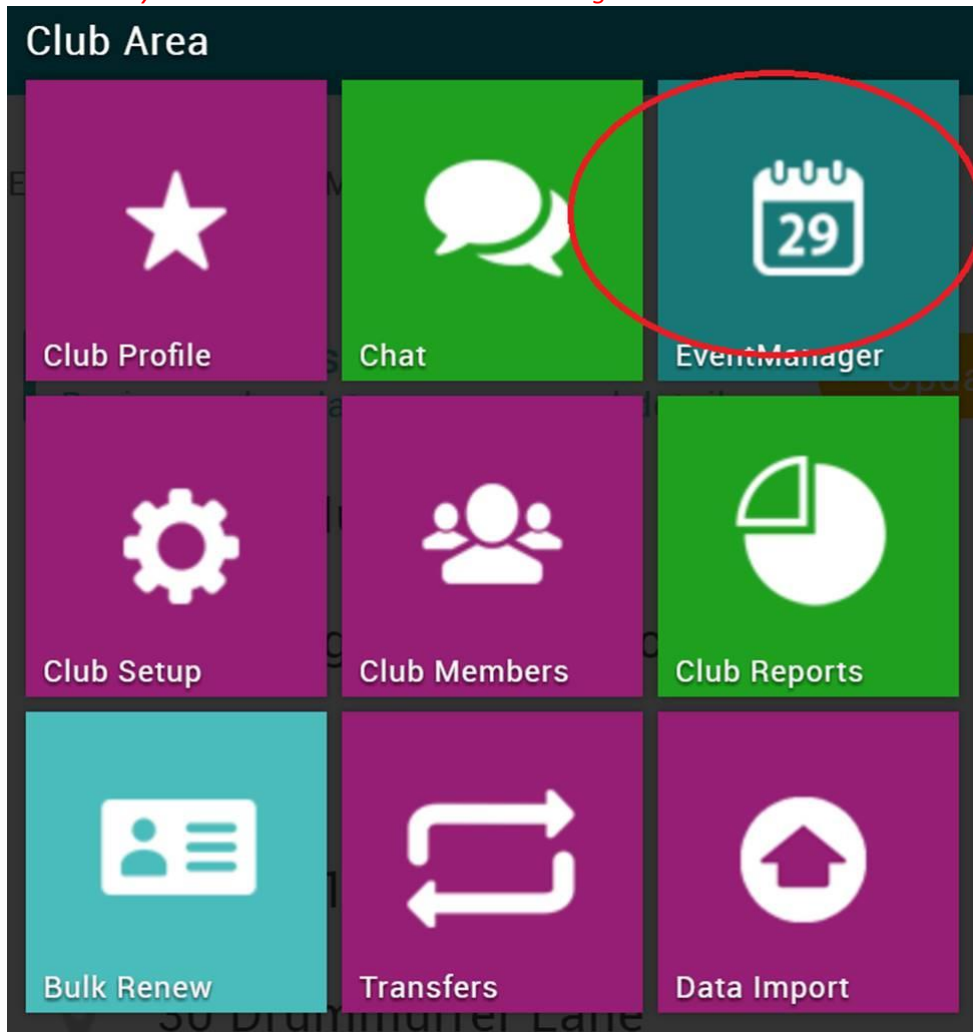


Login to your Cycling Ireland account as normal

Select Menu in the top left-hand corner

Proceed to your Club Area and select Event Manager



Click Add New Event

The screenshot shows the 'Event Manager' interface. At the top, there is a navigation bar with a star icon and the text 'Event Manager'. Below this, there is a section for 'Event Setup' with a calendar icon. The main heading is 'Event Management' with the subtitle 'Create and manage your events'. On the right side, there is a green button labeled 'Add New Event' which is circled in red. Below the button is a search bar with the text 'Search' and a magnifying glass icon. On the left side, there is a circular gauge labeled 'All Events' with the number '0' inside. Below the gauge, there are two tabs: 'Summary By Status' and 'Summary by Category'. A table with the following columns is visible: 'Event Name', 'Category', 'EventType', 'When', and 'Status'. The table is currently empty, displaying the message 'No record found.' at the bottom. At the very bottom, there is a pagination control showing 'Page: 1 of 1' and a 'No record to display' message.

Choose the Event Type

The screenshot shows a dialog box titled 'Event Type' with a close button (X) in the top right corner. The dialog features a teal circular icon with a white lowercase 'i' inside. Below the icon, the text reads 'Event Type' and 'Please select the type of event you wish to create'. At the bottom, there are two buttons: a teal button labeled 'Leisure' and a yellow button labeled 'Competitive'.

Enter the Event Details and click Next

★ Event Manager

Event Setup

Event Management

Create and manage your events

[Back to Summary](#) [View Calendar](#)

Basic Race Details Event Details Event Calendar

- Please select an event category
- Please type the name of your event
- Please choose the dates of your event
Preferred Date Alternative Date [View Calendar](#)
- Please provide start time of your event
Hour: Min:
- Please choose the classification of your event
- Is your event?
 One-Day
 Multi-Day/Stage
 Open League
 Club League
- Please enter the promoter name and contact details
Contact Name Contact Email Contact Telephone
- Please enter the alternative contact details for your event
Contact Name Contact Email Contact Telephone
- Who is the primary contact for this event?
 Promoter Alternative
- Please tick below the contact details to publish to the yearbook
Promoter Alternative
- In what Province or Provinces is your event located:
 Ulster
 Leinster
 Munster
 Conneont
- Please enter event location details
Address Line 1
Address Line 2
Town County Postcode
- Please enter HQ location
- Please enter sign-on Location
- Do you want to take online bookings?
- Please provide estimated number of participants
- Do you require photo-finish

[Back to Summary](#) [Next](#)

Click Add a new Race

Please enter the details for each Race you plan to hold that day, E.g. A1 Race, A3 Race, A4 Race,


The screenshot shows the 'Event Manager' interface. At the top, there is a navigation bar with 'Event Setup' and 'Event Management' (Create and manage your events). Below this, there are buttons for 'Back to Summary' and 'View Calendar'. A tabbed interface shows 'Basic', 'Race Details', 'Event Details', and 'Event Calendar'. The 'Race Details' tab is active, and a button labeled 'Add a new Race' is circled in red. Below the tabs is a table with the following columns: Race Name, Rider Categories, Classification, Location, Date, and Time. The table currently contains the text 'No record found.' At the bottom of the interface, there are 'Previous' and 'Next' buttons, and a horizontal scrollbar.


Enter Race details and click Save


If you have more than one race, stage or route please click Add New Race to enter details for each race or route within the event

Race ✕

Race Name:

Rider Categories:
 

Race Type:
 

Date :  Time-Hr: Min:

Start Location:

Distance(Km):

Some examples of Events below
One Day Road Race

★ Event Manager

📅 29 Event Setup

Event Management
Create and manage your events

Back to Summary
View Calendar

Basic

Race Details

Event Details

Event Calendar

Add a new Race

Race Name	Rider Categories	Classification	Location	Date	Time	
A4 Race	A4, JR	Road Race	The Square	05/05/2018	12:0	✎ ✕
A3 Race	A3, JR	Road Race	The Square	05/05/2018	12:0	✎ ✕
A2 Race	A2	Road Race	The Square	05/05/2018	12:0	✎ ✕
A1 Race	A+, A1	Road Race	The Square	05/05/2018	12:0	✎ ✕

Stage Race

★ Event Manager

📅 29 Event Setup

Event Management
Create and manage your events

Back to Summary
View Calendar

Basic

Race Details

Event Details

Event Calendar

Add a new Race

Race Name	Rider Categories	Classification	Location	Date	Time	
A3 Race, Stage 1	A3, JR	Road Race	The Square	05/05/2018	12:0	✎ ✕
A1 Race, Stage 1	A+, A1, A2	Road Race	The Square	05/05/2018	12:0	✎ ✕
A3 Race, Stage 2	A3, JR	Time Trial	The Hill	06/05/2018	10:0	✎ ✕
A1 Race, Stage 2	A+, A1, A2	Time Trial	The Hill	06/05/2018	10:0	✎ ✕
A3 Race, Stage 3	A3, JR	Criterium	The Square	06/05/2018	16:0	✎ ✕
A1 Race, Stage 3	A+, A1, A2	Criterium	The Square	06/05/2018	16:0	✎ ✕

League

★ Event Manager

Event Setup











Event Management

Create and manage your events

[Back to Summary](#) [View Calendar](#)

Basic Race Details Event Details Event Calendar

Add a new Race

Race Name	Rider Categories	Classification	Location	Date	Time	
Round 1	A+, A1, A2, A3, JR	Road Race	The Square	05/05/2018	12:0	 
Round 2	A+, A1, A2, A3, JR	Time Trial	The Square	12/05/2018	12:0	 
Round 3	A+, A1, A2, A3, JR	Criterium	The Square	19/05/2018	12:0	 
Round 4	A+, A1, A2, A3, JR	Hill Climb	The Square	26/05/2018	12:0	 
Round 5	A+, A1, A2, A3, JR	Road Race	The Square	02/06/2018	12:0	 

Leisure

★ Event Manager

Event Setup





Event Management

Create and manage your events

[Back to Summary](#) [View Calendar](#)

Basic Route Details Event Details Event Calendar

Add a new Route

Race Name	Classification	Location	Date	Time	
The Hilly 200	Leisure	Sally Gap	16/06/2018	8:0	 
The Hilly 100	Leisure	Sally Gap	16/06/2018	8:30	 

★ Event Manager

 Event Setup

Event Management







Create and manage your events

[Back to Summary](#)

[View Calendar](#)

Basic | Race Details | Event Details | Event Calendar

[Add a new Race](#)

Race Name	Rider Categories	Classification	Location	Date	Time	
XC Youth Race	Youth	Cross-Country	The Woods	07/04/2018	10:0	 
XC Women's Race	Women	Cross-Country	The Woods	07/04/2018	11:0	 
XC Masters Race	M30, M40, M50, M60, Masters	Cross-Country	The Woods	07/04/2018	11:0	 
XC Senior Race	Elite, Under 23, Juniors	Cross-Country	The Woods	07/04/2018	11:0	