

## Participant Maintenance on [register.bigwhitetrailer.com](http://register.bigwhitetrailer.com)

### Account management:

To update individual participants:

- You must have an account on [register.bigwhitetrailer.com](http://register.bigwhitetrailer.com). It's simple to set up and easy to maintain.
- If you set up an event yourself, you automatically are able to manage participants.
- If I set up the race for you, you'll need to let me know your account name (email address) once you have it set up so I can add you to the managers for your organization.

### Individual participants:

Once you log in, click on the "Organizer" tab on the top. You should see your event in the lower pane. Data on the right side of the pane shows current statistics of use to you.

- Click on the name of the event to manage it.
  - You'll see a summary of current registration status. The "Unpaid" column is folks that have not completed registration (they may or may not come back) or the folks that tested the registration (me)
- Click "Add Participants" in the 2<sup>nd</sup> block on the left column
  - Participant information is entered here.
  - Age is calculated automatically from birth date.
  - Birth date is optional. If they don't give it, a fake birth date will be generated giving the entered age.
  - After you put all the data in and click add, you'll see the calculated payment and the option to put in check number, etc.
  - When that's done, you'll get a confirmation number and a link to add another participants.
  - If the participant supplied an email address, and you put it in, they will receive a confirmation email.
- The "Participants" link will allow you to look up and edit entrants, so if someone contacts you and claims their last name is spelled wrong, it can be changed here.

### Team participants:

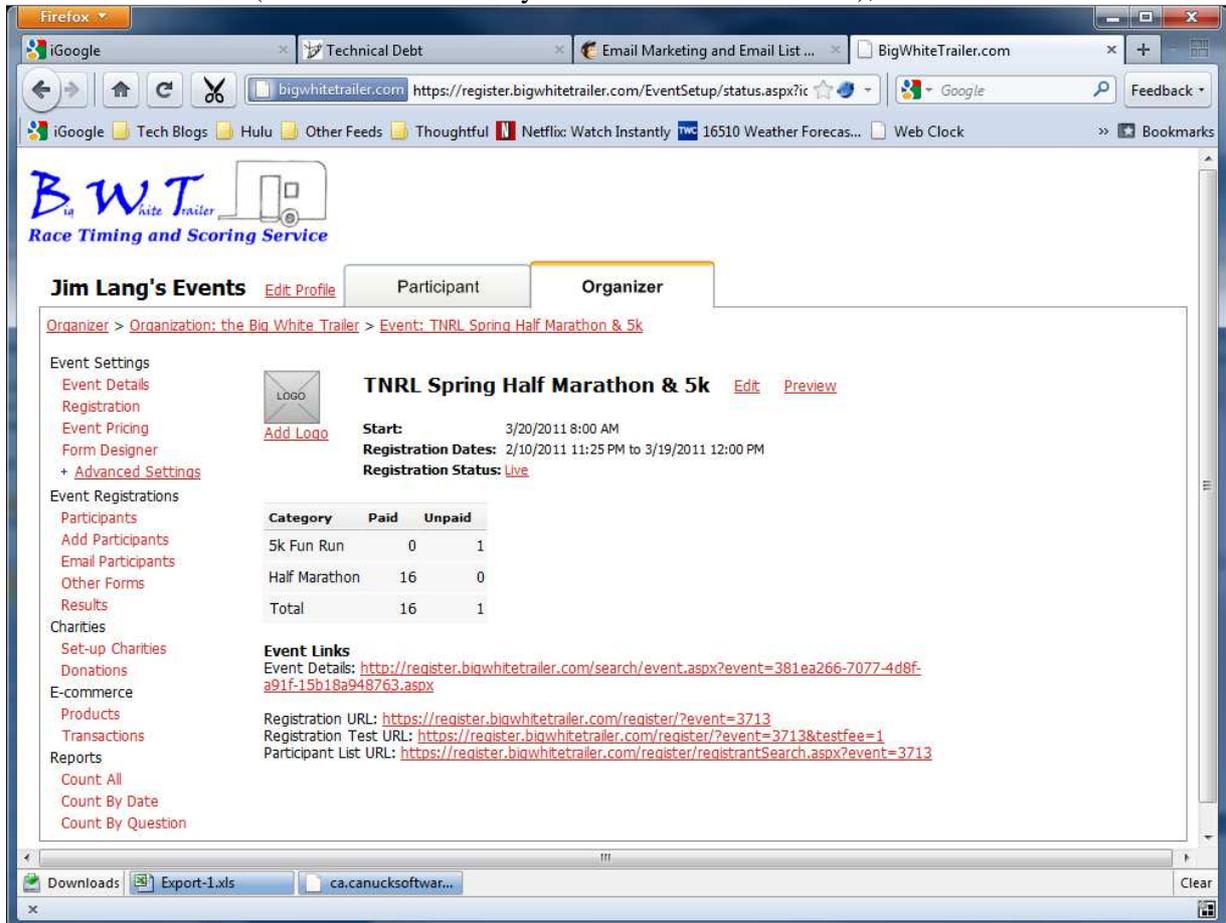
Team participants are set up a little differently. IF you have team relay set up for your race, there is a Team Manager link on the participants tab. SO.

- Click on the "Participants" link on the left (NOT "Add Participants")
- To the upper-right of the search box, there is a "Team Manager" link.
- Click the "Team manager" link
  - Add the team, supplying required information.
  - Once the team is entered, enter each participant.
  - Return to Team Manager after roster entry.
- Once the team is entered, the data will be available for download with the rest of the roster (including team name and other information)

## Participant verification checks:

Once the participant information is entered, the users (even those who do not register online) can check their status (thanks to your roster entry on BigWhiteTrailer.com)

On the main screen (the first screen after you click on the race name), there are 4 links available.



The screenshot shows the BigWhiteTrailer.com website interface. The main content area displays event details for 'TNRL Spring Half Marathon & 5k'. The event is organized by Jim Lang. The start date is 3/20/2011 at 8:00 AM. Registration dates are from 2/10/2011 11:25 PM to 3/19/2011 12:00 PM. The registration status is 'Live'. There is a table showing registration counts for different categories:

Category	Paid	Unpaid
5k Fun Run	0	1
Half Marathon	16	0
Total	16	1

Below the table, there are links for Event Details, Registration URL, Registration Test URL, and Participant List URL. The registration URL is <https://register.bigwhitetrailer.com/register/?event=3713>. The registration test URL is <https://register.bigwhitetrailer.com/register/?event=3713&testfee=1>. The participant list URL is <https://register.bigwhitetrailer.com/register/registrantSearch.aspx?event=3713>.

Event Details: If you supplied a detailed description of the race, this link goes to a page with a good description and a map for the race. It will even give direction to the race.

Registration URL: This is the URL to use if you do not have a good description page. This is well suited to the ERC and Runners High race calendar.

Registration Test URL: Use this for testing. DO NOT publish that URL

Participant List URL: This is the one you want to make sure everyone has access to. This will let Joe Runner check his registration (and know that you gave him a Large shirt instead of Extra Large, so it can be corrected.)