Race Result – How to modify the text on the online entry "INFO" tab.

Synopsis: Each event has its own page on the system. There are up to 5 tabs available:

- *INFO : This should contain all relevant information about the event - when and where it is, description of the course, rules, regulations etc.*

- *REGISTRATION : Contains and additional information such entry fees, how to enter and when online entry opens & closes. Plus a button to initiate online entry.*

- *PARTICIPANTS : Displays various lists of participants who have already entered.*

- *RESULTS : All result reports will appear here. May be updated Live.*

- *CONTACT FORM : This shows as an envelope and opens a contact form so that participants may submit inquiries or notify corrections etc.*

Pre-requisites: You should have a clear idea of what information you want to present here as this is the main source of information about the event that the public will see when they are considering entering the event. It is recommended that you prepare this in advance in a word document and check that all the details are correct. You can then paste the text into the dialog box. If you are conversant with html formatting, you can improve the presentation. Alternatively, if you already have an online document (e.g. pdf or web page) that contains the relevant information, you can simply link to this directly. This approach means that you can maintain the info content externally and avoid duplication.

Navigate to the Race Result Event Management 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).

Update the "INFO" tab content

5. Click on the "my.raceresult.com" tab. This will open the management page for all online content.
6. From the left hand sidebar list of options, under "Basic Settings", click on "Page "Info".
7. If you want to link to an existing online document that contains your event info, check the "Include Webpage (URL)" radio button and then enter the exact URL un the text box alongside. This should be a complete URL. E.g. http://www.mysite.com/Pages/Info/xyz.pdf
8. If you want to enter free text to describe your event info, check the "Enter Text" radio button and then enter free-format text - or paste in from a word document etc. You can use the various formatting tools or enter html text if you are competent at doing this. E.g. Bold / Italic / Font / Size etc. As fancy as you want!
9. Finally, click on the Blue "Disk" icon that appears in the top LH corner of the page to save the content.
10. You have now successfully updated the "Info" tab on your event page.