

# Race Result – How to test online Registration

*Synopsis: Prior to opening online entry for an event, you need to be sure that any information about the event is correct and up to date. You also need to ensure that the correct entry fees are being charged for all permutations; including any extras and/or discounts. The best way to do this is via the Test Option, which allows you to check how the online entry page will look, what information is being captured and what fees will be collected.*

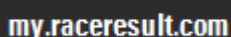
*Pre-requisites: The event “shell” will already have been set up for you and need to understand what fees you want to charge in all circumstances. Fees may be conditioned by a number of factors, including the contest, date of entry, gender, optional extras etc. It is worth doing a few examples on paper before you start, so that you can verify all combinations. It is better to test the permutations up-front rather than collecting the wrong fee and having to make manual adjustments later. MTS will not let the event go live until confirmation has been received from the organiser!*

## Navigate to the Race Result Online Entry 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).

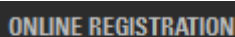
## Select the Online Registration Management page

5. Click on the “my.raceresult.com” tab. This will open the management page for all online content.

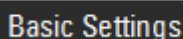


my.raceresult.com

6. From the left hand sidebar list of options, under “ONLINE REGISTRATION”, click on “Basic Settings”.



ONLINE REGISTRATION

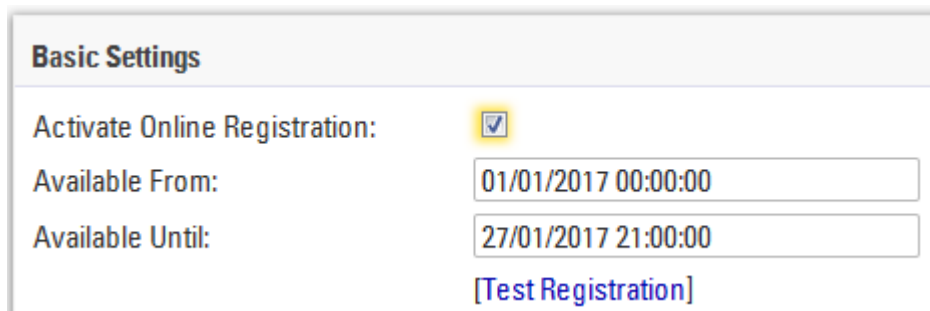


Basic Settings

This will open the Online Registration / Basic Settings page.

## "Basic Settings" Panel

7. "Activate Online Registration" must be checked if you intend to use online registration. When this is



**Basic Settings**

Activate Online Registration:

Available From:

Available Until:

[\[Test Registration\]](#)

checked, you will notice “[Test Registration]” shown in blue. This is the link to your test page.

8. You can also modify the online registration availability from & To dates & times. These should be entered as DD/MM/YYYY HH:MM:SS

## *Using the Online Registration Test Page*

9. When you click on the “[Test Registration]” link, a new tab/window will open. Apart from the large red TEST MODE” box at the top, this is exactly how the page will appear online. All optional features will be replicated, as will all validation rules.

## *Registration Landing Page*

10. This is the page that will be displayed when a competitor clicks on the “Registration” tab of the event page. The text that is displayed here is based on what you have entered under the “Landing” Page details for the event. This can be modified and is covered under a separate “How-To”.
11. There will also be one of more red buttons that offer the various entry options. E.g. there may be just one button for all, or a selection offering different entry packages. You need to test all these separately.

## *Testing Entry Details*

12. Having clicked on one of the buttons, the detailed online entry page will appear.
13. You need to complete the entry form fields as indicated. Red asterisks indicate mandatory fields.
14. The content will vary enormously from one event to another, but you need to be sure that all the pertinent information is being captured – and that this is validated appropriately.
15. Once you have completed all the details, click on the “Next” button at the bottom of the page.
16. If you have not entered details correctly (or have intentionally entered invalid combinations to test validation) the page will re-display with any errors highlighted alongside the fields. Otherwise, you will be taken to the registration check page.
17. The LHS panel shows the “Rules of Participation”. You need to check that the wording is correct for your event.
18. The RHS panel shows a summary of the entries made on the registration form.
19. At the bottom of the RHS panel, you will see the entry fees that have been calculated. You need to check that these match expectations based on the entry details.

## *Testing other permutations*

20. Close to the bottom of the registration check page RHS is a **Change Data** link. This very useful in testing – as it allows you to return to the entry page and modify one or more details, without having to re-enter everything from scratch. This allows you quickly to try out fee variations based on the selection of options. E.g. You may have a discount for club members, so you can try out the fees both with/without this option.
21. Continue to test the online entry until you are satisfied that all permutations have been covered.
22. If you need to send the test link to another person for their approval, you can simply cut & paste the URL from the initial test page from your browser into an email etc. You do not have to have a Race Result account in order to carry out testing.