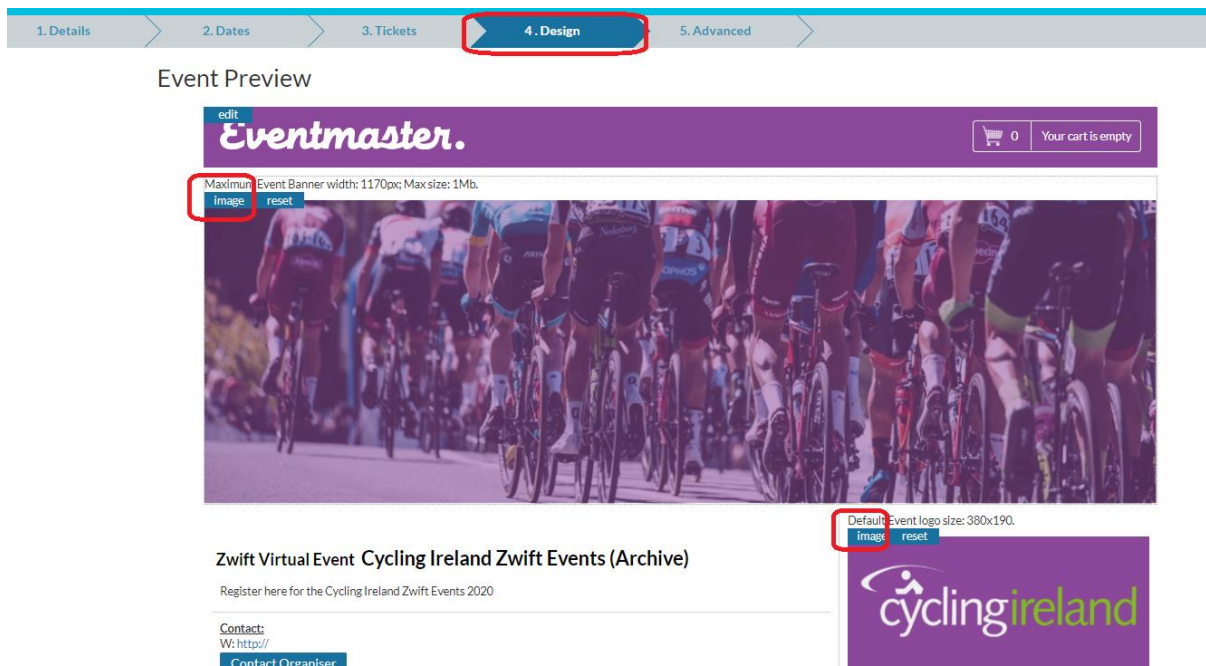
A screenshot of the Eventmaster web interface. The top navigation bar is blue and contains the Eventmaster logo, the event name "The Skelp Blast" with a "PUBLISHED" status, and a user profile "Welcome, Aileen". Below the navigation bar is a breadcrumb trail: "1. Details", "2. Dates", "3. Tickets", "4. Design", "5. Advanced". The "Save" button is circled in red. Below the navigation bar, there is a table with two rows: "Event URL" with the value "https://eventmaster.ie/event/zxG4cPYSQJ" and "Event Name" with the value "The Skelp Blast".

Event URL	https://eventmaster.ie/event/zxG4cPYSQJ
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 '4. 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, the 'Event Preview' section displays a purple banner with the 'Eventmaster.' logo and a shopping cart icon showing '0' items. The banner image is a group of cyclists in a race. A red box highlights the 'image' button next to the text 'Maximum Event Banner width: 1170px; Max size: 1Mb.' Below the banner, the event title 'Zwift Virtual Event Cycling Ireland Zwift Events (Archive)' is shown, along with a registration link and a 'Contact: W: http://' field with a 'Contact Organizer' button. To the right, a red box highlights the 'image' button next to the text 'Default Event logo size: 380x190.' Below this, the 'cyclingireland' logo is displayed on a purple background.

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!

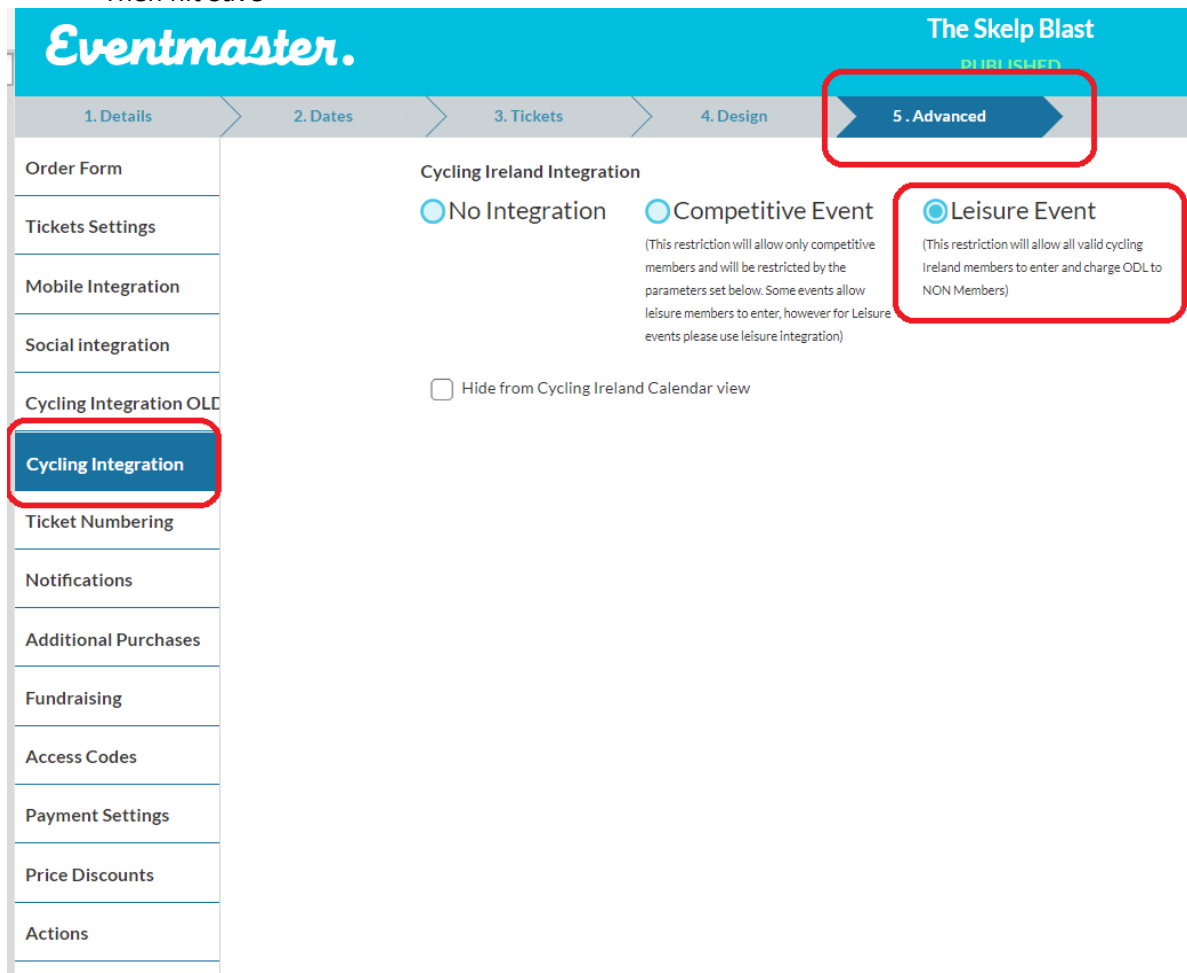
7. Configure ticket Availability

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'. For leisure events it should be set as a default but feel free to check! This will ensure that anyone entering the event will pay their One Day licence upon entry if necessary. There is no need for the club to worry about sign on sheet or collect One day licence fees

Select

- 'Cycling Integration' on the Left
- Ensure 'Leisure Event' is selected
- Then hit Save



The screenshot shows the Eventmaster interface for 'The Skelp Blast' event. The 'Advanced' tab is selected and highlighted with a red box. On the left sidebar, the 'Cycling Integration' option is also highlighted with a red box. The main content area shows 'Cycling Ireland Integration' settings with three radio button options: 'No Integration', 'Competitive Event', and 'Leisure Event'. The 'Leisure Event' option is selected and highlighted with a red box. Below these options is a checkbox for 'Hide from Cycling Ireland Calendar view'.

Eventmaster. The Skelp Blast
PUBLISHED

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

Order Form
Tickets Settings
Mobile Integration
Social integration
Cycling Integration OLD
Cycling Integration
Ticket Numbering
Notifications
Additional Purchases
Fundraising
Access Codes
Payment Settings
Price Discounts
Actions

Cycling Ireland Integration

No Integration Competitive Event **Leisure 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)

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

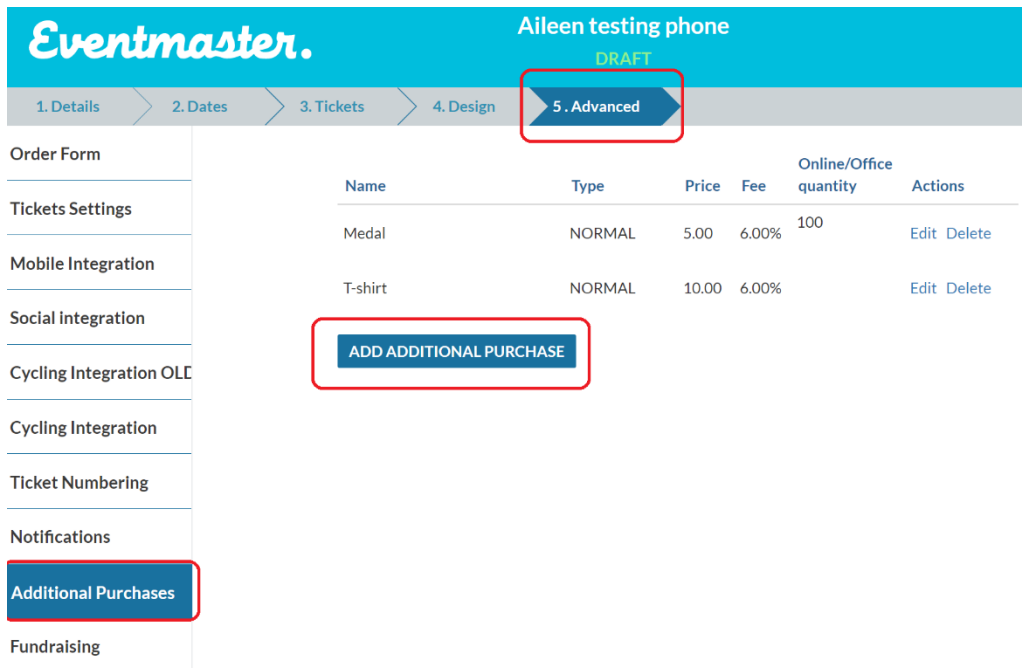
Hide from Cycling Ireland Calendar view

8. Add Additional Purchases

Tab Five – Advanced

You may wish to allow participants to purchase additional items when entering an event, such as Medals, T-shirts, Cycling Jerseys etc. To add an additional purchase select the 'add additional purchases' tab on the left under 'advanced'

Medals / Water bottles and other such 'one size fits all' products are easy to set up. Other products such as Jerseys/ T-shirts can also be added with a bit of extra configuration to incorporate sizes.



The screenshot shows the Eventmaster interface for an event titled "Aileen testing phone" in a "DRAFT" state. The navigation bar includes tabs for 1. Details, 2. Dates, 3. Tickets, 4. Design, and 5. Advanced (highlighted with a red box). On the left sidebar, the "Additional Purchases" option is highlighted with a red box. The main content area displays a table of existing additional purchases:






Name	Type	Price	Fee	Online/Office quantity	Actions
Medal	NORMAL	5.00	6.00%	100	Edit Delete
T-shirt	NORMAL	10.00	6.00%		Edit Delete

Below the table, there is a blue button labeled "ADD ADDITIONAL PURCHASE" highlighted with a red box.

Step 1 –Basic Details

Select 'Add Additional Purchase'

Additional Purchase Details

Name	<input type="text" value="Medal"/>  Enter Name of purchase
Enable Ticket Types Link	<input type="checkbox"/>  Select this box if you wish to make the product only available for certain ticket types
Description	<div data-bbox="639 739 1209 1131"><p>File Edit Insert View Format Tools</p><p>B <i>I</i> [List Icons] [List Icons]</p><p>[List Icons] [List Icons] [Eye] [Link] [Smiley] [Color] [Color]</p><p>THIS SECTION IS OPTIONAL</p><p>p » strong » span Words: 4</p></div>
Images (optional)	<input type="button" value="Upload New Image"/>  Upload Image of product if you wish
Type	<input type="text" value="Normal"/>
Price (EUR)	<input type="text" value="5.00"/>  Enter Price
Fee %	<input type="text" value="6.00"/>
Max Amount Per Ticket	<input type="text" value="1"/>  Enter the number of 'products' a participant can purchase

Remaining characters: 4011

Step 2 –Advanced Details

With some advanced settings you can

- Track Stock
- Allow participants to make a purchase after they have entered
- Add different options for a product (eg-different sizes for T-shirts/ Jerseys or colours for waterbottles)

Track Stock & allow purchase after entry

Under the area where you add the additional purchase scroll to 'Online/Office Sales'

Online/Office Sales

Please enter the optional quantity of this additional purchase you wish to sell:

Online Sales **Keep track of stock by entering avail number here**

Office Sales

Allow sale of this Purchase in Manage My Bookings. **Tick here if you wish to allow participant to make additional purchase after thier entry**

Add different options for a product

Under the area where you add the additional purchase scroll to 'Online/Office Sales'. To add different options to a purchase, for example Jersey sizes or colours iof water bottles you will be adding 'variants'

- Select 'Additional purchase variants'
- Name your variant – EG 'Size'

Online/Office Sales

Please enter the optional quantity of this additional purchase you wish to sell:

Online Sales

Office Sales

Allow sale of this Purchase in Manage My Bookings.

Additional Purchase Variants (optional)

A customer can select one of additional purchase variants. For example, for T-Shirts, these will be sizes (Small, Large, etc)

Variant Dropdown Label

Name	Online Quantity	Office Quantity	Actions
ADD NEW VARIANT			

Then select 'add new variant'

Fill in the details as appropriate, naming each of the purchase options as necessary. Do one for each option available (Eg- Small, Medium , Large)

Additional Purchase Variant details

Name **→ Enter different purchase options**

Online Quantity **→ Optinal: Enter Quantity available**

Office Quantity

Ordering

SAVE **CANCEL**

When all 'variants' are added it will look like below. Don't forget to scroll to the bottom and 'Save'

Online/Office Sales

Please enter the optional quantity of this additional purchase you wish to sell:

Online Sales

Office Sales

Allow sale of this Purchase in Manage My Bookings.

Additional Purchase Variants (optional)

A customer can select one of additional purchase variants. For example, for T-Shirts, these will be sizes (Small, Large, etc)

Variant Dropdown Label

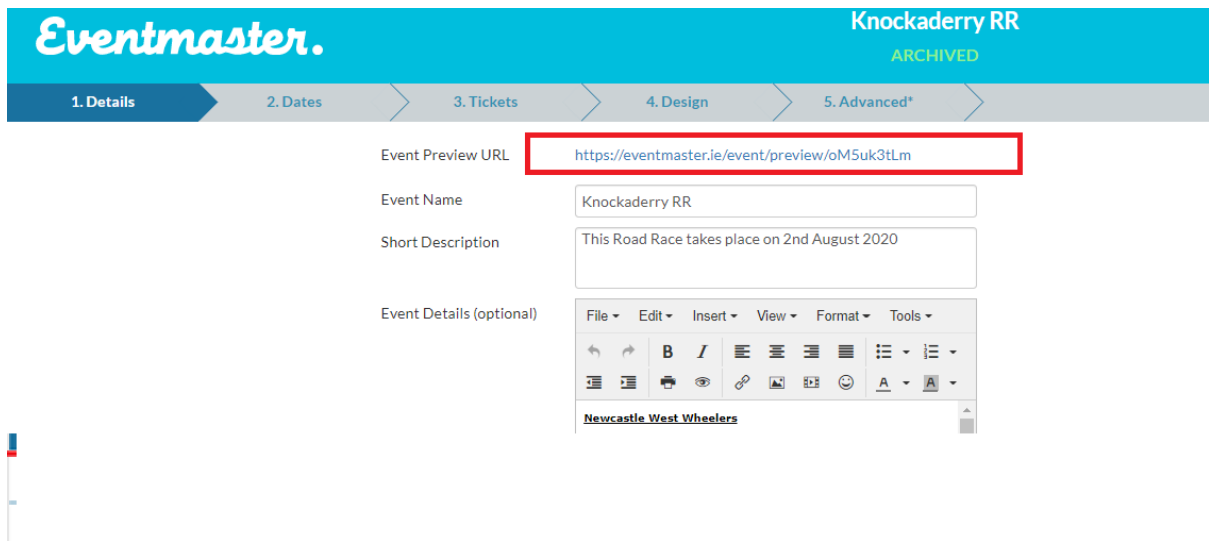
Name	Online Quantity	Office Quantity	Actions
X-small	50 Sold:	Sold:	Edit Delete
Small	100 Sold:	Sold:	Edit Delete
Medium	150 Sold:	Sold:	Edit Delete
Large	100 Sold:	Sold:	Edit Delete

ADD NEW VARIANT

9. 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:

Short Description:

Event Details (optional):

File Edit Insert View Format Tools

Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Link Unlink Image Video Audio Embed Code Font Color Text Color

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.

10. Checklist

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

4. Design Tab:

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

5. Advanced Tab:

- ✓ Ensure integration is set correctly (leisure)
- ✓ In payment settings make sure the Stripe account is linked

6. Publishing Event:

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