

# NWRSC Online Registration Admin

## Connecting

1. Open your web browser and connect to <http://scorekeeper.wwscc.org/<seriesname>> where <seriesname> is series database name (i.e. ww2008, slush2009, etc.)
2. From the Event Admin menu select the event you are administering
3. You will be prompted for the event password
4. After a successful password entry, you will be at the event admin page

## Edit Event Details

You can edit online registration settings for the event by clicking “Edit Event Details”. From this page you can change the following. You are probably most interested in the highlighted values. When you are done, click update.

<b>Name</b>	The name of the event where ever it shows up
<b>Date</b>	The date the event occurs
<b>Location</b>	The location of the event
<b>Sponsor</b>	Series or Event sponsors
<b>Host</b>	Your club name and any other hosts
<b>Designer</b>	Course designer
<b>Is A Pro (Pro Flag)</b>	Used to indicate event is a Pro Solo
<b>Courses</b>	The number of courses (generally 1)
<b>Runs</b>	An initial guess at the number of runs
<b>Opens</b>	Time/Date when registration should open
<b>Closes</b>	Time/Date when registration should close
<b>Person Limit</b>	How many cars a single person can register
<b>Event Limit</b>	Total registration limit
<b>PayPal</b>	A paypal address to enable accepting paypal
<b>Mail Address</b>	A mailing address to mail payments to (Use HTML for formatting or line breaks)
<b>Cost</b>	The cost of the event if using paypal
<b>Notes</b>	Any notes for the registration events page (Use HTML for formatting or line breaks)

## ***Entry Admin***

This is where you can see the details of the people who have already registered. Clicking on the column headers should allow you to order the list by that column. If you need to unregister an entry, click the 'unreg' button. If you want to print a single timing car, click 'Card' and you will get a PDF file for just that entry.

## ***Before the event***

This is where all of the printing to be done for registration occurs. This includes

1. Timing cards (in your preferred order)
2. Template for blank timing cards
3. List of car numbers in use for onsite registration
4. List of people who have already paid their yearly fee (if applicable)
5. Paypal transaction list (if applicable)