



# RIDER NET

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## How to Create an Event

In RiderNet 2.0, there is a new introduction of Minimum Requirements for Clubs and Organisers to obtain their Event Permit numbers.

The purpose of **the Minimum Requirements** is to allow events (e.g. Series or Championships), to obtain their permit numbers at the beginning of the season in preparation for the year. The Events will NOT be able to be published for entry until ALL the required event information is completed and approved by your SCB.

Note that if you have all your event information ready to complete you can continue to progress through to your final event permit approval bypassing the minimum requirement approval steps.

## Minimum Requirements for Permitting

Below are the Minimum Requirements for Permitting:

- **Event Name**
- **Permit Type**
- **Event Discipline**
- **Event Short Description**
- **Event Start Date and Time**
- **Event End Date and Time**

### Event Details

✕ Cancel

Status	Draft
State	Please select... ▾
Event Name	<input type="text"/>
Permit Type	Competitive ▾
Event Type	Please select... ▾
Event Discipline	ATV (AT) ▾
Event Short Description	<input type="text"/>
Event Image	Choose File   No file chosen

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Clubs and organisers will be able to complete this information and continue through the setup and submit their event for permitting.

**NOTE:** The submission will only be a DRAFT and not ready for publication.

2022 Championship   Competitive National   Motocross   26-Aug-22   Draft - Ready to Submit   [Submit](#)   [Edit](#)   [View](#)

Once the minimum detail has been completed click 'Submit' for permit number allocation. A prompt will appear confirming that the event cannot be published until approved

**Your event has No Locations  
 No Officials  
 No Classes  
 No Entry Start Date  
 No Entry End Date  
 and will require re-approval when that  
 information is provided. Are you sure you want  
 to submit this event for approval?**

[Confirm](#)   [Cancel](#)

The event then goes into Review status for the RCB to review and approve the permit

2022 Championship   Competitive National   Motocross   26-Aug-22   Pending   [Review](#)   [View](#)

The RCB then reviews and approves the permit application and assigns the relevant fees for the event.

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Event Review form with tabs: Details, Registration, Clubs & Locations, Officials & Endorsements, Classes, Supp Regs, Products & Questions. Fields include Status (Pending), State (National), Event Name (2022 Championship), Permit Type (Competitive), Event Type (National), Event Discipline (Motocross (MX)), Event Short Description (2022 Championship Event), and Event Image. Buttons: Approve, Decline.

The event permit is then allocated noting any mandatory info that is missing. The Event manager can then edit the detail when it is available.

Event summary card for 2022 Championship, Competitive National, Motocross, 26-Aug-22. Status: Approved MX/22/N/00024, Permit Fee: \$250.00. Missing info: No Clubs, No Locations, No Contacts, No Officials, No Classes, No Entry Start Date, No Entry End Date. Buttons: Edit, View.

The Event manager will have to select "Unlock for Editing" on any pages that had previously completed info to allow it to be updated.

NOTE: If you unlock the event for editing, you will have to resubmit for approval

Event Details form with tabs: Details, Registration, Clubs & Locations, Officials & Endorsements, Classes, Supp Regs, Products & Questions. Fields include Status (Approved), State (National), Event Name (2022 Championship), Permit Type (Competitive), Event Type (National), Event Discipline (Motocross (MX)), Event Short Description (2022 Championship Event), and Event Image (Choose File, No file chosen). Buttons: Unlock For Editing, Copy, Cancel, Next >>, Save.

When all detail has been completed the event status changes to Submit for Final Approval. This will go back into a Pending status and will be available for the RCB to review

NOTE: Changes that are made during the event creation will be recorded and can be viewed under the 'Updates' icon

Once the final review is approved, the event is available for Publishing for entries.

## Creating an Event (all requirements)

Go to Admin Home > Events > Manage Events > Add

### Event Details:

This is where, Event Managers will be required to complete the basic event information required for their event.

- **State**
- **Event Name**
- **Permit Type** (permit types and Event Types include the following:
  - Competitive – Club, Interclub, Open
  - Non-Competitive – Non-Competition Practice, RPA, Come & Try, Non-Riding, Trail Pass
  - Coaching
- **Event Type**
- **Event Discipline**
- **Event Short Description**
- **Event Image**

**Note:** The State drop-down will only show the appropriate State which the organizer is linked to, e.g. NSW organizer can only create an event in NSW

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### Event Details

X Cancel

Status: Draft

State:

Event Name:

Permit Type:

Event Type:

Event Discipline:

Event Short Description:

Event Image:  No file chosen



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Next, Event Managers will be required to complete the following details:

- **Event Start/End:** the date and time the event runs from and to
- **Entry Start/End:** the time frame that event entries are open
- **Late Entries:** the final date / time that late entries will be accepted where relevant
- **Check In Open:** if the event has the ability for registrants to check in prior to competition starting, outline the time here. If left blank this will default to 12.01am of the first day of the event
- **Include in Calendar:** if the event is to be listed in the Ridernet calendar visible to all members
- **One Event Licencing options (Crew or Riding):** if the event will accept One Event Licences. Note that One Event Crew licences can now be purchased via Ridernet in addition to One Event Riding licences
- **Entry and Late Fees:** A minimum entry fee must be set, note this can be set to \$0. If late fees are applicable these should be listed
- **Refundable Events:** confirm whether the event is to be refundable
- **Electronic Timing:** selecting this will ask which specific timing transponders will be used for the event

## Event Details

X Cancel

	Date	Time
Event Start	<input type="text"/>	<input type="text"/>
Event End	<input type="text"/>	<input type="text"/>
Entry Start	<input type="text"/>	<input type="text"/>
Entry End	<input type="text"/>	<input type="text"/>
Late Entries Close	<input type="text"/>	<input type="text"/>
Check In Open	<input type="text"/>	<input type="text"/>
Include in calendar?	<input type="checkbox"/>	
One event license accepted?	<input type="checkbox"/> Riding <input type="checkbox"/> Crew	
Check this box if you DO NOT intend to use to use Ridernet for registration	<input type="checkbox"/>	
Entry fee	<input type="text"/> <input type="button" value="ADD FEE"/>	
Late Entry Fee	<input type="text"/>	
This event is refundable	<input type="checkbox"/>	
Restrict registrations?	<input type="checkbox"/>	
Will electronic timing be used for this event?	<input type="checkbox"/>	
Use Competition Riding number ranges?	<input type="checkbox"/>	

**Note:** If the event is taking registrations outside of RiderNet, an option to provide a weblink to the desired event registration page will become available. Where the weblink is listed the event can still be visible in the Ridernet calendar but members will be directed to the nominated registration website.



## Event Club, Location and Contact Details

After completing the basic event information, Event Managers will confirm the Event Club and Location details:

**Club:** The Club will be prefilled to the one that you are an administrator of, otherwise, if the event is to be held elsewhere you will be able to manually search for the desired Club.

Event Clubs Close

My Clubs Search Clubs

Find:  State: All

Once selected, there will be the option to nominate whether the Club chosen is the Host Club or not. Multiple clubs can be added in the case of InterClub events or Series. Note a Host Club must be selected.

Event Clubs Close

Club Benalla

Host Club

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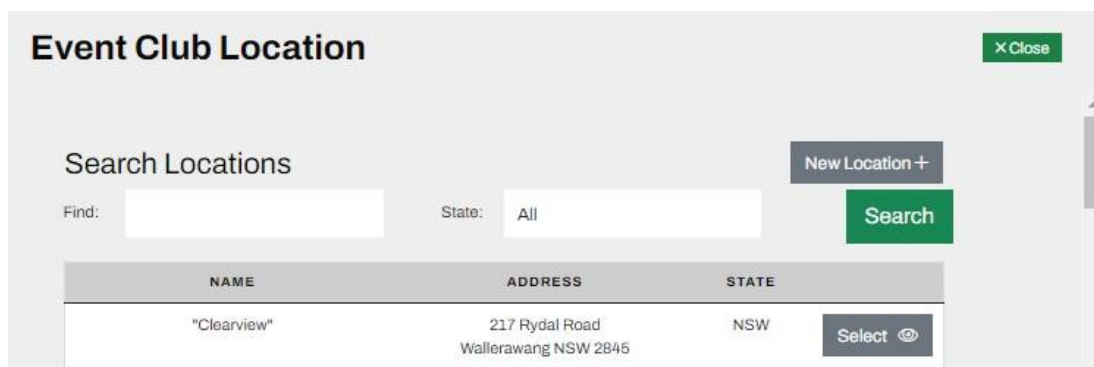
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**Location:** Event locations can be specifically searched via Name or via State search menu dropdown. Click 'Select' to add chosen Club



The screenshot shows a web interface titled "Event Club Location" with a close button in the top right. Below the title is a "Search Locations" section with a "Find:" input field, a "State:" dropdown menu currently set to "All", a "New Location +" button, and a green "Search" button. Below this is a table with three columns: "NAME", "ADDRESS", and "STATE". The table contains one entry: "Clearview" in the name column, "217 Rydal Road Wallerawang NSW 2846" in the address column, and "NSW" in the state column. To the right of the table entry is a "Select" button with a circular icon.

Alternatively, you can add a New Location. Note, if you add a new location or are using a temporary location this will require a new venue permit to be allocated.

- **Location Name**
- **Address**
- **Suburb**
- **State**
- **Postcode**
- **Country**
- **Track Number**

Finally, nominate the selected venue which is the Primary Location and confirm that the Club has the Landholder Permission for the venue where applicable. Note that this acknowledgment replaces the previous Landholder Permission document.

## Contact

To add a Contact, click 'Add Contact' and complete the following details:

- **Club Name**
- **Contact Name**
- **Contact Email**
- **Contact Phone Number**

Note that you can nominate a contact who is not a Club member where relevant. They do not need to be an active Ridernet member.

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## Event Officials

Officials can be searched via **RiderNet ID** or **Name**, as well as the option to choose the specific **State, Discipline, Accreditation** and **Level**

### Event Officials X Close

Search for a specific person

Name  

Ridernet ID  

Find an official

State

Discipline

Accreditation

Level

Search

**Note:** If the Event Type is Coaching, a Coach will be required and can be chosen using the same search functions as Officials.

If the Event Type is Non-Competition, a Responsible Person is required and the Event Manager will need to provide the Name, Email address and Phone number of the nominated responsible person.

### Event Responsible X Close

Name

Email Address

Phone Number

Save

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## Event Classes

After Event Officials, Classes can be added.

Note that Classes have been set in Ridernet as per the MOMs competition classes. Event managers can name their classes as they need, but if an alternate class is required, please contact your RCB.

Class detail options are as follows -

- **Class:** The MOMs Class name, ages applicable and required endorsements will autofill to provide further information for the class
- **Gender**
- **Grade**
- **Description:** this can be the name the Club usually refers to the Class as or the name members are familiar with
- **Minimum/Maximum participants**
- **First Class fee/ Second class fee**
- **Restrict to Club**
- **Sidecar classes**
- **Team classes**
- **Accepting OELs or NOT:** e.g. If an event is not accepting OELs but a class within the event, (such as Demo) does, you can mark/unmark this box

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### Event Class X Close

Discipline Enduro (EN) ▾

Class E1 (Age:16-99) ▾

Class Name	Discipline	Ages	Age Group	Gender
E1	Enduro	16-99	Senior (16-99)	Any
<b>Endorsements</b>		None		

Gender Any ▾

Grade ▾

Class Description

Allow team class

Add crew members

Sidecar class

Restrict to state members only

Restrict to Club members only

Restrict entries to back end only

Has multiple bikes

Minimum participants



## Supplementary Regulations

There will be two options for how to complete your Supplementary Regulations, Template (see below) or HTML. Depending on which Event Type, either the HTML or Template Supp Regs will be optional and then the Club can choose which type of Supp Regs can be used.

Details that need to be completed for **Template** Supp Regs are below:

- Event passes (if applicable)**
- Medical Services**
- Competition Starts and Competition Formats**
- Event Open**
- Event Scrut Time (From/To)**
- Event Brief Time (From/To)**
- Competition Start**
- Awards and Prize Money**
- Restrictions**
- Event Long Description**
- Presentation**
- Grid Positions**
- Tyres**
- Spectator Information and Fees**
- Special Notes & Warning**

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### Event Details

Details	Registration	Clubs & Locations	Officials & Endorsements	Classes	Dates & Times	Products & Questions
Event Passes	n/a					
Medical Services						
Race Starts	Flag					
Race Format						
Event Open Time						
Event Scrut Time From						
Event Scrut Time To						
Event Brief Time From						
Event Brief Time To						
Race Start						
Awards and Price Money						
Restrictions						
Event Long Description						



If the Club is using **HTML** Supp Regs, they will be able to upload the information by using the available text box

Also, depending on the permit type of the event, will dictate whether Sup Regs are required or not, e.g. Non Competition – RPA.

## Event Details

- Details
- Registration
- Clubs & Locations
- Officials & Endorsements
- Classes
- Supp Regs**
- Products & Questions

Use HTML Supp Regs

Yes  No

The image shows a WYSIWYG editor window titled "Supp Regs Template". The editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert table, insert image, insert video, insert audio, insert link, and insert unlink. Below the toolbar are dropdown menus for "Styles" (set to "Normal"), "Font", and "Size". At the bottom of the toolbar are icons for undo, redo, and help. The main editing area is currently empty and contains the text "Supp Regs Template". The status bar at the bottom left of the editor shows "body p".

<< Prev Next >> Save

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## Event Products & Questions

Finally, Event Questions and Products can be added.

If products are not already created, they can be done so by clicking 'Add New Product'.

Follow the below steps to Add New Product:

- **Create Product Name**
- **Select Product Category**
- **Select Sort Order**
- **Create Description**

### Add Product

✕ Cancel

\* (Indicates required fields)

Product Name *	<input type="text"/>
Category *	<input type="text" value="--- select ---"/>
Sort Order *	<input type="text" value="0"/>
Description *	<input type="text"/>
Add Image	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
Event Only	<input type="checkbox"/>
Autofullfill	<input type="checkbox"/>
Ticketed	<input type="checkbox"/>
This product is refundable	<input type="checkbox"/>

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After Adding Product, you will need to Edit Product. This involves completing the following:

- **Product Name**
- **Default Price:** the standard price your product will be set to
- **Default Inventory Count:** This will be a default count of the stock available for purchase
- **Re-Order Count:** This is the amount of product that is nominated to be ordered at the nominated re-order level
- **Re-Order Level:-** This is the level at which the Inventory of items will be trigger/notified to be re-ordered.
- **Max Quantity:** This is the maximum amount of products that can be purchased in one transaction



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Edit Product

Cancel

\* (Indicates required fields)

Product Name: Test
Default Price \*: 0
Default Inventory Count \*: 0
Re-order Quantity \*: 0
Re-order Level \*: 0
Max Quantity \*: 0

Variants (Ensure you save the above values before you add a new variant)

Add Variant

Questions

Add Question

PREVIOUS

SAVE & FINISH

Next is adding a Variant

Note: Variants are REQUIRED for the Product to be valid and live in the system. These variants can be the same as the product if there are no variants available for the product.

Adding a Variant will require you to fill the following information:

- Variant Type: Size or Colour
Variant name: e.g. Small, Medium, Large - Black, Blue, Red

You can also add Override Variants. These can be created if the variants are different prices to the original item.

Add Variant

Cancel

\* (Indicates required fields)

Product Name: Test
Variant Type \*: --- select ---
Variant Name \*

OVERRIDE VALUES

Price \*: 0
Inventory Count \*: 0
Re-order Quantity \*: 0
Re-order Level \*: 0
Max Quantity \*: 0

BACK

SAVE

There MUST be a number in the Inventory Count The inventory will indicate how many of a product is available for purchase.



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Click 'Save' to finalise product. You can then Add Product and Select from the

### Event Details

Cancel

- Details
- Registration
- Clubs & Locations
- Officials & Endorsements
- Classes
- Dates & Times
- Products & Questions

#### Products

Select Product Add New Product

#### Questions

Add Question

<< Prev Save

created Products and Save to the event.

After you have completed adding Products, you can also add Questions.

To Add Questions, click Add Questions.

You can add free text questions and mark them as required or not, dependent on the event or organizer requirements.

Once completed, you can Save and Submit the Event for permit review and approval.

The event will be reviewed by the RCB and either approved or declined, based on the information provided and note any changes that need be made before reapproval.

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