

# Organiser Information

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## Purpose of this document

The purpose of this document is to provide basic details on how to administer your events for the 2016 season. This guide does not represent the full user manual, but provides all the relevant information to ensure the successful management of your events in the 2016 season.

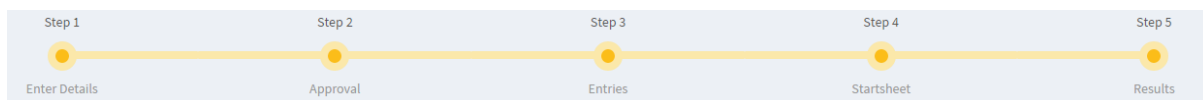
## Introduction

As an organiser of CTT events, you will have full access to the organiser administration panel. This will allow you to:

- 1) Edit the contact information associated to your organiser account
- 2) Add new events to the system - ready for district and CTT approval
- 3) See who is entering your events
- 4) Accept/Reject riders into your event (not accepting a rider into your event will trigger a full refund)
- 5) Build & publish start sheets
- 6) Upload results so that the system will automatically assign the result into a users profile.

To assist with the management of your event(s), the system creates a lifecycle for each event added to the system. The stages in this lifecycle are as follows:

**To help assist at which point in the life cycle a given event is currently at, the following bar is presented whenever administering an event**



1) **Add Event** - This is the point you add a new event to the system. This is likely to happen in August for the following season

2) **Approval** - Once you have added your event, it is then sent for approval. During the approval stage, a district official must approve the event, followed by the CTT. During the approval stage, you may edit the details (such as the date etc..) of your event to assist with the approval process

3) **Open for entry** - After the event is approved, it will be made live and open for entry on the website. Users of the system may then enter and pay for your event. During this process, they are asked for a LTS best (the distance you may specify). The LTS will be visible on the entry, and this will also be updated as/when the user changes this time.

During the "entry" stage, the system reports a list of entered users. You must choose to accept or reject these riders. Rejecting a rider will trigger a full refund and the user is alerted via email. Accepting a rider confirms their entry and alerts the user via email.

Note: As an organiser, you may manually add users into the event. Please see the section "Manually adding users" to understand how this process works

You must accept or reject all riders before you can proceed to step 4.

4) **Build start sheet** - When you choose to build your start sheet, the system will automatically sort entries by LTS. Slowest -> fastest. You may then use the start sheet builder to customise the start sheet. Changes are saved in real time.

When you are happy with the order of the start sheet, you can then click "publish". This will then push the start sheet live to the website

5) **Results** - After the event is run, the system will ask you to upload the results sheet. It is important that you use the results template before uploading the results to the system. Once uploaded, a CTT admin will be notified, and they will review the result sheet. If everything is ok, they will process the results. This will automatically add the results to each users profile, update their LTS pb's (if applicable) and alert them via email.

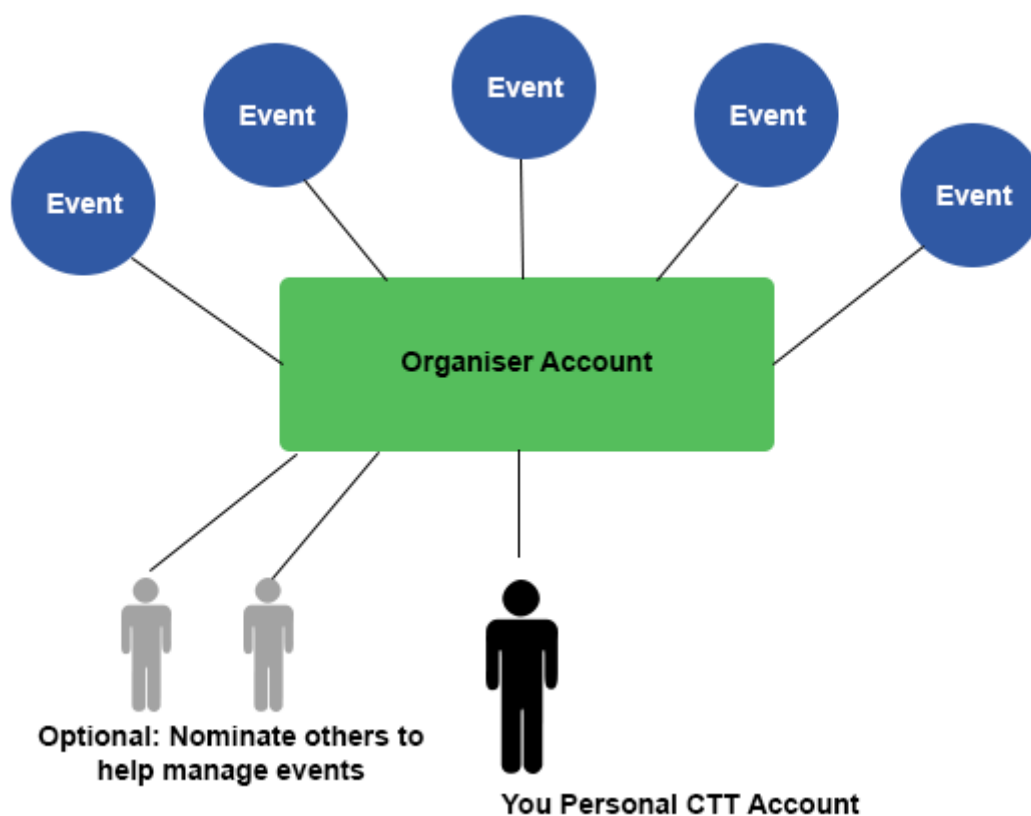
At this point the lifecycle is complete and your event now becomes archived within your admin profile.

Note: As we are in the early stages of the 2016, all events in the system are currently at **stage 3** in the life cycle. That is, open and accepting entries. The following guide should assist you from this point onwards:

## Basic User Guide:

### Linking your account

In order to manage events on the new system, you must first create a CTT account. Once you have been issued with a CTT number, a CTT admin is then required to link your account with your event organiser account.



Note: Your personal CTT account is LINKED to an organisers account. This ensures your personal details are not used for any organiser contact information. You may also nominate other CTT users to be linked to the same organiser account.

Prior to the release of this document, we (the CTT) have linked as many user accounts with organiser accounts as possible with the information we have. If your account is not yet linked, please email [organisers@cyclingtmetrials.org.uk](mailto:organisers@cyclingtmetrials.org.uk) for further assistance.

## Opening the Admin panel:

From the main website, you should notice your name and a drop down arrow in the top right. Click this and a menu will open. If your account has been linked, you will notice a red menu item called "Admin Panel". This is the link into the organiser's admin panel.

The screenshot displays the user profile for Aaron Bird, a Male Senior member of Clapham Chasers. The profile includes statistics for Upcoming Events (1), Results (0), and Personal Bests (01:18:00 for 10 miles). A navigation bar at the top right shows the user's name 'Aaron' with a dropdown arrow. The dropdown menu is open, with 'Admin Panel' highlighted in red. Other menu items include My Dashboard, My Events, My Results, My Clubs, My #s, Settings, and Log Out. A red arrow points from the 'Admin Panel' menu item to a notification in the main content area: 'You were assigned a new result for the event: Coalville Whs 10'. The footer contains the CTT logo, navigation links for Upcoming Events, Useful Links, and Contact Us, and the text 'The national governing body for cycling time trials'.

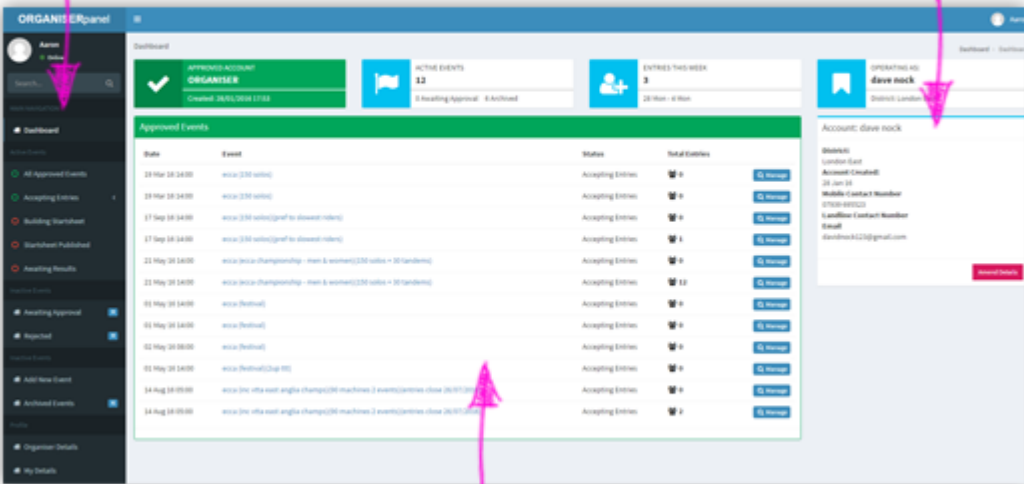
## The Dashboard

The below shows an overview of the dashboard. This can be thought of your “overview” page, showing a snap shot of all your events and the details users will see should they wish to contact you regarding your event.

To manage a given event, identify the event from the list, and click “Manage”

**Menu Panel**

**The contact details of your organiser account**



The screenshot displays the ORGANEL dashboard interface. On the left is a dark sidebar menu with options like 'Dashboard', 'All Approved Events', 'Accepting Entries', 'Building Tournament', 'Tournament Published', 'Awaiting Results', 'Awaiting Approval', 'Rejected', 'Add New Event', 'Archived Events', 'Organiser Details', and 'My Details'. The main content area is titled 'Dashboard' and features a green 'APPROVED ACCOUNT' banner for 'ORGANISER' (Created: 26/03/2016 11:53). It also shows 'ACTIVE EVENTS' (12) and 'ENTRIES THIS WEEK' (3). Below this is a table of 'Approved Events' with columns for Date, Event, Status, and Total Entries. The table lists several events, all with a status of 'Accepting Entries'. On the right side, there is a profile section for 'dave rock' (OPERATING AS: DAVE ROCK) with contact information and a 'Contact Details' button. Three pink arrows point to the 'Menu Panel', the 'Approved Events' table, and the 'Contact Details' section.

Date	Event	Status	Total Entries
23 Mar 20 14:00	www (30 votes)	Accepting Entries	0
29 Mar 20 14:00	www (30 votes)	Accepting Entries	0
17 Sep 20 14:00	www (30 votes)(prof to dave rock)	Accepting Entries	0
17 Sep 20 14:00	www (30 votes)(prof to dave rock)	Accepting Entries	1
21 May 20 14:00	www (www championship - men & women)(30 votes + 30 trophies)	Accepting Entries	0
21 May 20 14:00	www (www championship - men & women)(30 votes + 30 trophies)	Accepting Entries	12
01 May 20 14:00	www (beta)	Accepting Entries	0
01 May 20 14:00	www (beta)	Accepting Entries	0
02 May 20 00:00	www (beta)	Accepting Entries	0
01 May 20 14:00	www (beta)(Clue 10)	Accepting Entries	0
14 Aug 20 00:00	www (no rfa east angle champ)(30 machines 2 events)(entries close 26/07/2016)	Accepting Entries	0
14 Aug 20 00:00	www (no rfa east angle champ)(30 machines 2 events)(entries close 26/07/2016)	Accepting Entries	2

**All events this season**

Note: During this stage i.e. at the start of the 2016 season, all events will be “Approved” (that means that both the District and CTT have approved the event and it is live on the website)

## Managing Races

As previously mentioned in this document, from 3<sup>rd</sup> May 2016, all events will be at stage 3 in the lifecycle. As an organiser, you will therefore be presented with the following screen when you “manage” an event

The screenshot shows the ORGANSERpanel interface for an event. The main content area is divided into sections for 'New Entrants', 'Accepted Entrants', 'Rejected Entrants', and 'Withdrawn Entrants'. A table of 'New Entrants' is visible, with columns for CTT ID, First Name, Last Name, Gender, Category, Club, Reserve, ED miles PB, Any comments, and Actions. Annotations with pink arrows point to various parts of the interface:

- Contact all riders**: Points to the 'Contact Riders' button in the top right.
- Export all rider details**: Points to the 'Export Riders' button in the top right.
- Manually add a user to this event**: Points to the 'Add New User' button in the top right.
- Accepted riders**: Points to the 'Accepted Entrants' section.
- Rejected riders**: Points to the 'Rejected Entrants' section.
- Withdrawn riders**: Points to the 'Withdrawn Entrants' section.
- New Entrants (these have not yet been accepted or rejected)**: Points to the 'New Entrants' table.
- Build Online using integrated drag & drop builder**: Points to the 'Build Online' button at the bottom left.
- Build offline (organise using excel)**: Points to the 'Build Offline' button at the bottom left.

The entrant admin screen shows the following:

- 1) New Entrants – Those who have not been accepted or rejected
- 2) Accepted Entrants – Those who have been accepted into the event
- 3) Rejected Entrants – Those who have been rejected from the event (rejecting a rider will automatically issue a full refund before any CTT fees were applied).
- 4) Withdrawn Entrants – Those who have chosen to withdraw themselves from your event. In doing so, they received an automated full refund.

This screen also allows you to manually add users to your event. This maybe in response to a paper entry, or if someone is unable to create a CTT account for themselves. Please see the section on manually adding entrants for further details.

This screen also allows you to export the details of all entrants. This will download a list of entrants with accompanying information into an excel document.

You can also contact all participants in the race (and fine tune which riders are contacted by approval status i.e. all rejected riders). Please refer to the contacting participants section for more details

Note: You can only export all the rider details once you have accepted or rejected the field. This is to prevent organisers download the entries before all entrants are accepted and rejected and not informing the system of any further changes

Next to each “New Entrant” you will notice a tickbox. This allows you to accept or reject multiple riders in a single click. For example, if you selected 5 riders and then clicked the green button “Accept Selected Entries” this would accept all 5 riders. If you then selected 2 riders and clicked the red button “Reject Selected Entries”, this would reject those 2 riders and give them a full refund.

Note: If a rider is rejected, they are issued a full refund. You should only reject a rider if you are sure they should not be accepted into the event

Towards the left of the screen (in the entrant overview box), are 2 buttons.

- 1) “User Builder” – This informs the system you wish to use the online startsheet (frag and drop) builder.
- 2) “Build Offline” – This informs the system you will be building your startsheet offline and importing it back into the system.

Before either of these buttons can be pressed, the following criteria must be met:

- 1) The event must have closed
- 2) All entries must have been accepted or rejected

When the criteria is met, the buttons will turn green, allowing you to click it and processed to the “Start Sheet Building” phase.



## Building Start Sheets

The system has 2 methods for creating a start sheet

- 1) Using the online Builder (Use Builder) – which provides a drag and drop method (see section: Building Start sheets Using the Online Builder)
- 2) Building your start sheet offline in excel (Build Offline) – which requires your to first DOWNLOAD the event template (important), add the start time and bib number and the UPLOAD it back into the system. (see section: Building Start sheets Offline)

## Building Start sheets using the Online Builder

Upon clicking “Use Builder”, the system will perform the following:

- 1) Look at all entered users and find their latest LTS for the distance specified.
- 2) Order the entrants from slowest to fastest (Note, the LTS value is taken from the users profile)

This should provide a starting point for the start sheet to be built by you (the organiser).

**Hold and drag a rider (or empty slot) to move their position**

**Publish startsheet when complete**

**Green = rider who is willing to be a reserve**

**Purple = rider who is not willing to be a reserve**

**Grey = Empty slot, no rider in this position**

**Starting time and position**

The above screen shows the “start sheet builder”. The left portion of the grid (in the blue) shows the starting time and position (these are fixed). On the right shows either a rider (green or purple), or an empty slot (grey).

A **green rider** indicated they are willing to be a reserve and a **purple rider** shows they are NOT willing to be a reserve.

To order the entrants, simply click and hold the mouse on either a rider or an empty slot and drag this to your preferred starting slot.

Note: As riders are moved around the screen, the system saves things in real time. During this moment, you may notice all riders turn red. This indicates the system is loading, so please wait...

Upon completion of the start sheet, you are then ready to “Publish” the start sheet. To publish the start sheet, click the green button along the top right called “Publish Start Sheet”. This will then make the start sheet visible on the main website.

Note: You should not push the publish start sheet button until you are happy with the order of the riders. You may return to this page as many times as required before publishing the start sheet

Note: Should you wish to revert to building using the offline method. You can click “revert to step 3” and then chose “Build Offline”

## Building Start sheets Offline

Upon clicking “Build Offline”, the system will generate a start sheet template specific to your event. This template includes some IMPORTANT ID’s which should not be changed. These are specific to each rider, so each row should be preserved.

The system describes the process in 3 steps:

- 1) Download the template
- 2) Add the Start time, Bib number (or indicate if the rider is a reserve by putting a 1 in the “reserve” column)
- 3) Import the updated startsheet and click submit.

**Step 1: Download the start sheet template (IMPORTANT)**

**Step 2: Upload the completed start sheet and click submit**

**Revert back to step 3 if required**

Note: The downloaded template is specific to each event, and will change if you add or remove a rider, so you should download a fresh copy if you revert back to step 3.

Note: The start sheet template holds very important ID’s that the system recognises. You should not change these under any circumstances.

Note: Should you wish to revert to building using the online builder. You can click “revert to step 3” and then chose “Use Builder”

	A	B	C	D	E	F	G	H	I	J	K	L	M
	entry_id	ctt_number	reserve_number	bib	start_time	team_id	first_name	last_name	club	gender	category	dob	age
2	517348	3623				0	Stephen	Parfitt	Oxonian C	Male	Veteran	22/12/195	56
3	525400	2924				0	Dan	Lewis	Royal Air F	Male	Senior	03/01/197	39
4	516792	1551				0	Nigel	Croxford	High Wyc	Male	Veteran	29/06/195	58
5	528403	5493				0	Chris	Green	Oxonian C	Male	Veteran	14/12/194	66
6	524914	4976				0	James	Hunt	Oxonian C	Male	Senior	08/09/197	39
7	502793	1857				0	andrew	pickett	Mickey Cr	Male	Veteran	03/06/196	51
8	516787	3504				0	alan	alcock	Didcot Ph	Male	Veteran	01/02/195	61
9	528755	3246				0	Vincent	Douglas	Gloucest	Male	Veteran	09/01/197	46
10	504133	1011				0	Paul	Demicoli	Banbury S	Male	Veteran	24/08/196	51
11	526329	203				0	James	Richardso	North Buc	Male	Senior	08/11/199	23
12	527711	4164				0	Rob	Yeatman	VC Equipe	Male	Senior	19/08/199	22
13	521188	3710				0	Jonathan	Hobby	North Han	Male	Veteran	24/05/196	50
14	521421	4191				0	Matthew	Rowley	Oxonian C	Male	Veteran	10/11/196	48

The above screenshot shows an example of the start sheet template.

The area highlighted in red should not be changed. The area highlighted in green should be completed before being uploaded.

Note: start\_time should be in the format HH:MM:SS You can set this by right clicking in excel and choosing "format cells"

All riders should (ideally) be first added to the system and then added to the event. If you should need to add an unregistered rider to the template before uploading, you can add a new row (omitting the entry\_id). If you know the riders CTT\_number, this should be populated, if you do not know the CTT\_number, the first name, last name, club, gender and dob should be populated.

When you have completed the start sheet template, save it in EXCEL format and upload it back to the system.

Upon submitting the start sheet, a CTT admin will review the uploaded content and put it forward for processing. If something is not right, the CTT admin may "reject" the start sheet and ask you for further information.

Note: The start sheet that is uploaded to the system is for THE SYSTEM ONLY. When published on the website, only the relevant details will be displayed. If you also wish to email the start sheet to users, you should remove any unwanted columns AFTER YOU HAVE UPLOADED IT

## Published Start Sheet

After the start sheet has been published, the below screen will become visible. (Info: If you click “preview” this will take you to the main website and show what normal users will see).

**Download Result template, start sheet, edit start sheet, revert to step 3 and preview buttons**

Bib	Start Time	Firstname	Surname	Club	Gender	Category	Position	Any comments	Actions
1	13:00:00	Stephen	Harley	Oxendon CC	Male	W6704	23.02.03		<a href="#">View Details</a> <a href="#">Remove</a>
2	13:00:00	Sam	Leach	Royal Air Force Cycling Association	Male	Senior(30)	23.96		<a href="#">View Details</a> <a href="#">Remove</a>
3	13:00:00	Nigel	Croftford	High Wycombe CC	Male	W6700	23.03		<a href="#">View Details</a> <a href="#">Remove</a>
4	13:00:00	Chris	Green	Oxendon CC	Male	W6706	23.47		<a href="#">View Details</a> <a href="#">Remove</a>
5	13:04:00	James	Hunt	Oxendon CC	Male	Senior(30)	23.47		<a href="#">View Details</a> <a href="#">Remove</a>
6	13:05:00	andrew	probert	Widley Crocker Cycling Club	Male	W6702	23.45		<a href="#">View Details</a> <a href="#">Remove</a>
7	13:06:00	alan	atcock	Deloak Phoenix CC	Male	W6702	23.39		<a href="#">View Details</a> <a href="#">Remove</a>
8	13:07:00	Howard	Douglas	Windsor City Cycling Club	Male	W6740	23.07		<a href="#">View Details</a> <a href="#">Remove</a>
9	13:08:00	Paul	Dennick	Barnham Star CC	Male	W6702	23.44		<a href="#">View Details</a> <a href="#">Remove</a>
10	13:08:00	James	Richardson	North Bucks RC	Male	Senior(25)	23.92		<a href="#">View Details</a> <a href="#">Remove</a>
11	13:10:00	Rub	Watson	VC Equine - The Great Hygiene	Male	Senior(22)	23.13		<a href="#">View Details</a> <a href="#">Remove</a>
12	13:12:00	Jonathan	Hobby	North Hampshire RC	Male	W6700	23.00		<a href="#">View Details</a> <a href="#">Remove</a>
13	13:12:00	Matthew	Rowley	Oxendon CC	Male	W6740	23.00		<a href="#">View Details</a> <a href="#">Remove</a>

Starting time and position

Remove a rider

Should you wish to edit a start sheet after it has been published, you can now click the “edit start sheet”.

Should you wish to revert to step 3 (If you have a later entry and need to add someone), you can click the “revert to step 3” button

This screen also gives you access to download buttons.

- 1) Download Result Template – This is the template of results that must be completed and uploaded into the system.

**Note: It is important that no columns are added or removed from the result template. Time MUST be in the format hh:mm:ss, position should be numeric, and if a rider DNS or DNF then a “1” should be placed in these columns**

- 2) Download Start Sheet – This provides a start sheet which you are welcome to amend and publish elsewhere i.e. your own website or email to competitors.

## Adding Results

After event day (i.e. the date/time of your event is in the past), the system will automatically move the event along to the next step in the event life cycle (Step 5: Results).

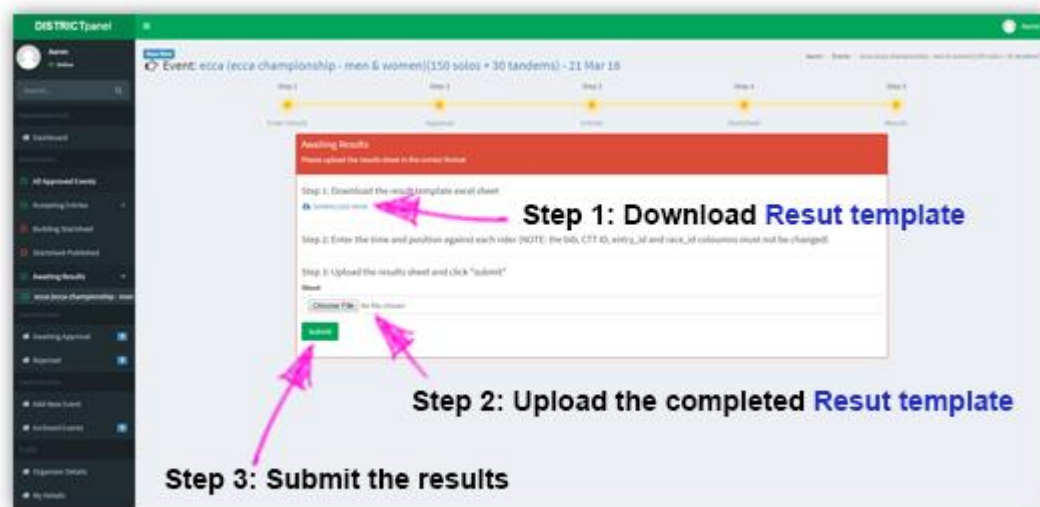
At this point, you are requested to upload results for this event. To ensure the results are seamlessly linked to a rider's profile, it is important that results are uploaded in accordance with the expected format.

Uploading results can be broken down into a series of phases:

Phase 1: Download the result template – This will provide a pre-made sheet you can edit in Microsoft excel (or similar) which will simply require you to populate the time, position and if a user DNS or DNF

**Note: It is important that no columns are added or removed from the result template. Time MUST be in the format hh:mm:ss, position should be numeric, and if a rider DNS or DNF then a "1" should be placed in these columns**

Phase 2: Upload the result template and submit them for CTT approval



Phase 3: Once your results have been uploaded, a CTT admin will be notified. At this point, you should notice the screen changes to that of below.



During the processing status, a CTT admin will review the results sheet you uploaded. If the format or your uploaded result sheet does not match that expected by the system, the result sheet maybe rejected and you shall be asked to amend the format and repeat the process.

If all was well and the results were processed, all riders with a CTT Number will automatically be assigned their result and notified via email. This will also auto update any LTS times.

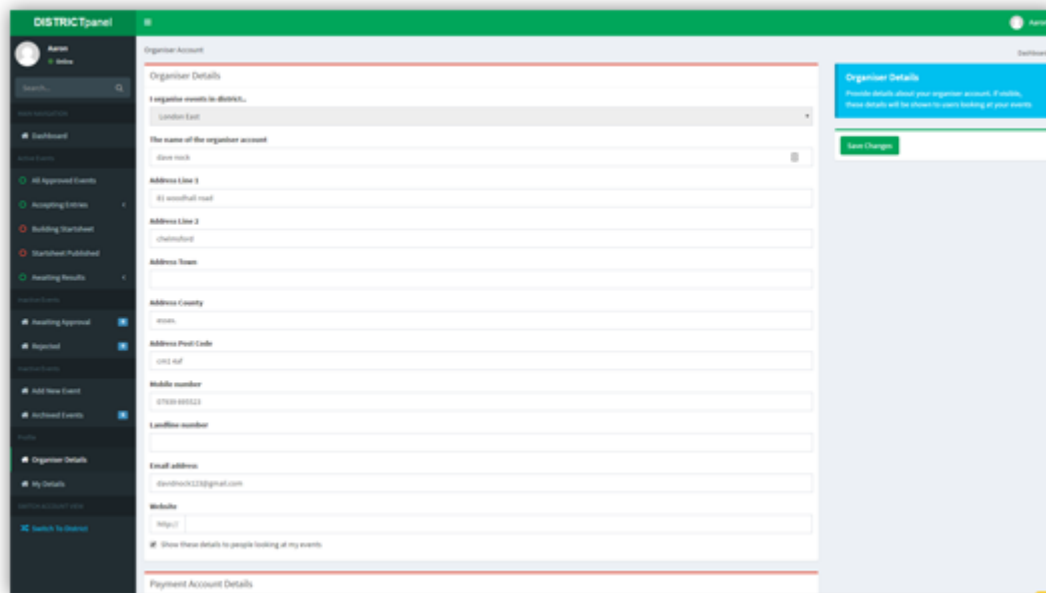
At this point, your event is now added to the “Archived” Events tab (accessible from the left menu panel: “Archived Events”)



## Amending Organiser Details (Including adding bank details)

It is encourage that you keep the contact details for your organiser account as up-to date as possible. To help with this process, you are now able to amend these details yourself from the organiser’s admin panel.

To amend these details, click “Organiser Details” on the left menu panel.



The screenshot displays the 'DISTRICTpanel' interface. On the left is a dark sidebar menu with 'Organiser Details' highlighted. The main content area is titled 'Organiser Account' and contains a form for 'Organiser Details'. The form includes a dropdown for 'I organise events in district...' (set to 'London East'), a text field for 'The name of the organiser account' (set to 'Bore Inc'), and several text input fields for 'Address Line 1' (45 Woodhall Road), 'Address Line 2' (Chesham), 'Address Town', 'Address County' (Essex), 'Address Post Code' (CM2 6AF), 'Mobile number' (07500 400322), and 'Landline number'. There is also an 'Email address' field (david@bore22@gmail.com) and a 'Website' field (http://). A checkbox at the bottom of the form is checked and labeled 'Show these details to people looking at my events'. A green 'Save Changes' button is located on the right side of the form. A blue notification box at the top right of the form area reads: 'Organiser Details: Please check about your organiser account. If needed, these details will be shown to users looking at your events.'

When complete, be sure to click the green button “Save Changes”

## Manually adding users to events

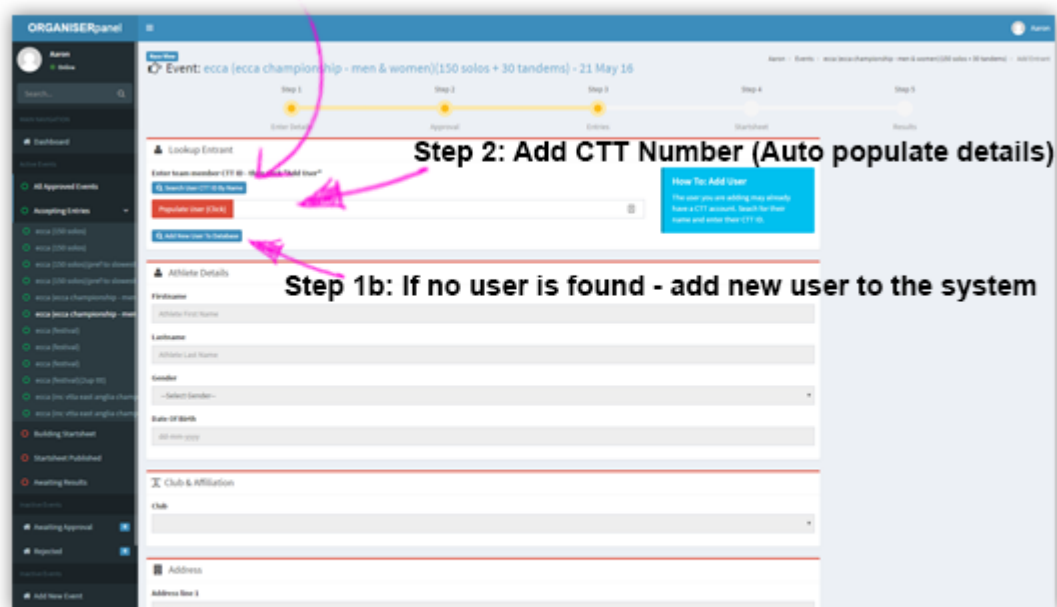
All participants of CTT events are encouraged to register on the new CTT system. Sometimes, this may not be possible, or a user enters via a postal entry.

In these scenarios, you can manually add a rider into your event. To achieve this, during Step 3 of the event life cycle, you should click the button “Manually Add Entrant”



After clicking the button, you will be presented with the following screen. There are a number of steps you should take when manually adding a user to an event:

### Step 1: Search for the user

A screenshot of the 'LookUp Entrant' form in the ORGANISER panel. The form has a search bar with a 'Search user CTT ID by Name' button and a 'Reduplicate user ID links' button. Below the search bar is the 'Athlete Details' section with fields for First Name, Last Name, Gender, Date of Birth, Club, and Address. Annotations include: 'Step 1: Search for the user' pointing to the search bar; 'Step 2: Add CTT Number (Auto populate details)' pointing to the search bar; and 'Step 1b: If no user is found - add new user to the system' pointing to the 'Add New User To Database' button. A 'How To: Add User' tooltip is also visible.

**Step 3: Ensure LTS is completed**

**Step 4: Add user to event (green button)**

Step 1: Search for the user in the CTT database. If the user you are adding to our event is already in the system, you should simply copy their CTT Number and paste it into the box (as shown above at Step 2). When complete CLICK (do not hit the enter key) the RED button and their details will automatically be populated.

Note: If a user cannot be added, please ensure you have completed all the necessary fields. This includes and LTS information (a date MUST be included within the last 3 seasons even if it is an estimate) and the T&C's box must be ticked.

**Find A User**

David    gr    Male    **Filter**

Firstname	Lastname	CTT ID	Gender	Age
David	Greenwood	27	Male	Vet (51)

< previous    next >

1 of 1

Step 1b: If you cannot find the user, you will need to add them to the system. You are firstly encourage to ask them to register themselves. If this is not possible, you can complete a registration on their behalf.

When complete, the system will provide you with their CTT Number. This should then be copied into the box (as shown above at Step 2). When complete CLICK (do not hit enter key) the **RED** button and their details will automatically be populated.

Step 3: Ensure any LTS details are completed.

Step 4: Submit the form

Note: You can identify manually added riders by the “+” icon next to their name:

CTT ID	First Name	Last Name	Gender	Category	Club	Reserve
<input type="checkbox"/> 23	Aaron	Bird	Male	Senior(29)	Wetherby Whs	<b>x</b>

## Contacting Participants

There are 2 ways to contact all participants:

- 1) Contact all participants from step 3 – This would typically be done before a start sheet is published. This allows you to contact all riders and fine tune who is contacted by approval status i.e. all rejected riders.
- 2) Contact all participants on a start sheet from step 4 (after the startsheet has been published) – This would typically be done to notify users about a published start sheet. Note: This will provide a link in the email to the event details which shows the start sheet.

To contact participants from either Step 3 or Step 4, you simply need to click the button “Contact Entrants”. A popup window will appear asking you to enter your message.

Enter your message and click “send”. All participants will be contacted.

Note: You should not add any personal details in email. As the organiser, it is your responsibility to ensure information is non-offensive, correct and suitable for purpose

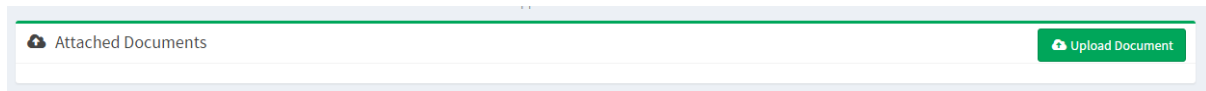
Note: If sending from step 4, a link to the event will be published in the email. There is no need to paste the contents of the startsheet in the email

## Attaching Files to the Event Description

As well as editing the description text of an event (Click step 1 > “Edit” > “A brief description about the event”) you may wish to upload other documents i.e. a PDF map of the HQ etc...

This can easily be achieved by performing the following:

- 1) Click step 1
- 2) Click “Upload Document”
- 3) Select your document and click “upload document” (You must give the document a name)



Note: You are only permitted to upload PDF, DOC, TXT and PPT files.

Note: Result and startsheet templates SHOULD NOT be uploaded as an attached document.  
NEVER attached a document display participants personal details

## Further Help

If you find yourself unsure of how to perform a task, you can contact support direct at [support@cyclingtimetrials.org.uk](mailto:support@cyclingtimetrials.org.uk) and we will respond asap.

You are amongst the first to use the new organiser admin system, so we appreciate your feedback.

Thanks