Managing My Races

My Races

The My Races page shows the races that you can manage on RaceBest. The races are grouped into Draft Races, Current Races and Past Races.

From this page you have an overview of key dates and entry numbers for each race and you can Manage or Copy a race. When you Copy a race (regardless of whether its status is Draft, Current or Past) the copy will be Draft until you request Make Live.

Each race that you add to RaceBest has its own Race Management dashboard, which can be reached by clicking the race name or the Manage button.

You can also edit your user profile from this page (name, email and password).

Race management dashboard

In the Race Management dashboard you can:

- edit the race details
- set the banner image
- define age categories (e.g. F35, M40)
- add race entrants and edit participants' details (and manage place swaps)
- download entry lists
- send bulk emails to entrants
- submit your bank details for payments
- view your current statement balances
- invite collaborators to help you manage the race

The dashboard also shows the unique URL for entrants to find your race page plus an embeddable entry button to add to your own website.

Race Details

Your permalink for entrants to find your race entry page is shown at the top. This is the unique URL for you to share with potential entrants. You can request a bespoke, more memorable URLs from admin@racebest.com if required.

Copy and paste this link or use the embeddable entry button to enable entry directly from your own website.

Edit Race

The **Edit Race** button allows you to edit your race page including race name, descriptive text, opening and closing dates and times, entry limits and prices.

You can set age categories that then show in your participant download and these can be calculated from the event date (default) or from an arbitrary date.

You can also include one or more charities to enable entrants' to add an additional (Gift Aided) donation to their entry fee.

Edit Banner Image

The **Edit Banner Image** button allows you to change the background picture on your event page. Please note that you are responsible for acquiring the permission of the copyright owner to use the image on your race page.

Make Live

Initially, your event will be a draft, until you submit it for publication. Just use the **Make Live** button to submit it for review.

Entries

At the top is a progress bar showing how many places have sold. Beneath is a confirmation of the race status (open/closed) and, when open, a confirmation of the closing date and time.

Add an entrant

You can add an entrant manually (e.g. a postal entry or a free place) to the public facing entry list (and consequently the count of remaining places and race entrant downloads).

View Entrants

Click View Entrants to:

- Review all entries
- Download entry lists
- Edit individual entries

The list of entries shows Name, Date of birth, Entry time, Entry type and Status. An entrant can have one of three statuses:

- Entered (successfully completed the payment process and now a Participant)
- Entered-Organiser (manually added by you through the Add An Entrant button)
- Void (didn't complete the payment process for whatever reason)

You can also edit an individual entry. Click **Details** next to a record to Edit the record:

- to change a detail (e.g. date of birth, contact details, t-shirt size)
- to swap the place (i.e. overwrite the entrant details with entirely new details)

Don’t worry; the system keeps an audit of your changes (beneath the individual’s details) so you can see when and where and by whom a change has been made.

Download

There are three **download reports**:

1. **Participants**: a list of successful entries with verified club names and age categories (where defined in Edit Race)
2. **Charity donations**: where you have included the option for entrants to add a donation to their entry fee, this shows the personal information, donation amount and whether the donation was Gift Aided
3. **Participants for raceresult11**: for users of raceresult11 timing software only, a download that can be instantly uploaded as participant data for race timing

Results

Once the race is run, publish your results directly to the site.

Click **Manage Results**. Your CSV (or spreadsheet) file must contain the following column headings in the first row:

- Position
- Bib
- Name (or First Name and Last Name)
- Time

Up to six other columns are permitted.

Browse to select a file, **Upload Now** and then **Publish**.

Communication and promotion

Emails

You can send emails (plain text) to all your current entrants at any time (**Compose New Email**). So if you need to tell them about a last minute change of arrangements on the day, or direct them to your website’s race instructions you can do that here. You cannot attach a file, but you can include a URL to where that file is stored.

You don’t need to download the entry list and you don’t need to use your own email account, although the email will show as originating from the email address set on the race page, so people can reply directly to you.

You can also re-send a previous email to new entrants since the last one was sent (**View Sent Emails** – choose the date of the email you wish to re-send and **Send to new entrants**).

Embeddable button

You can copy and paste HTML code to enable you to embed a race entry button in your website.

Revenue and settlement

Click **Statement** at any time to see the current balances of entry fees, charitable donations and processing fees.

Please add your **Bank Details**, in order that your race entry fees can be paid directly into your account.

Multi-user access

As a race organiser you can **Invite Collaborators** to have access to the race management dashboard for a particular race.

This will allow them access to the same tools as you for the particular race, so you can share the workload with your colleagues. Once invited he/she will set up their own account and be able to work with you on the race.

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