Race Result – How to use onsite registration

Synopsis: If you are allowing entry at registration, the onsite registration tool within Race Result allows you to add new participants quickly and easily.

Pre-requisites: You need an internet connection. You will need access to the "Tools" tab within Race Result.
Also: MTS must have pre-configured Race Result to allow onsite registration and to capture the minimum details for participants.

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).

Initiate Onsite Registration

5. Click on the "Tools" tab. From the drop-down options, select "On-Site Registration".
6. From the LHS sidebar, select the "Start" option.
7. The onsite registration option appears in the main window. Click on the blue "Start On-Site Registration" button.
8. The basic participant details entry form appears.
9. For each new participant enter their personal details as appropriate. Most fields are mandatory. Others may be optional.
10. Enter the race number from the drop-down. This must correspond to the race number / plate that you have issued to the new participant. The system presents this as a drop-down that will prompt you to select from the list of next available bib numbers. The list will commence with the next available number and will not allow you to enter a number that has already been issued.
11. Click on the "Register Now" button.
12. The participant will be added to the system and the form will be re-displayed ready for the next participant details.
13. When you are finished, simply close the browser window.

Note: Typically, during registration, you will have busy and slack times. It is recommended that, during the busy times, you write down the details of new participants on a simple list/form, making a note of the bib number issued. Then, when things are quiet, you can simply type in the new details to catch up.

As Race Result is totally online, there is no further action required: Once a participant has been entered, they will appear on online participant listings and be ready for results capture.