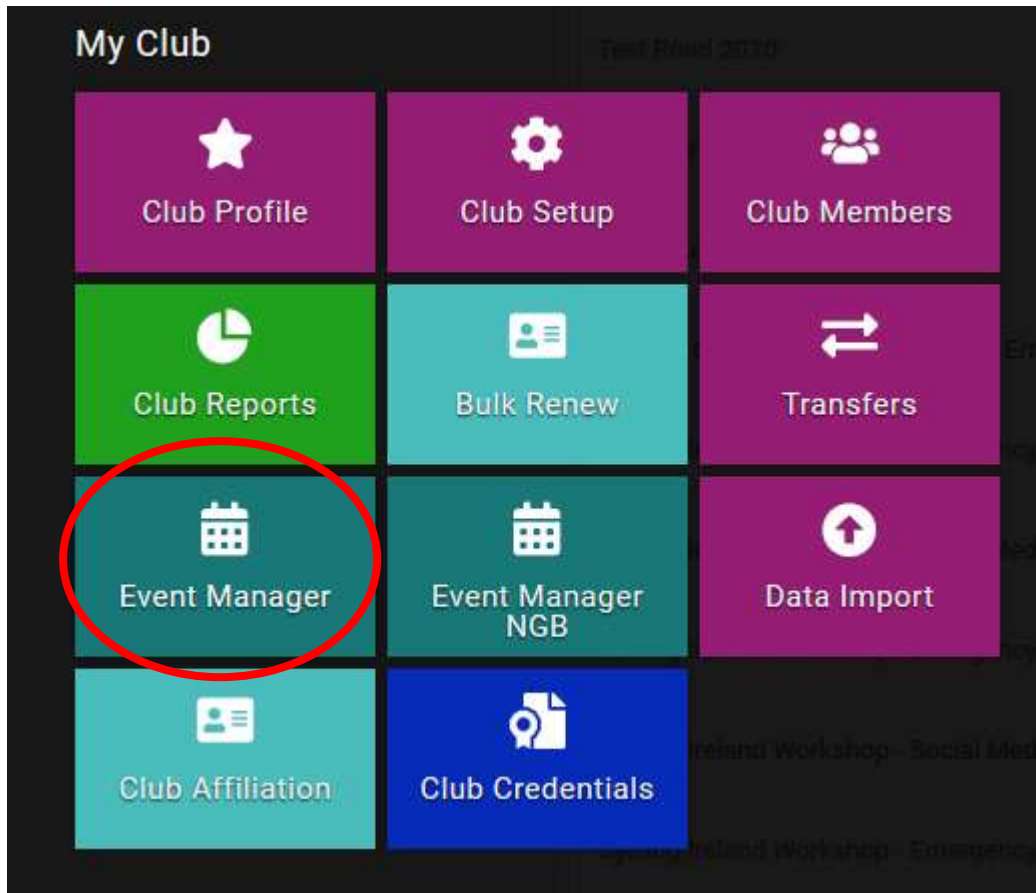


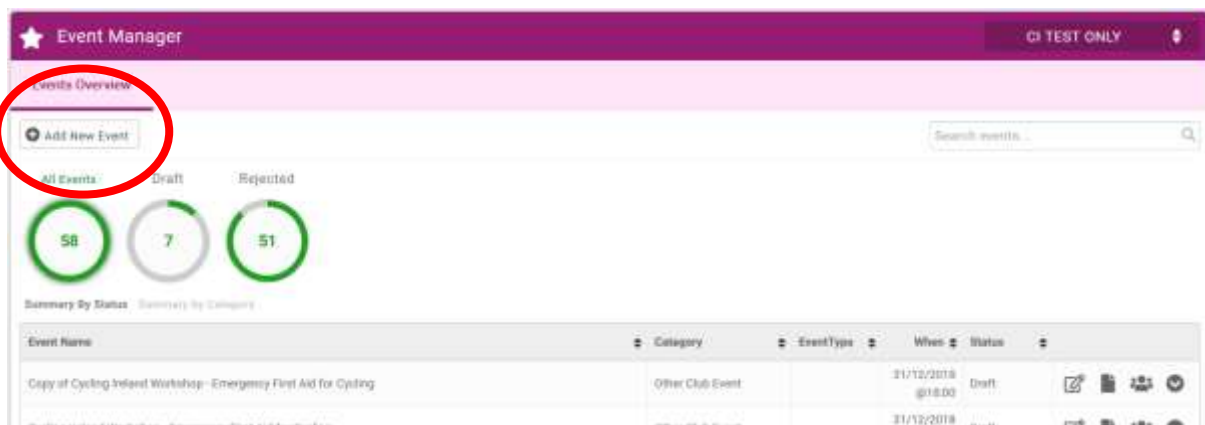
*Login to your Cycling Ireland account as normal*

*Select Menu in the top left-hand corner*

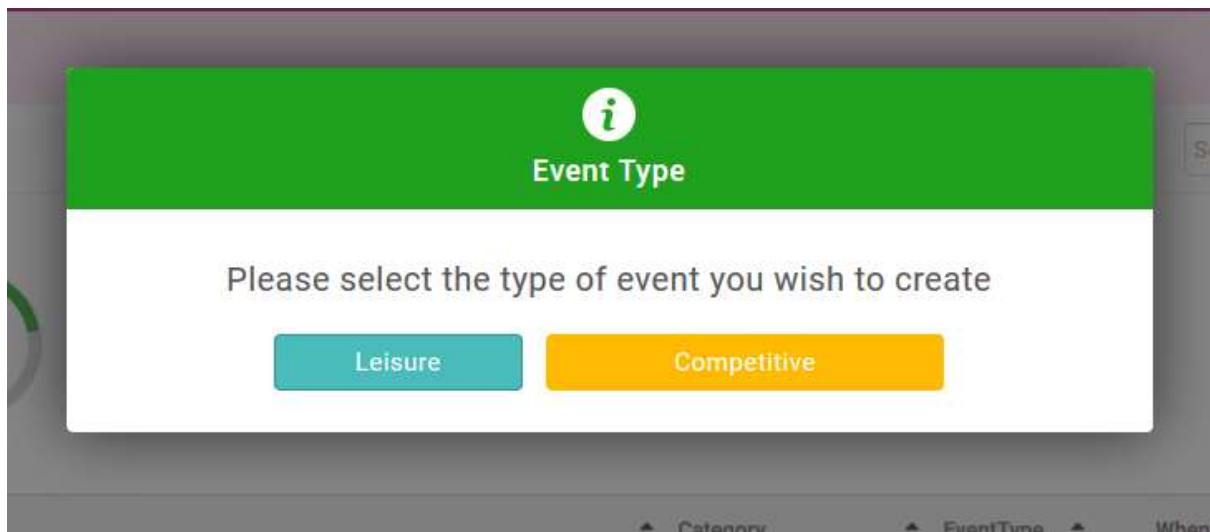
*Proceed to your Club Area and select Event Manager*



*Click Add New Event*



*Choose the Event Type*



The image shows a mobile application dialog box for selecting an event type. The dialog has a green header with a white information icon and the text "Event Type". Below the header, the text "Please select the type of event you wish to create" is displayed. There are two buttons: a teal button labeled "Leisure" and a yellow button labeled "Competitive". The dialog is overlaid on a blurred background of a mobile app interface.

**i**  
Event Type

Please select the type of event you wish to create

Leisure Competitive

Category EventTime When

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  
 Connaught
- 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 header with a star icon and the text 'Event Manager'. Below this, there is a section for 'Event Setup' with a calendar icon. The main section is titled 'Event Management' with the subtitle 'Create and manage your events'. There are two buttons: 'Back to Summary' and 'View Calendar'. Below these are four tabs: 'Basic', 'Race Details', 'Event Details', and 'Event Calendar'. The 'Race Details' tab is selected. 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 is currently empty, with the text 'No record found.' centered below it. 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):

Click Event Details, this a free text box allowing to upload a poster etc

Event Manager

Event Setup

Event Management  
Create and manage your events

Back to Summary View Calendar

Home Area Details **Event Details** Event Calendar

Please enter any additional event details, such as promotional images, text etc. This will appear on the online calendar.

Forms 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.

Previous Submit for approval Save as Draft

When complete Click Submit for approval  
Some examples of Events below

## 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	18:0	 
A1 Race, Stage 3	A+, A1, A2	Criterium	The Square	06/05/2018	18:0	 

## 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	 



## Off Road

### ★ 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	