Creating an Event



Login to Racelt.com



Event Organizers

Create, set up online registration, and manage your event today!

Tough Mudder



not your average lame-ass mud run or spirit-crushing 'endurance' road race. It's Ironman

"Tough Mudder is

meets Burning Man, and it is coming to a city near you. Our 10-12 mile obstacle courses are designed by British Special Forces to test all

Featured Events

Jefferson Sprint Tri & Du

Charlottesville, VA (July 07, 2012)

Peroni Crawlin' Crab Half Marathon

Hampton, VA (October 7, 2012)

Event Organizers

Learn more about what Racelt can do for you.

<u>Sign up now</u> to set up online registration and create events today. It's free!

Sign up for a demo representatives will walk you through all the ways Racelt can make your event a success.

Enter email and password



Create an Event



Step 1: Details

Organizer > Organ	ization: > Event: > I	Event Details		
Create	Event	Step 1	Details	
Details	Registration	Pricing	Form Designer	
1	2	3	4	
Organization:				Add Ne
Event Name:				
Primary Contac	t			
Website URL:				
Short event Des (500 characters	scription: or less)			T
Event Details:			1.01	
B I	U ABE O E	338		E] 🕺 😹 🖿 🗶 📨 🔊 🗠] 🖁 🖃 📕
•			III	· · ·
🔛 Design	HTML			

Start date and time:	
Event time zone:	(GMT-05:00) Eastern Time (US & Canada)
Start location:	Location
	Address Address line 1
	Address line 2
	State Virginia 💌
	Province:
	Country United States
Search Tags: Please add tags to your event. This will help us categorize it for search purposes.	The following search tags are currently associated with this event: Edit Tags
Do you want to show this event in the search engine?	
Do you want to set-up online registration for this event?	● Yes [©] No
Supported Languages:	English (United States)
Continue	

What Do I Fill in?

<u>Organizer</u> > <u>Organi</u>	zation: Army Ten-N	liler > <u>Event:</u> :	Event Details					
Create	Event	Step		ation		~		
Details	Registration	Pricir	New Organiz					
	0	6	Name					
U	2	3	Address 1					
			Address 2					Add New
Organization:			City					
			State	Virginia	•			
Event Name:			Postal Code					
			Province					
Primary Contact			Country	United States	•			Il you have a new Organization select: Add
			Website					New and fill in all
Website URL:			E-mail					appropriate details
			Phone				e –	
Ob a d averado D a s			Fax					
(500 characters	or less)		Payee					
			Payout Type:	Check	•			
			🔲 I agree to	the Terms and Conditions				
Event Details:	0 =		Cancel		Save			
B I		3 2						

Online registration:	© Live [●] Disable	
Organization:	Add BRAWA-Test	BRAWA and mail to: P.O. Box 171 Glasgow, KY 42142-0171
Event Name:	Run For Rover	Or Drop off at the shelter.
Primary Contact	Lewis Jones	
Website URL:	http://www.brawashelter.org	E S
Short event Description: (500 characters or less)		
Event Details:		
Saturday June	e 16th	
2 mile run/wa	alk	
Run or walk	with your dog	
•		
M Design	HTML	



**All information must be filled out in order to move forward



Save

Step 2: Registrations

Online Registration Available From: 5/15/2012 5:07 PM To: 6/16/2012 7:45 AM	(EST)] 🗐 🖗	ž ž	<u>Set the</u> Edit the	e registration e confirmati	n closed message on email	
What email address should re registration confirmations:	ceive ne	w				ь. т
Leave blank to avoid receiving a co comma separate each address.	nfirmation e	e-mail for ea	ach registrati	on. For multip	ole e-mail addresses, please	
Add Category						
Category	Min Age	Max Age	Min Members	Max Members	Group/Participant Limit	
2 Mile						Edit Delete Hide
Limit the Participants to:						
Minimum Participants age: 0	•					
Maximum Participants age: 10	• 0					

- 1. Fill in dates available for when the registration will open and close
- 2. If any, enter email address to be notified of new registrations
- 3. Add Event Categories (shown in next slide)

Add Event Category

Add Categ	Jory		×
Name:			
Min Age	Max Age	Participant Limit	
Type: In	ndividual 💌	Select Individual or Group/Team	
Cancel	Add Category		

Step 3: Pricing

vvriat text do	you want dispi	ayed on	the credit card billin	(12 char	r Rover acters n	nax)		
ransaction f	ee split							
Percent of T	ransaction Fee	Include	d in Price: 15 %					
Percent of T	ransaction Fee	Added	o Price: 85%					
aco Pricina	for Cotogories	mod	ify cotogoriesrec	alculate fees				
Base Pricing Category	for Categories Max Price	mod	ify categories <u>reca</u> Customer Fee	alculate fees Organizer Fee	Price T	ype		
Base Pricing Category 2 Mile	for Categories Max Price 50.00	mod (ify categories reca Customer Fee \$2.98	Organizer Fee \$0.53	Price T	уре		
Base Pricing Category 2 Mile 5 Mile	for Categories Max Price 50.00 0.00	mod (ify categories reca Customer Fee \$2.98 \$0.00	Organizer Fee \$0.53 \$0.00	Price T	ype dividual	•	
Base Pricing Category 2 Mile 5 Mile Price Adjustr	for Categories Max Price 50.00 0.00	ice Adju	ify categories reca Customer Fee \$2.98 \$0.00 <u>stment</u>	so.00	Price T	T ype Individual	•	
Base Pricing Category 2 Mile 5 Mile Price Adjustr Category	for Categories Max Price 50.00 0.00 hents Add Pr Type A	ice Adju	ify categories reca Customer Fee \$2.98 \$0.00 stment Start Date (EST)	Alculate fees Organizer Fee \$0.53 \$0.00 End Date (EST)	Price T per In Min Age	Type adividual Max Age	•	

Save

Accepting Checks

Cut-off Date (ES	T):	
Payable To:	BRAWA	
Address1:	Roseville Road	
Address2:		
City:	Glasgow	
State:	Kentucky -	
Province:		
Postal code:	42142	
Country:	United States -	

**If you are Accepting Online Registrations with a Mailed in Check be sure to check off the box.

Transaction (Service Fee)

ercent of Ti Percent of Ti	ransaction Fee In ransaction Fee A	cluded in Price: 15 dded to Price: 85%	_%	
ase Pricing	for Categories	modify categories	recalculate fees	
Category	Max Price	Customer Fee	Organizer Fee	Price Type
2 Mile	50.00	\$2.98	\$0.53	
5 Mile	0.00	\$0.00	\$0.00	per Individual 👻

**You can choose how much of the transaction fee to apply to the customer or organizer. You can choose to split the fee, incur the fee or push the fee on your customer.

Adding Price Adjustments:

Accept or What text do you	nline registrations with a mailed ch want displayed on the credit card l	eck for payment: 🔲 pilling statement: Run (12 c	n For Rover characters max)	
Transaction fee	Add Price Adjustment		×	
Percent of Trans Percent of Trans	From: (EST)	To: (EST)		
Base Pricing for	Category: 2 Mile - 2			
Category I	Min Age:	Max Age:		
2 Mile	Type of Adjustment: Set a new price		3 }	
5 Mile	Adjustment Amount:			•
Price Adjustmen	Add Adjustment			
Category Type				
2 Mile \$ ad				dit Delete
Save				

- 1. Select the date range for the new price
- 2. Which category will the price adjustment apply
- 3. What type of adjustment and what is the amount

Step 4: Form Designer

dividual Group		
1) Participant Information Edit		++
Question \$	Edit	Сору
* Category 💿 2 Mile		
© 5 Mile		
Question	Edit	Сору
* First Name		
Question	Edit	Сору
* Last Name		
Participant Address		
Question * Address line 1	Edit	Сору
Question	Edit	Copy
Address line 2		
Question	Edit	Сору
* City		
Question	Edit	Сору
* State	•	
Question	Edit	Сору
Province		
Question	Edit	Сору
* Postal code		
Question	Edit	Сору
* Country	-	

Question			Edit	Copy	
Question	* Email Address		Lun	0003	
Question			Edit	Сору	
	* Phone Number				
		(Example: 800-555-1212)			
Question			Edit	Сору	
	* Birthdate				
		(Example: M/d/yyyy)			
Question			Edit	Conv	
Question	* Gender	© Family	Luit	Copy	
		Female			
		🔘 Male			
Quaction			Edit	Conv	Delete
Question	* Run or Walk		Luit	Copy	Delete
		© Run			
		Walk			
			Edit	Conv	Delete
Question 🐨 🤿	Shirt Size		Luit	copy	Delete
	Onit Olze	▼.			
Question			Edit	Сору	Delete
	* Release of Responsibility	I know that running	is a potenti	ally	~
		hazardous activity.			
					~
		Initial to agree to the above v	vaiver:		

Question		Edit	Сору	Delete
	* Additional Fees			
) Pet Registration Edit				
uestion ¥		Edit	Сору	Delete
Breed				
Select One				
Pomeranian				
🔘 German Shepherd				

The form designer houses all of your participant questions.

Adding a New Question



 Question Text:
 Date Text

 Question Type:
 Date Text

 This questic
 Date Text

 E-mail Address Text
 E-mail Address Text

 Free Form Text
 Free Form TextArea

 Multi Selection / Checkbox
 Number Text

 Phone Number Text
 Single Selection / Dropdown List

 Single Selection / Radio Button
 Time Text with Picker

 Waiver
 Waiver

You are adding a new question to the registration process.

- 1. Select 'New Question'
- 2. Choose your Question Type

Proprietary and Confidential



You are adding a new question to the registration process.

Question Text:	How did you hear about us?	*
Question Type:	Single Selection / Dropdown List 🔻	
This question	is required (mandatory).	
Answer Choices		
Choice Text:		
Add Choice	Rename Choice	
Flyer		Move Up
Facebook/Twit	tter	Move Down
Running Club		Remove Choice
Sav	ve Question	

3. Example: Single Selection/Dropdown.

- 1. Enter your 'Question Text'
- 2. Enter your 'Answer Choices'