BMCR Guidance to using RiderHQ for event organisers



January 2022

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INTRODUCTION

Rider HQ (RHQ) is an on-line website used by British Masters Cycle Racing (BMCR) and many other organisations for event entry, collection of entry monies in conjunction with Stripe and communication with entrants. Results can be posted on this website, if the organiser wishes to, but should definitely be emailed out to entrants, as well as being posted on the BMCR website and on Facebook (see paragraph 26).

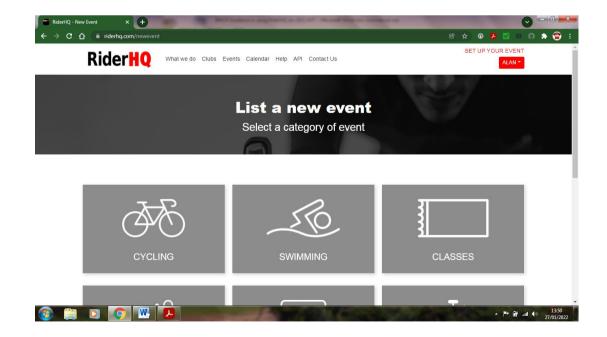
At first, the website can appear complex and difficult to use, but spend some time working through it, in conjunction with this guide and we hope that it will soon become a lot easier, if not second nature. The website has a number of ways to arrive at the same page, such as sending emails to entrants (paragraphs 23 & 37 refer) uploading images to enhance the event's appearance in the calendar (paragraphs 21c & 31g) and downloading reports (paragraphs 24, 35 & 40), this is helpful, but can be confusing to start with. Sections are comprised of sub-sections and sub-sub sections that seem daunting at first, but persevere and you should be able to navigate your way around the website. And if all else fails, help is on hand, by emailing Alan Vallance (alan_vallance@btopenworld.com) or Mike Amery (Mikeamery58@gmail.com). Please outline the issue and provide a phone number for a call back.

Nat Spurling runs RHQ and if you really get stuck, he is very helpful and can be contacted on nat@riderhq.com. Some recent changes have been made at our request to make the website more specific for BMCR and easier to use, both for organisers and members. These include showing the event's opening date in the event details, rather than the closing date.

The words in **bold** in this guide denote functions/buttons on the website.

HOW TO LIST A NEW EVENT

- 1. Open www.riderhq.com and log in using your email address and password. Create an account, if you're not already an account holder.
- 2. Click on Events, then SET UP YOUR EVENT:-



3. Click on the **Cycling** button

- 4. Complete information for **Event Details**, selecting **BMCR Cycling Event** for **Event Type**, to ensure your event appears in the BMCR online race calendar. The questions are self-explanatory, but some extra guidance may be helpful for:
 - a. Start time use time of first race to start
 - **b.** Multi day event not applicable for single day races, only stage races over two or more days
 - c. Repeat Event not applicable for single day races, only a series
 - d. Private event do not tick this box
- 5. Fees and Entries

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		FEES AND EN	TRIES			
		Free event all entry types are free				
	Fee amount	Max entries	Entry type name			
	e.g. 10.50	e.g. 10000	All			
	+ ADD ANOTHER ENTRY TYPE					
		ENTRY DETAILS	3			
		EVENT DETAILS				
		GO BACK LIST E	VENT			
Rider HQ		Home Featur	es Clubs Events C	Calendar Help	API Contact Us	s
			SE	T UP YOUR EVENT	MANAGE YOUR CLUE	3

6. Complete the three boxes (Fee amount, Max Entries and Entry type name) for the first race, usually AB, then use ADD ANOTHER ENTRY TYPE button for each additional race, e.g. CD, EFGH, and W.

Different fee amounts and maximum number of entrants can be stated for each race. The standard entry fee in 2021 is a maximum of £15 (£20 for National Championships and Stallard Series events). This may increase in subsequent years. The maximum number of entrants for three concurrent races is 30 to 40 in each race, so an overall total of 90 to 120, although some police authorities restrict the total number to 80. The safety of entrants and all concerned need to be considered when deciding upon field size, with reference to your relevant police authority, the nature, length and road width of the circuit and capacity of the race headquarters.

7. Entry details

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	+ ADD ANOTHER ENTRY TYPE										
		ENTRY	DETAILS								
		Operate a waiting list	st if max entries rea	ached							
		Enable teams Allow entrants to set		20							
		EVENT	DETAILS								
		GO BACK	LIST EVENT	T							
Rider <mark>HQ</mark>		Home	Features	Clubs	Events	Calendar	Help	API	Contact Us		
						SET UP YOUR	-		E YOUR CLUB		

- 8. Waiting list tick this as it's useful to have a reserve list in case original entrants drop out before the event. The ability to change the title from Waiting list to Reserve list or whatever suits can be done on later pages, see paragraph 14j
- 9. Enable teams not used by BMCR.

10. EVENT DETAILS -

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\leftrightarrow \rightarrow C \triangle $$ riderhq.cc	m/newevent	ප 🛧 💿 🗖 🔽 🖬 🖨 🚖
	EVENT DETAILS	
	Additional information	
	Paragraph \checkmark B I \mathcal{O} := $\frac{1}{2}$ 66 \hookrightarrow \Rightarrow	
	This information will appear on your event page (you can list additional info for your event, instructions, links etc.)	
	GO BACK LIST EVENT	
Rider	O Home Features Clubs Events Calenda	lar Help API Contact Us
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- **11. Additional information –** add useful details for the entrants, such as race distances/times, entrant selection criteria, parking restrictions, signing on process, circuit details/hazards, circuit type e.g. flat, undulating, hilly), a link to the circuit map, available refreshments, prizes and so on. Anything you think would be useful for entrants to know in advance and might "sell" your event to maximise entries.
- 12. Click **LIST EVENT** button and this takes you through to the **EVENT DASHBOARD**, where more specific information is added. Your Regional Co-ordinator will need to approve your event before it is published on RHQ, but the following can be added, in the interim.

13. EVENT DASHBOARD

This can be the most confusing section! There is a search button enabling you to quickly find an entrant, once the event is set up and riders start entering.

Note the six sections across including **EVENT SETUP**, **BRANDING**, **EVENT EMAILS** and so on. The ones with down arrows have drop down menus, which are all described in turn below, starting with **EVENT SETUP**.

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\leftrightarrow \rightarrow C \bigtriangleup \oplus ride	rhq.com/o/1612/tour-of-breedon/events/46486	☆ 🖲 🗖 🖬 🇯 😭 :
Rider <mark>HQ</mark>	HELP API	ALAN VALLANCE V
ACCOUNT ACCOUNT DASHBOARD	EVENT DASHBOARD	Name O email Customer name (or part) Team
EMAILS	EVENT SETUP V BRANDING EVENT EMAILS V EVENT REPORTS V	EVENT ACTIONS 🗸 TEAMS
VOUCHERS & INVITES BOOKING	Not approved for entry yet - awaiting confirmation from BMCR region	nal co ordinator (should be approved within a few days)
Events Series & tournaments Groups		* ADD ENTRY TYPE
Shop Surveys	AB CLOSED Event not approved	
REPORTS	£15.00 REQ. mem: British	ACTIONS V DOWNLOADS V
CUSTOMER DATA	Entries: 0 / 35	ADD ENTRY VIEW ENTRANTS CHECK IN
BANK DEPOSITS	0.00%	
CUSTOM REPORTS SHARED REPORTS	CD CLOSED Event not approved	
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14. EVENT SETUP -

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COUNT	EVENT DASHBOARD	Name O email Customer name (or part) SEARCH
AILS		TS 🗸 EVENT ACTIONS 🗸 TEAMS
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OKING	EDIT ENTRY FORM	regional co ordinator (should be approved within a few days)
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RIES & TOURNAMENTS	SETTINGS	+ ADD ENTRY TYPE
OUPS	SATTINGS	
OP	EFGH SETTINGS	
	se TINGS approved	
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	REQ. mem: British	
PORTS		ACTIONS V DOWNLOADS V
PORTS STOMER DATA	REQ. mem: British	

- a. Click on EVENT¹SETUP, then MAIN SETTINGS These settings apply to the overall event and it is possible to amend some of these for individual races, as stated below.
 MAIN SETTINGS opens to give the headings of DETAILS, OPEN/CLOSED etc.
- **b. DETAILS** repeats information previously entered. Helpful to check this is correct. A link to your own website can be added.
- c. OPEN/CLOSED includes event status, event start time and date, when entries close and if entries on the day are allowed. There's a reminder The entries open

date is fixed at 8 weeks before for BMCR events. The closing date is normally 21 days before. Tick yes or no for allowing entries on the day.

d. ENTRY TYPES & FEES

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ACCOUNT		1	/									
ACCOUNT DASHBOARD	DETAILS OPEN/CLOSE	ENTRY TY	PES & FEES	ENTRANTS P	RIVACY				EDIT DETAILS			
emails Vouchers & invites	Status CLOSED Event not approved	Entries 35	Waiting list 20	Entry fee £15 +service fee	Instalments	Groups	Teams	Fundraising				
EVENTS	CD								EDIT DETAILS			
SERIES & TOURNAMENTS	Status CLOSED Event not approved	Entries 35	Waiting list 20	Entry fee £15 +service fee	Instalments	Groups	Teams	Fundraising				
SHOP	EFGH								EDIT DETAILS			
Surveys REPORTS	Status CLOSED Event not approved	Entries 35	Waiting list 20	Entry fee £15 +service fee	Instalments	Groups	Teams	Fundraising				
CUSTOMER DATA								+ A	DD ENTRY TYPE			
REVENUE	Event status: CLOSED E	DIT EVENT	STATUS									
BANK DEPOSITS CUSTOM REPORTS	Set overall maximu			exceed this number								
Shared reports	Assign numbers p If ticked, number entrants per e			ues you specify below	/ (you can also over	write number	s later, regar	dless of how you as	isign on entry)			
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e. Set overall maximum entries – If you tick this box, you can set an overall maximum numbers of entrants, in additional to the individual race limits, see paragraph 16c.

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Rider <mark>HQ</mark>	HELP API				^
ACCOUNT Account dashboard	Sessign numbers per entry type If ticked, number entrants per entry type, starting from the values you specify below (you can also overwrite numbers later, regardless of how you assign on entry)				
EMAILS	Number "AB" from				
VOUCHERS & INVITES BOOKING	1				
Events Series & tournaments	Number "CD" from				l
GROUPS SHOP SURVEYS	Number "EFGH" from				l
REPORTS Customer data Revenue	Add Service fee on top Show the entrant a separate Service fee for the BiderHQ charge. If unticked the entrant will be charged the exact entry fee you specify and we will deduct the RiderHQ charge before paying the balance to you.				ł
BANK DEPOSITS CUSTOM REPORTS SHARED REPORTS	Display fee ranges Include entry form price adjustments in the 'entry fee' shown, e.g. £20-25. If unticked, just show the default price				
	-Waiting list / pre registration-				•
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f. Assign numbers per entry type –the first number in each race can be assigned here, so that the Start Sheet is printed accordingly. Don't use the same number in different races or judging could be a nightmare! Some organisers prefer to use a separate spreadsheet as the start sheet, as it gives flexibility to have, for example a few spare numbers for on the day entries and a clear number differentiation between different categories. The Start Sheet can be downloaded onto an Excel spreadsheet (or PDF), so can be amended as you wish in this program, see paragraph 25. **g.** Add Service fee on top – ensure this box is ticked (default) or the RHQ service fee will be deducted from the entry fee.

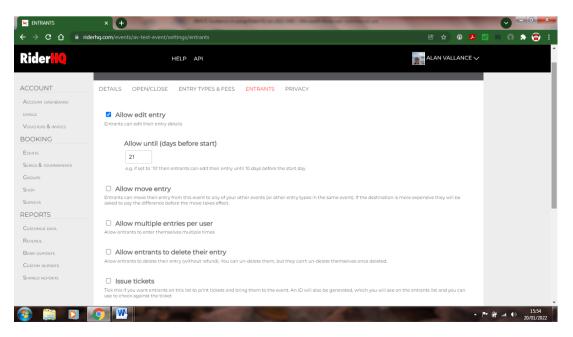
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Rider <mark>#0</mark>	HELP API
ACCOUNT Account dashboard	Display fee ranges Include entry form price adjustments in the 'entry fee' shown, eg. E20-25. If unticked, just show the default price
EMAILS	Waiting list / pre registration
VOUCHERS & INVITES BOOKING Events	Hold spaces for (hrs) 24 How long before a waiting list / pre-registration space expires (in hours) How waiting lists work
Series & tournaments Groups	
SHOP	Custom waiting list name You can use your own name for the waiting list (eg. call it a 'reserves list') to make it clearer to your entrants how you intend to use it
Surveys REPORTS	Custom waiting list name RESERVE
CUSTOMER DATA	Tist' will be added to your custom name
BANK DEPOSITS	Show waiting list position Show people their position on the waiting list
CUSTOM REPORTS SHARED REPORTS	
	SAVE CHANGES CANCEL
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- h. Display fee ranges not used by BMCR.
- i. Waiting list/pre registration Hold spaces for (hrs) the default is 24 hours for a reserve to take a spare place. Popular events may wish to use a shorter period.
- **j.** Custom waiting list name you may wish to change this to Reserve list by ticking the box and entering RESERVE.
- k. Show waiting list position Tick this box, which is the default.

Once saved, (and it's best to save after each section) click **CONTINUE EDITING SETTINGS**, then **ENTRANTS**.

I. ENTRANTS:-

The **ENTRANTS** and **PRIVACY** sections apply to the overall event, rather than individual races.

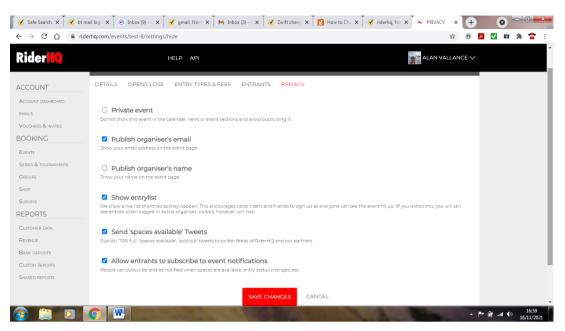


- **m.** Allow edit entry usually ticked to allow entrants to amend or add information to their entry.
- n. Allow until (days before start) The default is 21 days, which is sensible, but experience shows that there will be changes in entrants after this, so best not to finalise start sheets until closer to the event. The number of days should <u>not</u> be after the closing date to prevent changes being made, which you could easily miss. Entrants can always email you with any important changes.
- **o.** Allow move entry not usually ticked, to prevent moves to other events without the organiser's knowledge.
- p. Allow multiple entries per user not ticked one rider one ride
- q. Allow entrants to delete their entry usually ticked to allow withdrawals with no refund. This can only be done before the period selected in the Allow until (days before start) question, usually 21 days.

ENTRANTS	x + you we have a support on the stand base or setting of	
\leftrightarrow \rightarrow C Δ \cong rider	rhq.com/events/av-test-event/settings/entrants 🙆 🕁 0 🧏	2 😐 🙃 🆈 👕 E
Rider <mark>HQ</mark>	HELP API	
ACCOUNT Account dashboard	Allow entrants to delete their entry Allow entrants to delete their entry (without refund). You can un-delete them, but they can't un-delete themselves once deleted.	
EMAILS VOUCHERS & INVITES BOOKING	Issue tickets Tick this if you want entrants on this list to print tickets and bring them to the event. An ID will also be generated, which you will see on the entrants list and you can use to check against the ticket	
Events Series & tournaments Groups	Show entrant numbers Shows entrant numbers on the entry list and on entrant details. Useful if you want entrants to know the number assigned to them by RiderHQ (numbers are assigned in the order they enter). Un-tick if you plan to change these numbers later (so as not to confuse entrants)	
Shop	Generate entrant bibs Allow entrants to download a bib for printing with their bib number, ahead of the start day	
CUSTOMER DATA	Generate entrant certificates Allow entrants to download a certificate with their time after you upload results	
BANK DEPOSITS CUSTOM REPORTS	SAVE CHANCES CANCEL	
Shared reports		
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r. BMCR would not usually tick any of the remaining boxes – **Issue tickets, Show** entrant numbers, Generate entrant bibs and Generate entrant certificates.

s. PRIVACY -



- t. Private event prevents the event being publicised and would not usually be ticked.
- **u. Publish organiser's email** tick to allow this to enable entrants or potential entrants to contact the organiser with any questions or to seek clarification.
- v. Publish organiser's name tick to allow this to enable entrants or potential entrants to know who the organiser is.
- w. Show entry list tick this, which is the default. Entrants like to see who else is riding.
- x. Send 'spaces available' Tweets usually ticked, as per default. Everyone following RiderHQ on Twitter will receive updates. Members need to follow RiderHQ on Twitter to receive these tweets.
- y. Allow entrants to subscribe to event notifications usually ticked, which is the default.

 After saving, click RETURN TO EVENT, which takes you to the EVENT DASHBOARD, then CLICK EDIT ENTRY FORM – this is the form that entrants complete and is not normally altered, but can be, if the organiser wishes to obtain additional information to the standard, e.g. to make a selection for a National Championship, see paragraph 16f.

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ACCOUNT Account dashboard	EVENT DASHBOARD EVENT DASHBOARD Customer r O Team	search
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VOUCHERS & INVITES		
BOOKING	EDIT ENTRY FORM	proved within a few days)
Events	AB	
Series & tournaments	SETTINGS	
GROUPS	CD SETTINGS	+ ADD ENTRY TYPE
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Revenue		
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SHARED REPORTS		
	CD CLOSED Event not approved	
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		EXIT PREVIEW ADD QUESTION
Question	Input Type	
Club/Team shared mandatory	Text	C2 🕸 🗃
Address 1 shared mandatory	Text	6. 🖷 🛛
Address 2 shared	Text	C. 🖷 🛛
Town/City (shared) (mandatory)	Text	C 🖷 🖬
Postcode (shared) (mandatory)	Text Must be a UK Postcode	C. 🖷 🛛
Telephone (shared) (mandatory)	Text Must be a telephone number	2 🖷 🛱
Gender (shared) (mandatory)	Radio buttons	C 🖷 🛱

aa. Entry form amendment is straight forward and your amendments can be previewed to check how entrants will see the form.

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Rider <mark>KQ</mark>	HELP API	ALAN VALLANCE V
ACCOUNT Account dashboard	EVENT DASHBOARD	Name O email Customer name (or part) SEARCH SEARCH
EMAILS	EVENT SETUP	TS V EVENT ACTIONS V TEAMS
VOUCHERS & INVITES	MAIN SETTINGS	
BOOKING	EDIT ENTRY FORM I for entry yet - awaiting confirmation from BMCR	regional co ordinator (should be approved within a few days)
EVENTS	AB	
SERIES & TOURNAMENTS	SETTINGS	+ ADD ENTRY TYPE
GROUPS	SETTINGS	ADD ENTRY THE
SHOP	EFGH	
SURVEYS	setTINGS it approved	
REPORTS	£15.00 REQ. mem: British	ACTIONS V DOWNLOADS V
CUSTOMER DATA		
REVENUE	Entries: 0 / 35	ADD ENTRY VIEW ENTRANTS CHECK IN
BANK DEPOSITS	0.00%	
CUSTOM REPORTS		
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bb. AB, CD, EFGH, W Settings – you need to complete the following section of ENTRY TYPES & FEES for each race with specific details under the sub-headings of: Details, Fees & Limits, Instalments, Teams, Groups and Fundraising, as shown below. Each are now referred to in order.

Rider <mark>HQ</mark>		HELP API	<u>*</u>	ALAN VALLANCE V
CCOUNT	DETAILS OPEN/CLOSE	ENTRY TYPES & FEES ENTRANTS PRIVACY		_
Account dashboard	AB			VIEW ALL
emails Vouchers & invites	Status CLOSED Event not approved	Entries Waiting list Entry fee Instalments 35 20 £15 +service fee	Groups Teams Fundraising	
OOKING	closed event not approved	33 ZO EIS-Service lee		
Events Series & tournaments	DETAILS FEES & LIMITS	* Entry type name		
GROUPS	INSTALMENTS TEAMS	AB e.g. 'over 50s' or 'cat 1/2'		
HOP	GROUPS	Subtitle		
EPORTS	FUNDRAISING			
CUSTOMER DATA		Optional additional description		
Revenue Bank deposits		Status		
CUSTOM REPORTS		Open		
HARED REPORTS		 Closed Waiting list only Vouchers only 		

15. DETAILS -

- a. Entry type name enter age categories, e.g. AB
- b. Subtitle is there a specific title for one of the races?
- c. Status usually Open when listing a new event. When there's a full field, the Status will change automatically to Closed or Waiting list only. The buttons can be used to manually alter the Status of the specific race, if, for example, you wish to re-open it after it had automatically Closed, in which case the Closing date will also need amending. Vouchers only is not currently used by BMCR.

ider <mark>KQ</mark>		HELP API	ALAN VALLANCE 🗸
	GROUPS		
COUNT	FUNDRAISING	Subtitle	
		Optional additional description	
ICHERS & INVITES		Status	
OKING		Open	
INTS		O Closed	
RES & TOURNAMENTS		O Waiting list only	
OUPS		O Vouchers only	
90		Hidden	
RVEYS		Hide this entry type from the entry options (e.g. temporarily)	
PORTS			
STOMER DATA		Start time	
/ENUE		10:00	Q
VK DEPOSITS		24hr e.g. 13:00	
STOM REPORTS			
RED REPORTS		SAVE CHANGES CANCEL	

- **d. Hidden** not ticked, as it's unlikely you would not want the race details to be hidden from the RHQ online calendar.
- e. Start time specific start time with each race, usually starting two/three minutes apart.

16. FEES & LIMITS:-

lider <mark>10</mark>		HELP API							N VALLANCE V		
CCOUNT	TEST							EVEN	EDIT SETTINGS		
CCOUNT DASHBOARD	DETAILS OPEN/CLOSE	ENTRY TY	PES & FEES	ENTRANTS F	PRIVACY						
OUCHERS & INVITES	AB								VIEW ALL		
OOKING	Status CLOSED Event not approved	Entries 35	Waiting list	Entry fee £15 +service fee	Instalments	Groups	Teams	Fundraising			
VENTS ERIES & TOURNAMENTS	DETAILS										
ROUPS	FEES & LIMITS	* Entry fee									
HOP	INSTALMENTS	15.00									
URVEYS	TEAMS										
EPORTS	GROUPS	Fee tie	rs								
USTOMER DATA	FUNDRAISING	Nor By									
EVENUE		ОВу	number of en	trants							
ANK DEPOSITS		Alter the	entry fee on spe	cific dates, or as entry	y numbers increase						
USTOM REPORTS		* • • • • • • • • • • • • • • • • • • •									
HARED REPORTS		* Max entr	les								
		35									

- a. Entry fee the fee for each race, which can be different. £15 is the current maximum fee (2022), except National Championships and Stallard events or when race expenses necessitate more.
- **b.** Fee tiers gives the ability to charge different fees over a period or as entries increase. BMCR do not use this function.
- c. Max entries maximum number of entries per race. This depends on individual circumstances, as previously stated, paragraph 6. Also, refer to Manage waiting list manually below for more guidance on setting this number.

d. Women are often included with E+ category races. BMCR wish to encourage more women to race and as such, a separate Entry Type Name (or their own race) with its own maximum number of entrants should be set up. Any shortage of female entries can be filled from the Waiting list of E+ categories. This should be mentioned in the Event Details, see paragraph 10 above.

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Rider <mark>HQ</mark>	HELP API
	Waiting list
ACCOUNT	20
ACCOUNT DASHBOARD	If above zero operate a walting list entrants can add themselves to the list when full and will automatically be offered new places in first-come first-served order.
Vouchers & invites	Manage waiting list manually
BOOKING	By default, spaces are allocated to 'waiters' automatically whenever the event is open and spaces are available. Tick this if you want to invite entrants from the waiting list manually instead.
Events	
Series & tournaments	Allow pre-registration for entrants
GROUPS	Allow entrants to pre-register for this entry type before it opens for online entries
Shop	Minimum entries per order
Surveys	1
REPORTS	Entrants must complete and pay for at least this many entries per transaction (useful for team-entries where a minimum number
CUSTOMER DATA	needs to be enforced)
REVENUE	Free entries
BANK DEPOSITS	0
CUSTOM REPORTS	When someone pays for entry, they get this many additional places for free. Useful with the 'lead booker' pays for a block of entries
SHARED REPORTS	then receives links/codes for distribution to others
	SAVE CHANGES CANCEL
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- e. Waiting list enter the number of reserves, usually 5 to 10, as it's useful to have a reserve list as original entrants may have to drop out for a variety of reasons, before the event. You might decide to have a higher number of E+ reserves than other categories, just in case women do not fill all the places allocated for them.
- f. Manage waiting list manually tick this if you wish to manage the selection of reserves, instead of first come, first served. Useful if you wish to select the overall entrants, perhaps for a National Championship or popular event. e.g. for a field of 30; set the Max Entrants at say 15 = 50% (first come, first served) and Waiting List at 25, allowing you to select the final 15 and have 10 reserves. Mention these selection criteria in the Event Details (see paragraph 10) and include additional questions on the entry form (paragraph 14z Edit Entry Form) so that you know enough about the entrants to make a selection, e.g. Are you a BMCR race organiser?
- **g.** Allow pre-registration for entrants not usually ticked, but could be helpful if you wish to gauge interest in an event before it officially opens.
- h. Free entries not currently used by BMCR

17. Instalments:-

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CCOUNT	TEST							EDIT SETTINGS I DASHBOARD	
CCOUNT DASHBOARD	DETAILS OPEN/CLOSE	ENTRY TYPES & FEES	ENTRANTS F	RIVACY					
VAILS	AB							VIEW ALL	
DOKING	Status	Entries Waiting list	Entry fee	Instalments	Groups	Teams	Fundraising		
	CLOSED Event not approved	35 20	£15 +service fee		ON				
RIES & TOURNAMENTS	DETAILS FEES & LIMITS	Allow pay-by-inst	alments						
ЮР	INSTALMENTS	Offer entrants the option to p	ay the entry fee in inst	talments (we will ser	nd reminder e	mails)			
IRVEYS	TEAMS		_						
PORTS	GROUPS			SAVE CHANGES	CANC	EL			
JSTOMER DATA	FUNDRAISING				-				
IVENUE									
INK DEPOSITS									
ISTOM REPORTS									
ARED REPORTS									

a. Allow pay by instalments – not used by BMCR.

18. TEAMS:-

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ACCOUNT	TEST	EDIT SETTINGS EVENT DASHBOARD
ACCOUNT DASHBOARD	DETAILS OPEN/CLOSE ENTRY TYPES & FEES ENTRANTS PRIVACY AB	VIEW ALL
VOUCHERS & INVITES BOOKING EVENTS	Status Entries Waiting list Entry fee Instalment CLOSED Event not approved 35 20 £15 *service fee Instalment	nts Groups Teams Fundraising
SERIES & TOURNAMENTS GROUPS SHOP SURVEYS REPORTS CUSTOMER DATA REVENUE	DETAILS FEES & LIMITS Offer entrants the option to create@oin teams with other entrants TEAMS GROUPS FUNDRAISING	_
REVENUE BANK DEPOSITS CUSTOM REPORTS SHARED REPORTS		
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a. Enable teams - not currently used by BMCR.

19. GROUPS:-

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SERIES & TOURNAMENTS GROUPS SHOP		t for members o members of a RiderHQ group (e.g. a club or a leas	ue)	
SURVEYS REPORTS CUSTOMER DATA	GROUPS Restricts entry to FUNDRAISING	to members or members of a RiderHQ group (e.g. a club or a leas	gue)	
REVENUE BANK DEPOSITS	Group Britis	D sh Masters Cycle Racin	~	
CUSTOM REPORTS	Mem	ber on		
		t day ir, membership must be valid up to this date	~	•
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- a. Discount for members not used by BMCR.
- b. Restrict to members the website automatically restricts entrants to BMCR members, who are members on the day of the event. This can also be set to the date of entry.
- c. Until days before start set to zero.

20. FUNDRAISING:-

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Account dashboard	DETAILS OPEN/CLOSE	ENTRY TYPES & FEES	ENTRANTS F	PRIVACY							
EMAILS	AB							VIEW ALL			
VOUCHERS & INVITES	Status	Entries Waiting lis	t Entry fee	Instalments	Groups	Teams	Fundraising				
BOOKING	CLOSED Event not approved	35 20	£15 +service fee		ON						
Events Series & tournaments	DETAILS FEES & LIMITS	Create a fundraising pa configured here)	ge for entrants on t	he platforms bel	ow, linked to	the chari	ty they select (from t	hose			
GROUPS	INSTALMENTS	(Charities are listed in a	random order on e	ach entry form)							
SHOP	TEAMS	- JustGiving									
SURVEYS	GROUPS	Charity name Charity	ID Event ID Target	amount							
REPORTS	FUNDRAISING	ADD JUSTGIVING CH	ARITY								
CUSTOMER DATA		If a JustGiving charity they have entered suc		automatically cre	ate a JustGi	ving fundi	raising page for then	n when			
REVENUE		You can enter as man		like, or a blank ro	ow for the e	ntrant to s	elect their own chari	ty			
BANK DEPOSITS											
CUSTOM REPORTS		Ceverydayhero									
SHARED REPORTS		Charity name Charity ADD EVERYDAYHERC		ampaign slug Ta	rget amoun	t					
		If an Everydayhero ch click it we will send th	arity is selected we eir details to Every	will generate a b davHero and form	utton on the	e entry cor here to cor	nfirmation page. Wh mplete their page se	en they tup			
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a. **FUNDRAISING –** BMCR events do not tend to be used for charity fundraising purposes.

 b. Next complete the ENTRY TYPES & FEES section for the other races by returning to the EVENT DASHBOARD > EVENT SETUP > category SETTINGS

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ACCOUNT Account dashboard	EVENT DASHBOARD	Name O email O Team SEARCH
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BOOKING	EDIT ENTRY FORM	+ ADD ENTRY TYPE
Events	AB	
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EVENT DASHBOARD (continues)

21. BRANDING:-

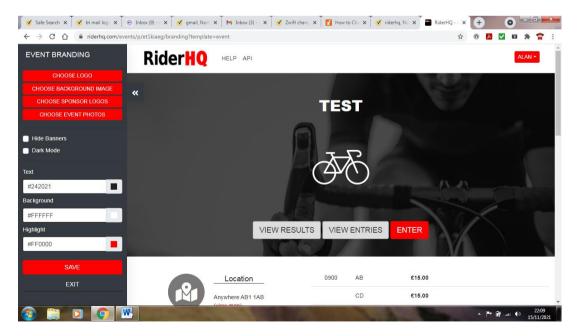
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CCOUNT		VIEW EVENT
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	EVENT DASHBOARD	Name Customer name (or part) SEARCH
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a. Click on COLOURS AND IMAGES

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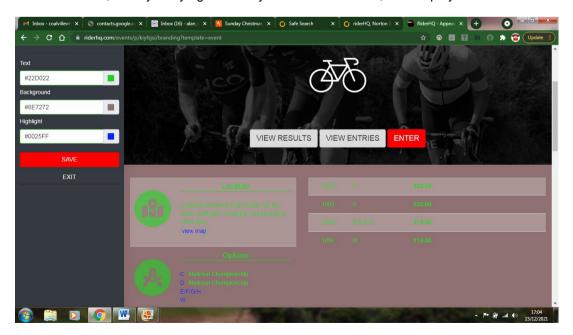
- b. Event branding:-
 - 1. CHOOSE LOGO
 - 2. CHOOSE BACKGROUND IMAGE
 - 3. CHOOSE SPONSOR LOGOS
 - 4. CHOOSE EVENT PHOTOS

All these buttons can be used to enhance the appearance of your event in the calendar and thus attract more entrants. In the screenshot below, **LOGO** relates to the white bike, **BACKGROUND IMAGE** to the cyclist and **SPONSOR LOGOS** and **EVENT PHOTOS** appear below, although not in this screenshot.



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EVENT BRANDING	Choose event logo			×	ALAN -
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CHOOSE BACKGROUND IMAGE	TOUR OF BREEDON Control Contro				
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CHOOSE EVENT PHOTOS	1999 A	and the second second	COALVILLE WorkerLEPHE		
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- c. We have used the CHOOSE LOGO / Choose event logo here, but all four buttons work the same. Use the Upload Images button to upload photos and logos to the website, select the image you wish to use, (o use image), then the Use Selected Images button to add them as a logo. It's the same process for the background image, sponsors logo or event photos, as appropriate. Images also appear on emails generated by the website. If you wish to delete a photo, click in the top right corner and a rubbish bin symbol should appear.
- d. Text, Background and Highlight can all be used to change the colour of the wording in the calendar and when clicking through into the event details. By way of an extreme example, see the next screenshot. We have used green for Text, grey for Background and blue for Highlight. We have also used a photo of cyclists from a previous event for the Background Image. BMCR are happy with the default colours, but if you trying to make your event stand out, have a play!



22. Other functions on the dashboard:-

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Rider <mark>HQ</mark>	HELP API	ALAN VALLANCE V
ACCOUNT	TEST CLOSED Entries close: 23.59 10-NOV-2021 Starts: 1-DEC-2021 09:00	VIEW EVENT
Account dashboard emails Vouchers & invites	EVENT DASHBOARD	Name O email Team
BOOKING	EVENT SETUP V BRANDING EVENT EMAILS V EVENT REPORTS V	EVENT ACTIONS V TEAMS
Events	7	
SERIES & TOURNAMENTS	Not approved for entry yet awaiting confirmation from BMCR region	inal co ordinator (should be approved within a few days)
GROUPS		
SHOP		+ ADD ENTRY TYPE
REPORTS		
CUSTOMER DATA	AB CLOSED Event not approved	
REVENUE	£15.00 REQ. mem: pritish	ACTIONS V DOWNLOADS V
BANK DEPOSITS		
CUSTOM REPORTS	Entries 0/35	ADD ENTRY VIEW ENTRANTS CHECK IN
Shared reports	2.00%	
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23. EVENT EMAILS - Emails and text messages (6p charge for each text) can easily be sent to all or selected entrants for the distribution of start sheets, event details, any late alterations, results and the like. These can also be pre-populated with information extracted from the RHQ website (e.g. first and last names, event name...) and automated emails can be compiled and sent when appropriate (e.g. to confirm a successful entry). Also see paragraph 36.

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Rider <mark>HQ</mark>	HELP API		ALAN VALLANCE V
ACCOUNT	EVENT DASHBOARD	 Name email Team 	Customer name (or part) SEARCH
EMAILS	EVENT SETUP V BRANDING EVENT EMAILS V	EVENT REPORTS A EVENT ACTIO	NS 🗸 TEAMS
Vouchers & invites BOOKING Events	Not approved for entry yet - awaiting confirmati	REVENUE SCHEDULED PAYMENTS CANCELLED/REFUNDED ENTRIES	nould be approved within a few days)
EVENTS Series & tournaments Groups		MOVED ENTRIES ENTRANT RESULTS	+ ADD ENTRY TYPE
Shop Surveys	A CLOSED Event not approved	START SHEET	
REPORTS	£15.00 REQ. mem: British	CREATE NEW REPORT	
Customer data Revenue	Entries: 0 / 30	ALL CUSTOM REPORTS	ADD ENTRY VIEW ENTRANTS CHECK IN
BANK DEPOSITS	0.00%		
CUSTOM REPORTS			
Shared Reports			
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24. EVENT REPORTS - numerous reports, even your own custom ones, can be run and transferred into an Excel spreadsheet. Under this section, you'll find the important Start Sheet (or as we know it to be - a signing on sheet)

Print blank	rows				
~					
Add blank rows	s if you might want to accept	entries on the day and need somewhere	for them to fill in their details		
Disclaimer					
Enter your discl	aimertext			11.	
		CHANG	E		
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hazards to r indicate the o Organiser, R	my safety and in starting the race I direction; they have no power to co Race Officials, Marshals, First Aid Ar	Date: Sat, 5 Feb 202 iri n this race entrely at my own risk. I confirm am confirming that the course is fit for the pur notrol traffic and I alone must determine wheth trandants, helpeus or to the League of Veteran 8	2 Event: tost that I have familiarised myself with the is ose. I understand that when riding on th r any move I make is safe. I agree that rang Cyclists the or its Directors in reas	course and taken due note he highway the function of io liability whatsoever shal pect of any injury, loss or d	of any potential marshals is only to I be attached to the Jamage suffered by
hazards to r indicate the o Organiser, R	my safety and in starting the race I direction; they have no power to co Race Officials, Marshals, First Aid Ar	Date: Sat, 5 Fcb 202 rt in this race entirely at my own risk. I confirm am confirming that the course is fit for the pun rhorol traffic and I alone must determine whether	2 Event: tost that I have familiarised myself with the ose. I understand that when riding on th aring Ocylists Ltd or its Directors in ress themesis. I CoNFIRM AND ACKNOWEM AND PACE	course and taken due note he highway the function of io liability whatsoever shal pect of any injury, loss or d	of any potential marshals is only to I be attached to the Jamage suffered by

- a. For new organisers, the default column headings that appear on the start sheet are (as above):- No. (number), Entry type (race category), First names, Last name and Signature. Previous organisers will have the columns they used before as the default. We recommend your signing on sheets have headings of:- No., Entry type, First and Last Names, Age on day of event and BMCR licence number with a blank column for the rider's signature. This should leave sufficient space for the rider's signature, but check. We recommend that this is the ONLY information on the signing on sheet, producing the columns shown in paragraph 25a.
- b. For privacy reasons, the rider's emergency contact name and their contact number have NOT been included. However, in the case of a serious accident, the organiser and/or emergency services may need this information and so the organiser should print their own copy of the signing on sheet including this, ticking the four blue boxes as shown below:-

START SHEET			
BMCR TEST AV			
RETURN TO EVENT			
COLUMNS-			
Club/Team	Address 1	Address 2	□ Town/City
Postcode	Telephone	Gender	Date of birth
Age	Age on day of event	Age category on day of even	BMCR license number
I agree to the above declar	Emergency contact name	Title (British Masters C)	Address 1 (British Masters C)
Address 2 (British Masters C)	Town (British Masters C)	County (British Masters C)	British Masters C)
Telephone (British Masters C)	Date of birth (British Masters C)	Gritish Masters C)	Gender (British Masters C)
Club/Team (British Masters C)	Emergency contact name (British Masters C)	Emergency contact telephone (British Masters C)	Emergency contact 2 name (British Masters C)
Emergency contact 2 telepho (British Masters C)	Do you have any medical con (British Masters C)	Additional medical informat (British Masters C)	Additional medical informat (British Masters C)
Additional medical informat (British Masters C)	Additional medical informat (British Masters C)	I agree to the above terms (British Masters C)	Region (British Masters C)
Notes (British Masters C)	Sent to onelife (British Masters C)	Sent to OneLife iD (British Masters C)	Membership card title (British Masters C)
Transponder ID (British Masters C)	Amount paid	Next payment due	Balance outstanding
Print British Masters Cycle Racin membership number			

riderhq.com/events/av-test-event/signonsheet	^	0		
Heading Signature				
ADD BLANK COLUMN				
Numbering				
Hide numbers Automatic Use membership numbers				
Print blank rows Add blank rows if you might want to accept entries on the day and need somewhere for them to fill in their details				
Disclaimer				
4	*			
Enter your disclaimer text				

25. How the riders' **Numbering** is allocated can be determined on this page, (also see paragraph 14f), the inclusion of blank rows for entries on the day and your own **Disclaimer**, although this isn't needed.

Start sheet BMCR TEST AV X 🖲 Inbox (3)	- alan_vallance@btinter × +	-		-	
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Print blank row Add blank rows if you	S might want to accept entries on the day and ne	ed somewhere for them to fill in t	heir details		
Disclaimer				*	
4 Enter your disclaimer	text		>	* 	
		CHANGE			
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race I am confirming th determine whether any	or. I agree to take part in this race entirely at my own risk. I confir at the course is fit for the purpose. I understand that when riding move I make is safe. I agree that no liability whatsoever shall be spect of any injury, loss or damage suffered by me or by reason o	on the highway the function of marshals is or attached to the Organiser, Race Officials, Ma	rse and taken due note of any potential hazards to r ly to indicate the direction; they have no power to co crishals. First Ald Attendants helpers or to the Leagu d whether by negligence or otherwise. I CONFIRM A	ntrol traffic and I alone must e of Veteran Racing Cyclists	
No Entry ty	pe First names Last name	Age on day of event	BMCR license number	Signature	
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- **a.** Note the seven columns above. The start sheet can be transferred to a PDF or Excel spreadsheet with these buttons. If you are familiar with using Excel, this can be useful in allocating numbers, manipulating the data and adjusting the width of columns, if needed. This cannot be done using a PDF print out, but RHQ produces an acceptable document.
- b. As stated above, we recommend that the organiser prints out a set of Start Sheets for him/herself that includes the emergency contact information of riders. It is also recommended that Start Sheets are not printed until just before the event, as there tends to be many changes in entrants in the run up to it.

- 26. EVENT ACTIONS bulk changes can be made to entrant's details using a spreadsheet. Under this section, you can also download the race results under Edit Results, but as stated in the Introduction, BMCR do not usually post results on RHQ, instead these should be posted on the BMCR Facebook page, emailed to entrants and sent for posting on the BMCR website (send to Robert Fowler at edenshaw@hotmail.co.uk) If organisers wish to post on RHQ as well, then please do so. A spreadsheet in the correct format is needed. If you wish to delete your event, you can do so under this section.
- 27. TEAMS a team of riders can be created, but is not currently used by BMCR.

28. Additional actions and shortcuts

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\leftrightarrow \rightarrow C \triangle $\stackrel{\text{a ride}}{\rightarrow}$	rhq.com/o/1612/tour-of-breedon/events/46488	🖈 💿 🔼 🗹 🖬 🎓 🗄
Rider <mark>KQ</mark>	HELP API	ALAN VALLANCE V
ACCOUNT	EVENT DASHBOARD	Name Customer name (or part) SEARCH Team
ACCOUNT DASHBOARD	EVENT SETUP \checkmark BRANDING EVENT EMAILS \checkmark EVENT REPORTS \checkmark	EVENT ACTIONS V TEAMS
VOUCHERS & INVITES		+ ADD ENTRY TYPE
Events Series & tournaments	AB CLOSED Entries closed	
GROUPS	E15.00 REQ.mem: British Entries: 0/35	
SURVEYS REPORTS	0.00%	
CUSTOMER DATA REVENUE		COP ENTRY TYPE
BANK DEPOSITS CUSTOM REPORTS SHARED REPORTS	CD CLOSED Entries closed ET5.00 REQ, mem: British	DELETEENTRY TYPE EGIT RESULTS ACTIONS V DOWNLOADS V
SUMPER REPORTS	Entries: 0 / 35	ADD ENTRY VIEW ENTRANTS CHECK IN
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a. For each ENTRY TYPE, there's two drop down lists under ACTIONS and DOWNLOADS. Each item is self-explanatory.

lider <mark>110</mark>	HELP API	ALAN VALLANCE V
CCOUNT	EVENT DASHBOARD	Name O email Customer name (or part) SEARCH SEARCH
ACCOUNT DASHBOARD	EVENT SETUP V BRANDING EVENT EMAILS V EVENT REPORTS V	EVENT ACTIONS V TEAMS
OUCHERS & INVITES		+ ADD ENTRY TYPE
VENTS		
eries & tournaments	AB CLOSED Entries closed	
ROUPS	£15.00 REQ. mem: British	ACTIONS V DOWNLOADS V
HOP	Entries: 0 / 35	ADD ENTRY VIEW ENTRANTS CHECK IN
EPORTS	0.00%	
CUSTOMER DATA		
Revenue		
BANK DEPOSITS	CD CLOSED Entries closed	
USTOM REPORTS	£15.00	ACTIONS V DOWNLOADS V
	REO, mem: British	ACTIONS V DOWNLOADS V

b. ADD ENTRY allows you to add a new entrant manually and **VIEW ENTRANTS** brings up a list of all entrants.

29. ACCOUNT

We will now move onto the headings that run down the left hand side of the page, under the **ACCOUNT** heading:-

	ail log: × 🗍 🐵 Inbox (9) - : × T 🍼 gmail, Nor: 3	K 📕 Inbox (3) - C 🗙 🗍 🧭 Zwift	chang 🗙 🔀 How to Cha 🗙 🧑 rider		- 0 ×
	HELP API			ALAN VALLANCE V	Î
	Tour of Breedon				
ACCOUNT DASHBOARD EMAILS VOUCHERS & INVITES BOOKING	ACCOUNT DASHBOARD	SEARCH ORE	() email	me (or part) SEARCH	
Events Series & tournaments Groups Shop	0.00 Revenue today	0 Entries	0.00 Memberships	0.00 Purchases	
SURVEYS REPORTS CUSTOMER DATA REVENUE BANK DEPOSITS	EVENTS Events have a start date and entrants EARLIER (archived) VIEW ALL	CREATE	GROUPS Clubs and leagues, memberships VIEW ALL	CREATE	
CUSTOM REPORTS SHARED REPORTS	7 AUG 22 Tour of Breedon inc National 0	Championships		/°DEATE ^ ■* ()}	15:12 17/11/2021

- **30.** ACCOUNT DASHBOARD there are six heading running across the page, which we will now deal with in turn:-
- **31. ACCOUNT SETUP –** there are a number of items under this heading in a drop down list, as shown below:-

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← → C ☆ 🔒 rid	lerhq.com/o/1612/tour-of-breedon/dashboa	ird		☆ ® <mark>と</mark>	🔽 🗉 🗯 😭
Rider <mark>HQ</mark>	HELP A	PI		ALAN VALLANCE 🗸	
ACCOUNT	ACCOUNT DASHBOARD	SEARCH	U email		
ACCOUNT DASHBOARD	ACCOUNT SETUP BRANDING MAIN SETTINGS	VOUCHERS V PROMOTIO	NS ✔ ACCOUNT REPORTS ✔ ACC	OUNT EMAILS V	
VOUCHERS & INVITES	PAYMENTS TEAM 3 Y	0 Entries	0.00 Memberships	0.00 Purchases	
Events Series & tournaments	INTEGRATIONS TRACKERS				
GROUPS	EVENT REFUND POLICY	CREATE	GROUPS	CREATE	
SURVEYS	IMAGE MANAGER rants		Clubs and leagues, memberships		
CUSTOMER DATA	TRANSPONDERS				
Revenue Bank deposits	DELETE ACCOUNT	onal Championships			
CUSTOM REPORTS	SHOPS			CREATE	
	Items for sale				
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Safe Search 🗙 🧹 🗹 bt ma	iil logii 🗴 🗍 🐵 Inbox (9) - : 🗙 🗍 🧭 gmail, Nort 🗙 🧍 M Inbox (3) - : 🗙 🍸 🧭 Zwift chang 🗙	🔀 How to Che 🗴 🛛 🧭 riderhq, No. X 🖌 🔶 Edit accourt X 🕂 💿 📼 💌
\leftrightarrow \rightarrow C \triangle $\stackrel{\text{a ride}}{}$	rhq.com/o/1612/tour-of-breedon/editsettings	☆) 💿 🖪 🗹 🖬 🌟 😭
Rider <mark>HQ</mark>	HELP API	ALAN VALLANCE 🗸
ACCOUNT	Tour of Breedon	MAIN SETTINGS RETURN TO DASHBOARD
ACCOUNT DASHBOARD	MAIN SETTINGS PAYMENTS TEAM INTEGRATIONS TRACKERS	
VOUCHERS & INVITES	ACCOUNT DETAILS	
BOOKING		
Events		
SERIES & TOURNAMENTS	Name	
GROUPS	Tour of Breedon	
SHOP		
REPORTS	Description	
CUSTOMER DATA		
Revenue		
BANK DEPOSITS		
CUSTOM REPORTS		<i>B</i>
SHARED REPORTS		
	Business address	
		•
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- **a. MAIN SETTINGS –** details are pulled through from earlier information. Again check this to ensure it's correct.
- **b. PAYMENTS** entry fees are now paid to the organiser from RHQ, via a Stripe Account. You will need to set up such an account, if you do not already have one.
- c. SET UP PAYMENT PROCESSING Follow the instructions to set up the Stripe account.

Test BMCR CLOSED	Starts: 31-DEC-2021 09:00		VIEW EVENT
EVENT DASHBOARD		 Name email Team 	ime (or part) SEARCH
EVENT SETUP V BRANDING	EVENT EMAILS VENT REPORTS V	EVENT ACTIONS 🗸 🛛 TEA	MS
Not approved for entry y	et - awaiting confirmation from BMCR regiona SET UP PAYMENT PRO You must set up payment processing in orde	CESSING	oved within a few days)
			+ ADD ENTRY TYPE
AB CLOSED Event not approved E35.00 REQ. mem: British		,	actions 🗸 downloads 🗸
Entries: 0/100		ADD ENTRY	VIEW ENTRANTS CHECK IN
0.00%			
CD CLOSED Event not approved			
£35.00 REQ. mem: British		,	ACTIONS V DOWNLOADS V
		ADD ENTRY	VIEW ENTRANTS CHECK IN
0.00%			

PAYMENT	PROCESSING	SETUP
	1 NOCLOSINO	SEIGI

You will now be redirected to Stripe to set up payment processing

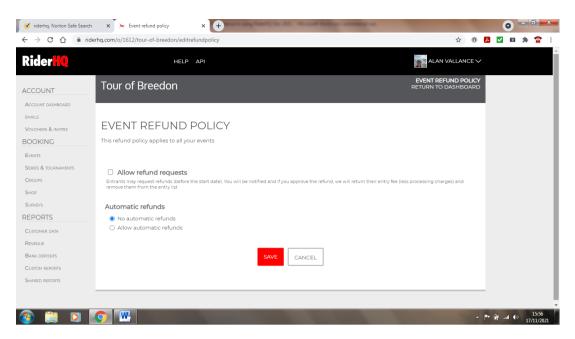
NB On the 'Tell us about your business' (see screenshot) make sure to select 'Individual / sole trader' unless you have company registration documents

Cereso Alderez	business	
RiderHQ partners with Stripe for secure payments	The information Stripe collects about your business helps us meet requirements from regulators, financial partners, and our Services Agreement.	
<i>μ</i> ,	Registered business address	
	United Kingdom C	
	This address must match the address filed with the UK tax authority. Find your Tax's address have	
	Togat et tourness Individual / Sole Trader ¢	
Preserved by stripe \odot Brighth (CB) \odot	Continue 🔶	
(Click on thur	nbnail to view larger image)	
	5 N	
	Stripe for secure payments.	RiderHQ partners with Stripe for secure payments.

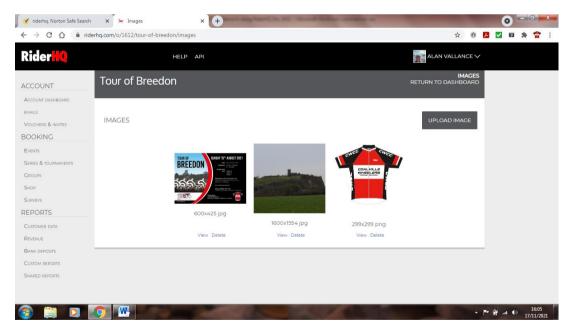
RiderHQ	Test mode	
RiderHQ partners with Stripe for secure payments.	You're currently in test mode. Skip this form	
← Return to RiderHQ	Get started with Stripe If you're completing this form on behalf of a business, it must be completed by the business owner or someone with significant management responsibility of that business.	
	Email testabc@mailinator.com	Have a Stripe account? You can use the same email.
	Continue ->	

The bulk of the entry fees are now paid over to the organiser by Stripe within three to five days of riders entering on RHQ

d. The next headings of TEAM, INTEGRATIONS and TRACKERS are easy to follow.



- e. EVENT REFUND POLICY the default position is to NOT allow refunds. You may however wish to consider individual refunds on their own merits by ticking the Allow refund requests box, although this may encourage entrants to ask!
- f. BMCR policy is that no refunds are given to discourage withdrawals and DNSs through, for example, poor planning. This also protects the organiser's position when refusing a refund. However, organisers may give refunds at their discretion. E.g. a) before the closing date if a reserve fills the place, and b) after the closing date for compassionate reasons e.g. serious injury, illness or bereavement.



g. IMAGE MANAGER - another way to upload, view or delete images

🗹 🗹 riderhq, Norton Safe Search	x Transponders x +			0		0	×
\leftrightarrow \rightarrow C \bigcirc $\stackrel{\text{a rider}}{=}$	hq.com/usergroups/1612/transponders	☆ ®	Ь		1.3	Ŷ	:
Rider<mark>HQ</mark>	HELP API	ALAN VALLANCE 🗸					
ACCOUNT	Tour of Breedon	TRANSPONDERS RETURN TO DASHBOARD					
ACCOUNT DASHBOARD	TRANSPONDERS						
VOUCHERS & INVITES	Upload a transponder file and edit IDs here						
BOOKING Events	ADD TRANSPONDER UPLOAD TRANSPONDERS						
SERIES & TOURNAMENTS							
GROUPS	<i>No transponders</i>						
SURVEYS							
REPORTS							
CUSTOMER DATA							
REVENUE							
BANK DEPOSITS							
CUSTOM REPORTS							
SHARED REPORTS							
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- h. TRANSPONDERS used to upload details of rider's transponders.
- i. DELETE ACCOUNT NOT to be used unless you want to delete your whole RHQ account!
- 32. BRANDING another way into the branding function, see section above, paragraph 21.
- 33. VOUCHERS not currently used by BMCR
- **34. PROMOTIONS -** the ability to offer discounts, bulk entries, cross entries and marketing elsewhere is not currently used by BMCR.
- **35.** ACCOUNT REPORTS this provides the ability to run varies reports. The REVENUE and BANK (Stripe) PAYMENTS reports are very useful and can be done under this section.
- 36. ACCOUNT EMAILS another way to send emails to entrants, also see paragraph 23.

37. EMAILS

Rider <mark>HQ</mark>	HELP	API			ALAN VA		
CCDUNT	Tour of Breedon				RETURN TO DA	EMAILS SHBOARD	
ACTIVAT DASHBOARD	EMAILS				JNSUBSCRIBES CREA	TE EMAIL	
OOKING	-						
EVENTS	Subject	QUEUED RECIPIENTS SEND STATUS	MERGE ERRORS DELIVERIES	OPENS BOUNCES U	NSUBSCRIBERS		
eries & tournaments	Tour of Breedon on 15-AUG-2021	Wednesda 18 Aug 21	y 87	306	1 ACTIONS V		
GROUPS	Tour of Breedon on 15-AUG-2021	Sunday 15 Aug 21	87	491	ACTIONS 🗸		
SURVEYS	Tour of Breedon on 15-AUG-2021	Saturday 14 Aug 21	87	316	ACTIONS 🗸		
EPORTS	Tour of Breedon on 15-AUG-2021	Tuesday 3 Aug 21	90	584	ACTIONS 🗸		
USTOMER DATA						page 2 »	
REVENUE							
ANK DEPOSITS							
USTOM REPORTS							
HARED REPORTS							

Details of emails sent via the website are held in this section. It's helpful to see how many were delivered and opened. Emails can also be composed here.

38. VOUCHERS & INVITES - these are not currently used by BMCR

39. BOOKING -

🧭 riderhq, Norton Safe Search	× 🔭 Events	× +	ness of the second division of the second div	Street Station or other	-	1000		0 =		×
\leftrightarrow \rightarrow C \triangle $$ rider	rhq.com/o/1612/tour-of-b	reedon/events				\$ ®	1	10 J	F 😭	:
Rider <mark>KQ</mark>		HELP API				ALAN VALLANCE V				
ACCOUNT	Tour of Bree	don			RET	EVENTS FURN TO DASHBOARD				
Account dashboard emails Vouchers & invites				All event types	vent name (or part)	SEARCH				
BOOKING Events	EVENTS			UPLOAD EVENTS	VIEW EVENTS	CREATE EVENT				
SERIES & TOURNAMENTS GROUPS	« EARLIER LATER »					DETAIL VIEW				
SHOP SURVEYS REPORTS		WEDIDEC TEST			CLOSED 0/105	1				
CUSTOMER DATA	«EARLIER LATER »	SUN 7 AUG Tour of Br	reedon inc National Champi	onships for C & D categories	CLOSED 0/120					
Revenue Bank deposits										
CUSTOM REPORTS										
Shared reports										
📀 🚞 🖸	Ç 🖳	100		No. 1		Í .	₩ 🖗 -	al ()	16:44 17/11/202	21

- a. EVENTS details of your events can be seen here. DETAIL VIEW provides more information, including the ability to delete events if you need to or to start the input all over again!
- **b. SERIES & TOURNAMENTS -** A series allows you to group events together, so people can find and enter them from one page.
- c. GROUPS, SHOP & SURVEYS are not used by BMCR.

40. REPORTS -

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\leftrightarrow \rightarrow C \triangle \oplus rider	hq.com/usergroups/1612/analytics	🖈 🔍 🗾 📩 🚖 🗄
Rider <mark>HQ</mark>	HELP API	ALAN VALLANCE V
ACCOUNT	Tour of Breedon	CUSTOMER DATA RETURN TO DASHBOARD
Account dashboard	CUSTOMER DATA REPORTS	
VOUCHERS & INVITES BOOKING	CUSTOMER PROFILE Demographics	Tour of Breedon inc. Nationa (7-AUG-2022) ♥ View
Events Series & tournaments	Also entered Traffic sources	Tour of Breedon inc Nationa(7-AUG-2022) V View Tour of Breedon inc Nationa(7-AUG-2022) V View
GROUPS Shop Surveys	Customer feedback SALES	View
REPORTS	Entries by day Entries by period Rate of sale	View View View
CUSTOMER DATA REVENUE BANK DEPOSITS	Rate of sale Pending baskets	
CUSTOM REPORTS	CUSTOMER VALUE Basket value	Tour of Breedon inc Nationa (7-AUG-2022) V View
Shared reports	Repeat entrants Repeat entrants detail	View View
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The many reports that can be run from the website are all gathered here in one section.

41. HELP!

	He	elp				
	Guides and info to h	elp you use Ride	rHQ			
	arch help		Q Filter			
(howto) events		howto groups				
(howto) events Sunday Rides	CUSTOM EVENT REPORTS EVENT DAGHBOA	(howto) (groups				
	CUSTOM EVENT REPORTS EVENT DAGAINGON ALL CUSTOM EVENT REPORTS EVENT DAGAINGON Build report Event Reports		E-FILL VALUES CLEAR VALUES	1		
Sunday Rides	ALL CUSTOM EVENT REPORTS EVENT DAGHBOA	Pf		1		
Sunday Rides	ALL CUSTOM EVENT REPORTS 1 EVENT DAGRIDA MULTIONS A SUBCERBE TO CHARGES UNIVERSITIET INCLUCANCES EVENTS IN COMPLEX		CLEAR VALUES CLEAR VALUES Myself Someone else			
Sunday Rides that files 4 (ID.6055) EDTCCLIAMIS EXTRACTORY 8 DOWNLOAD A A Reme 4 400 FAUTO	ALL COSTON LOVEY REPORTS CVLNT CAURIDA Militären: Inn der Sullicher To CHARLES Ungeleicher Fronz CHARLES Erder Jahren Erder Jahren Erder Jahren Kriter Barten	Pf	O Myself	1		
Sunday Rides that ride 4 (0.0059) EDT Couloms ExtRation(5.8) BOMMLOND X R AGE ACTO COTION	ALL CUSTON LIVENT REPORTS EVENT CARANDOL Belick repert South Control of C	en Memberis	O Myself	1		
Sunday Rides that files 4 (ID.6055) EDTCCLIAMIS EXTRACTORY 8 DOWNLOAD A A Reme 4 400 FAUTO	ALL CODOLIGNIT ALLOCATO MILLION CONTRACTORY (CONTRACTORY) SUBJECTION OF CONTRACTORY (CONTRACTORY) SUBJECTION OF CONTRACTORY (CONTRACTORY) SUBJECTION OF CONTRACTORY (CONTRACTORY) SUBJECTION OF CONTRACTORY (CONTRACTORY)	r Member is Member email	O Myself			

A help button is available on the front page containing some useful articles on how to set up various aspects.

42. CONCLUSION

We hope that this step by step guide is of assistance in enabling you to navigate your way through RHQ and setting up an event. Alan Vallance and Mike Amery are available to assist, together with Nat Spurling, if you get stuck. Good luck with setting up your event and the event itself and a big thank you from BMCR and all its members for doing this.

If you find any errors in this guide, please do let us know. None of us are perfect!

Kind Regards

Alan & Míke

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mikeamery58@gmail.com