

Race Result – How to add a Participant manually

Synopsis: Typically there may be a handful of competitors who miss the deadline for online entry. You do not want to re-open online entry but decide to allow them to enter.

Pre-requisites: Ask them to supply you with key information, which typically includes: Forename / Surname / Gender / Date of Birth / Club / Next of Kin name & contact number / Email address / Phone number.

Navigate to the Race Result Page

1. From a PC, Laptop or Tablet browser, navigate to Race Result: <https://events.raceresult.com>
2. Logon with your User name (5-digit logon or username) and password.
3. From your list of events, select (click on) the event you wish to work with.
4. The event summary panel will open and you will see a list of tabs in the black bar across the top: Overview / Main Window / Participants / Output / my.raceresult.com / Tools (note that you may not have access to all of these).

Add a new participant

5. Click on the “Participants” tab. This will normally open the details of the first participant.
6. From the left hand sidebar list of options, under “Navigate”, click on “New Participant”.
OR you can press F12.
7. A new participant will be created with blank details.
8. In the “Personal Data” panel, fill in : Last Name / First Name / Date of Birth / Sex.
9. In the “Event” panel, select the Contest and fill in the Club.
10. Note that, if you have changed the contest and specific bib ranges have been assigned, then the system will automatically adjust the bib number to the next available number for the contest.
11. Optionally, in the “Address” panel, fill in the address details.
12. In the LHS “Additional Data” panel, fill in any relevant details (these may vary between events).
13. In the RHS “Additional Data” panel, fill in any relevant details (these may vary between events).
14. In the “Contact” panel, fill in email and phone number(s).
15. If you want to assign a specific Bib Number, you can overwrite the one that has been automatically assigned. Otherwise, leave it as-is.
To save the new participant details, click on the blue “disk” icon at the top LH corner.
Note that, if you navigate to another option within Race Result, it will automatically save the details for you, but it is always best to save the details explicitly.
16. If you want to add further participants, repeat steps 6-15.
17. Because all Race Result details are updated directly on the “cloud”, any changes you make (such as adding new participants) will immediately appear on any online listings etc.
18. If you wish to email the participant (e.g. to tell them that you have added them to the event) you can click on the RH envelope icon that is shown alongside the Email address in the “Contact” panel. This will open your default email client.