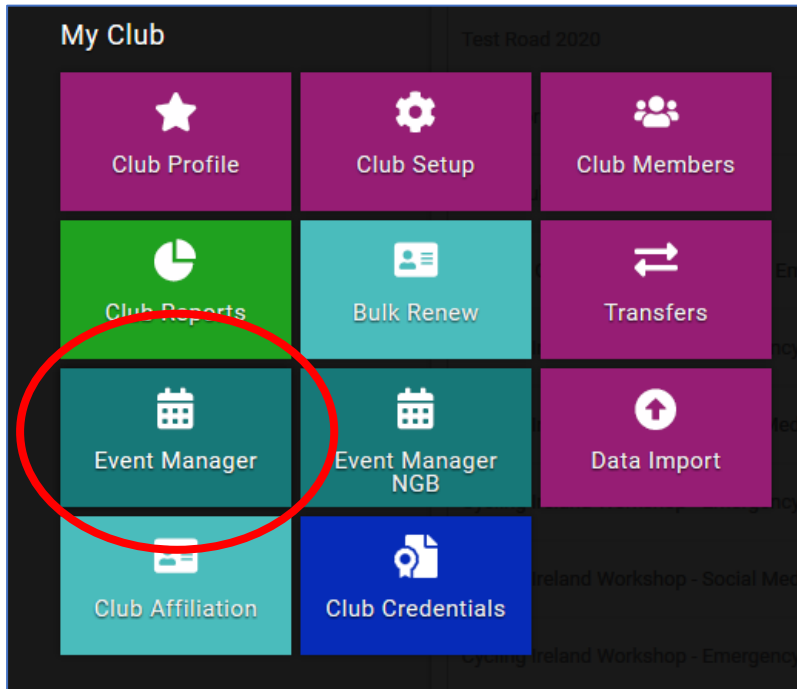


Creating a new event on the Cycling Ireland portal

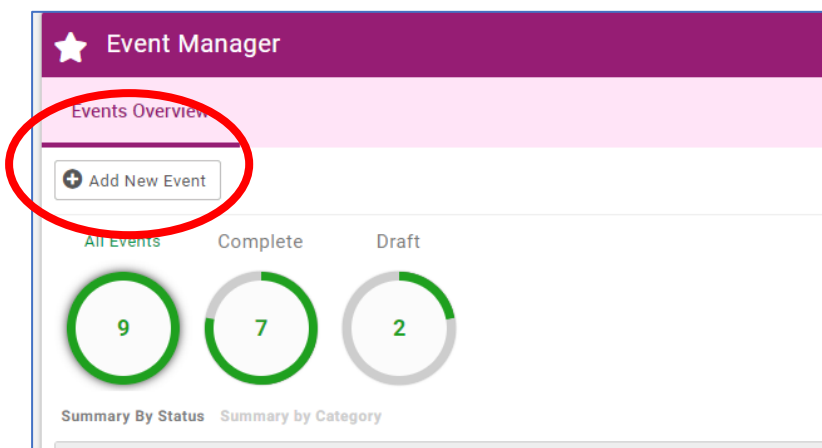
STEP 1: Login to your Cycling Ireland account as normal

Select Menu in the top left-hand corner

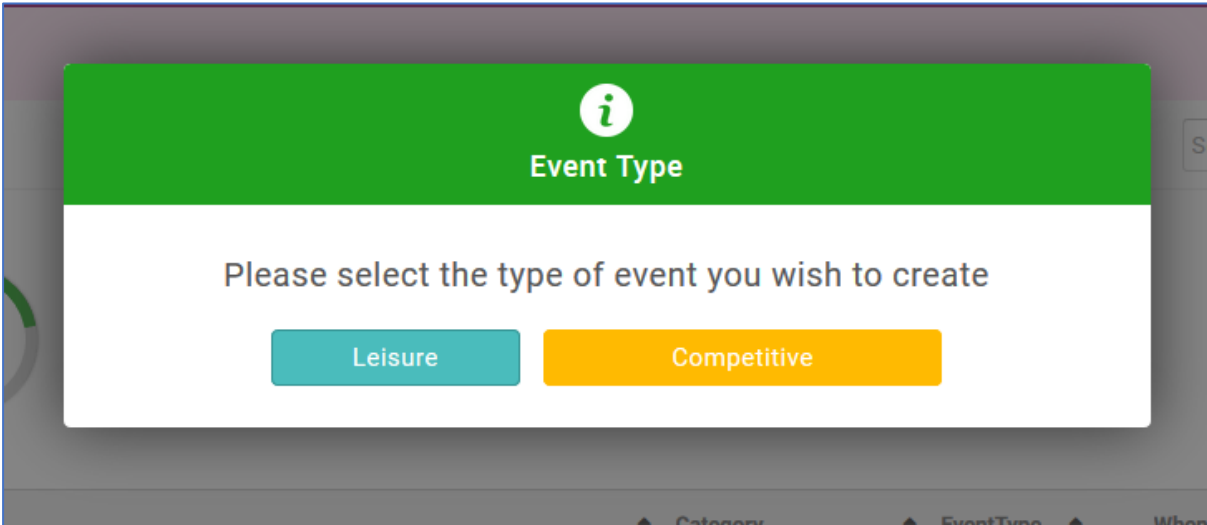
Proceed to your Club Area and select Event Manager



STEP 2: Click Add New Event



STEP 3: Choose the Event Type

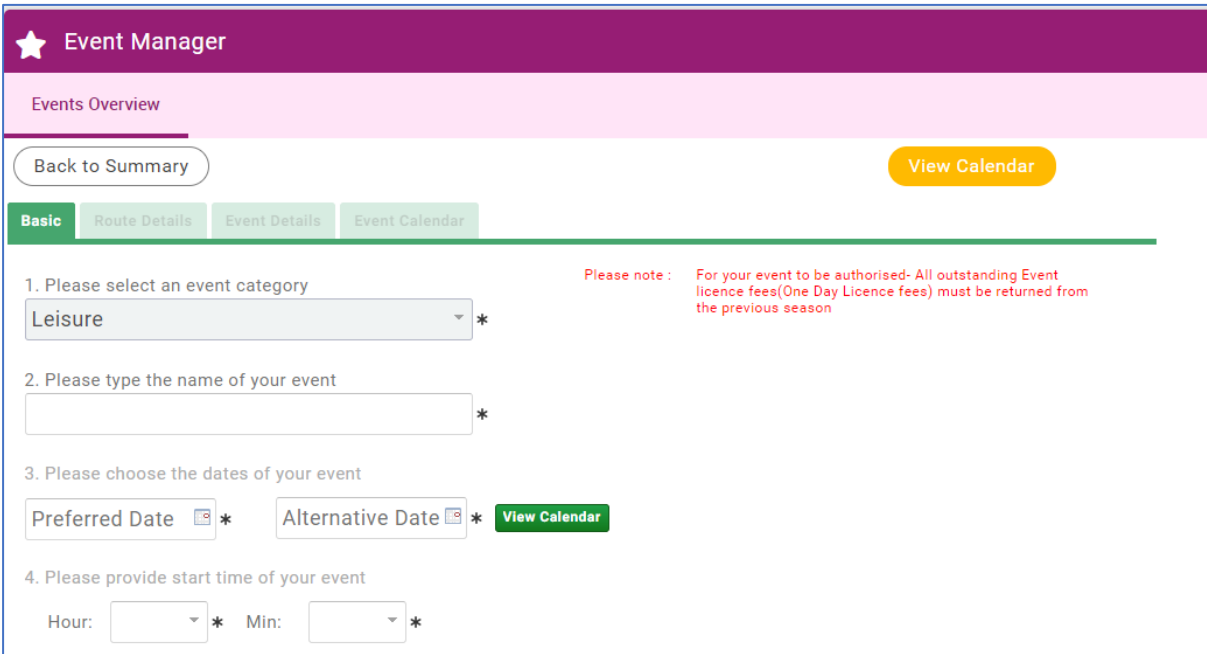


i
Event Type

Please select the type of event you wish to create

Leisure Competitive

STEP 4: Enter all the Event Details and click Next



★ **Event Manager**

Events Overview

Back to Summary View Calendar

Basic Route Details Event Details Event Calendar

1. Please select an event category
Leisure *

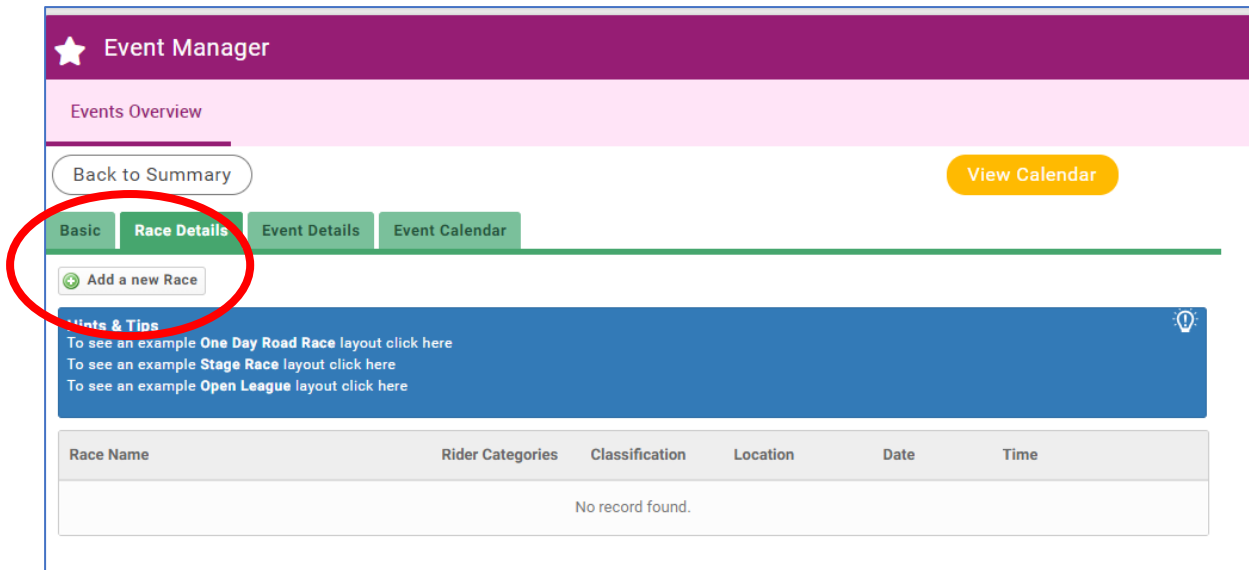
2. Please type the name of your event
*

3. Please choose the dates of your event
Preferred Date * Alternative Date * View Calendar

4. Please provide start time of your event
Hour: * Min: *

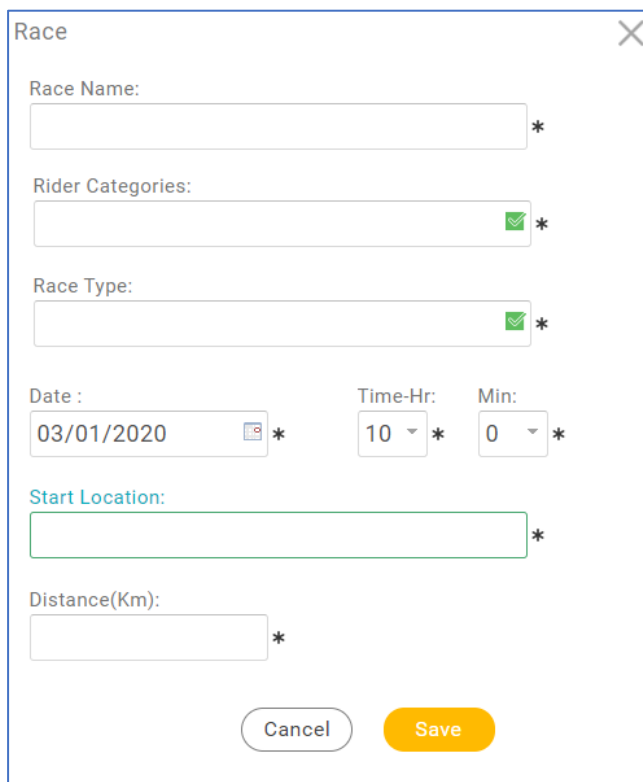
Please note : For your event to be authorised- All outstanding Event licence fees(One Day Licence fees) must be returned from the previous season

Step 5: Click Add a new Race or add a new Route (Leisure)



The screenshot shows the 'Event Manager' interface. At the top, there is a purple header with a star icon and the text 'Event Manager'. Below this is a pink bar with 'Events Overview'. A white bar contains 'Back to Summary' and 'View Calendar' buttons. A green navigation bar has tabs for 'Basic', 'Race Details', 'Event Details', and 'Event Calendar'. The 'Race Details' tab is selected and circled in red. Below the tabs is a green button labeled 'Add a new Race'. Underneath is a blue box with 'Hints & Tips' and three links: 'To see an example One Day Road Race layout click here', 'To see an example Stage Race layout click here', and 'To see an example Open League layout click here'. At the bottom is a table with columns: Race Name, Rider Categories, Classification, Location, Date, and Time. The table is currently empty, showing 'No record found.'

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



The 'Race' form is a modal window with a close button (X) in the top right corner. It contains the following fields:

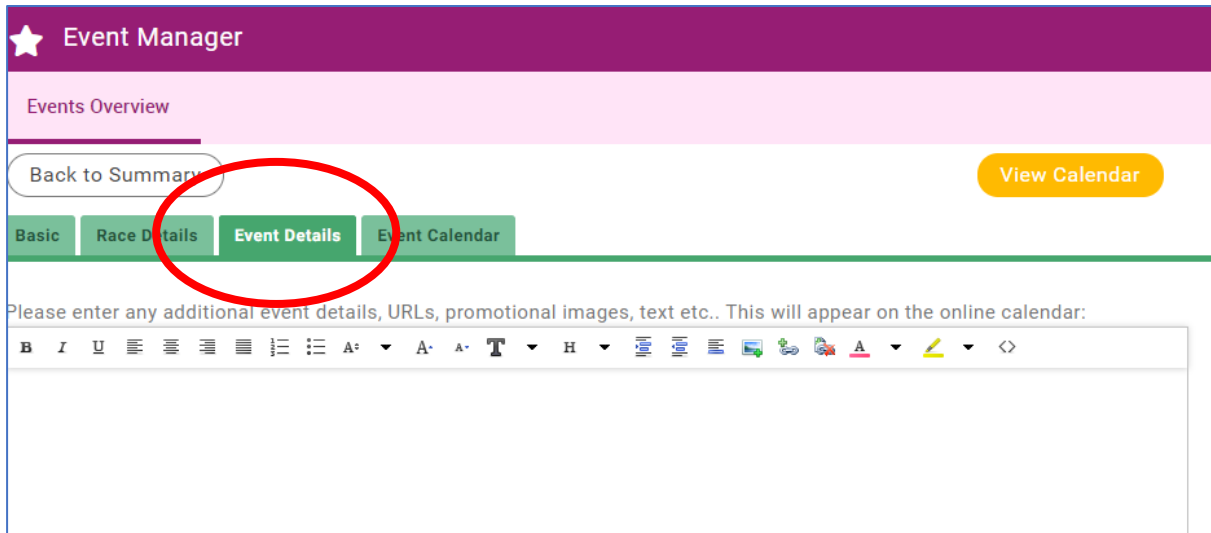
- Race Name: *
- Rider Categories: ✓ *
- Race Type: ✓ *
- Date: *
- Time-Hr: *
- Min: *
- Start Location: *
- Distance(Km): *

At the bottom of the form are two buttons: 'Cancel' and 'Save'.

If you have more than one race, stage or route please click Add a new Race or Route (Leisure) to enter details for each race or route within the event

STEP 6: Click Event Details

This a free text box allowing you to enter event details and to upload a poster. This information will appear on the online calendar.



The screenshot shows the 'Event Manager' interface. At the top, there is a purple header with a star icon and the text 'Event Manager'. Below this is a pink bar with 'Events Overview'. A navigation bar contains four tabs: 'Basic', 'Race Details', 'Event Details', and 'Event Calendar'. The 'Event Details' tab is highlighted in green and circled in red. To the left of the tabs is a 'Back to Summary' button, and to the right is a yellow 'View Calendar' button. Below the tabs, a text area is labeled 'Please enter any additional event details, URLs, promotional images, text etc.. This will appear on the online calendar:'. The text area has a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and code.

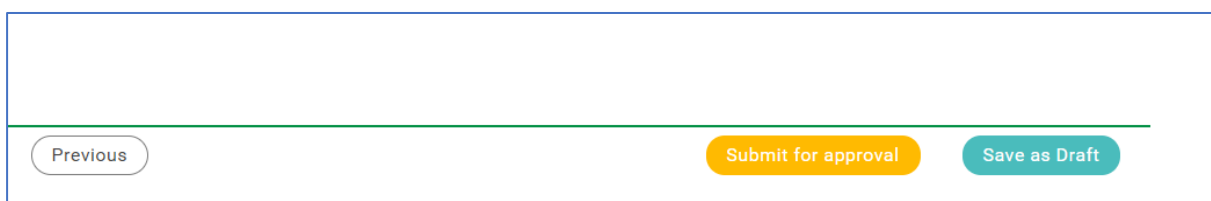
Click on the Terms and Conditions checkbox

Terms and Conditions as outlined on our [website](#) are assumed to be accepted when you submit your application in particular a Risk Assessment Statement MUST be submitted to Cycling Ireland at least 1 month in advance of the event.

If you want to return to edit the event, click on Save as Draft.

When finished, click on Submit for approval

IMPORTANT: Your event will not be considered for inclusion in the calendar until you click Submit for Approval



The screenshot shows the bottom navigation bar of the Event Manager interface. It contains three buttons: 'Previous' (white with a grey border), 'Submit for approval' (yellow), and 'Save as Draft' (teal).

Examples of Events

One Day Road Race

★ 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	
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

 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

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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

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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	 

Off Road

★ Event Manager







Event Setup

Event Management
Create and manage your events

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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	