

Managing Club Events on The CTT Website

Club officials Guide

We are pleased to announce the development of club events on the CTT website. This latest release introduces a simple means of using the CTT website to promote club events, accept online entries and even contactless sign-on for riders.

Club events added to the CTT website will also automatically sync to the relevant district website to help increase exposure.

What's changed?

1. Clubs can now add their club events to the website (requiring district approval - however, preferably uploaded en masse by the District). Please contact your district for information on how to add club events.
2. Clubs can now optionally choose to manage their club events using the CTT system. This includes allowing people to register online and a new admin interface to manage riders, add a start sheet and publish results.
3. If a club is managing their club events on the CTT website, they can also utilise the new wireless sign-on process which enables riders to sign on in a contactless way utilising a new QR code scanning process (a smartphone and internet connection is required)

Club Officials Guide

This guide assumes that you have a club officials account and can access your clubs admin panel via the CTT website. If you are unsure how to access the club admin panel, please contact support. Note: It is the same process as when paying for affiliation

1/ Prepare your events

The first step in managing your club events on the CTT website is to load them into the system. At present, this can be done in 2 ways:

- Create a CSV file with your club events and send this to your district secretary who will then be able to upload them in bulk to the CTT website. As soon as the events are loaded, you can then begin managing them. The headers are as follows (red = mandatory)




- **Date** - The date of the club event
 - **Time** - The time of the club event
 - **Name** - The name of the club event
 - **Details** - A description about the club event i.e. Where the HQ is located etc..
 - **Course** - The course code the club event will be run on
 - **Distance** - The distance of the club event (written in miles i.e 10 miles)
 - **Price** - The price of the event written in a decimal i.e. 5.00 for £5
 - **Capacity** - The capacity of the club event
 - **Come And Try** - True or False (or 1, 0) if this is a come and try it event
- The second option is to add club events manually via the UI on your club admin panel: <https://www.cyclingtimetrials.org.uk/club/club-events/add> This method is considered slower than the option above and will require a district official to “approve” each club event before it is displayed on the CTT website and district sites.

2/ Managing club events

Once your club events have been loaded onto the CTT website, you will then be able to manage them. To view all your club events, you can click “Club Events”, on the left menu when logged in as a club admin: <https://www.cyclingtimetrials.org.uk/club/club-events>

Name	Course	Date	Entries	Distance	Come & Try	Approved	Price	Actions
Barton Wheelers 5 mile TT	BA5/2	01/04/2021, 18:30	0 / 40	5 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	08/04/2021, 18:30	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	15/04/2021, 18:30	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	22/04/2021, 19:00	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	29/04/2021, 19:00	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	06/05/2021, 19:00	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 15 mile TT	BA14/1	13/05/2021, 19:00	0 / 40	15 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	20/05/2021, 19:00	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage
Barton Wheelers 10 mile TT	C10/7	27/05/2021, 19:00	0 / 40	10 Miles	✓	✓	£6.00	Open Approved Manage

To manage a particular club event, simply click the blue  button.

When managing a club event, there are 5 key screens to note:

1. **Event Details** - This shows an overview of the configuration for your club event. You can perform actions (within reason before district approval is required), by clicking the “Actions” > “Edit” button in the top right corner



Event Details Dashboard

Event Details
Sign Ups
Startsheet
Results Sheet
Checkin Kiosk
Event actions

Barton Wheelers 10 mile TT Open Approved Actions

Club	Barton Wheelers Cycling Club
District	Lincolnshire
Course	C10/7
Backup Course	C25/17
Description	
Date	08/04/2021, 18:30
Entries	0 / 40
Distance	10 Miles
Come and try	✓
Online Entries	✗
Approved	✓
Price	£6.00
External Payment URL	
Sign on location	B1206/A15 Junction Lay-by

Audit Trail

- Karen Brooks changed the following on: 17/03/2021, 10:53
- Karen Brooks changed the following on: 19/03/2021, 10:01

Actions ▾

- Edit
- Close
- Cancel
- Delete

Edit: Edit the club event details

Close: Closes online entries and shows the event as “closed” on the front website

Cancel: Marks the club event as cancelled

Delete: Removes the club event - This is only possible if there have been no entries

- 2. Sign ups** - This shows a list of CTT registered users who have entered the club event on the CTT website. You can track if the user has paid (and change their payment status accordingly) or if entry fees are outstanding. You can export the list (which will include LTS information or click “view” for a given participant to view more information. Note: You will see the addition of a QR code which will be explained in section 2.5



Sign Ups for Pontypool RCC, event #1

Entered	First Name	Last Name	Gender	Dob	Terms Accepted	Paid Date	Tags
11/03/2021, 14:14	Katy	Perry	male	04/05/1986	✓	Outstanding	View
11/03/2021, 14:14	Katy	Perry	male	04/05/1986	✓	Outstanding	View
11/03/2021, 14:15	Katy	Perry	male	04/05/1986	✓	Outstanding	View
11/03/2021, 14:16	Katy	Perry	male	04/05/1986	✓	Outstanding	View
11/03/2021, 14:38	Katy	Perry	male	04/05/1986	✓	Outstanding	View

Page 1 of 1, showing 5 record(s) out of 5 total

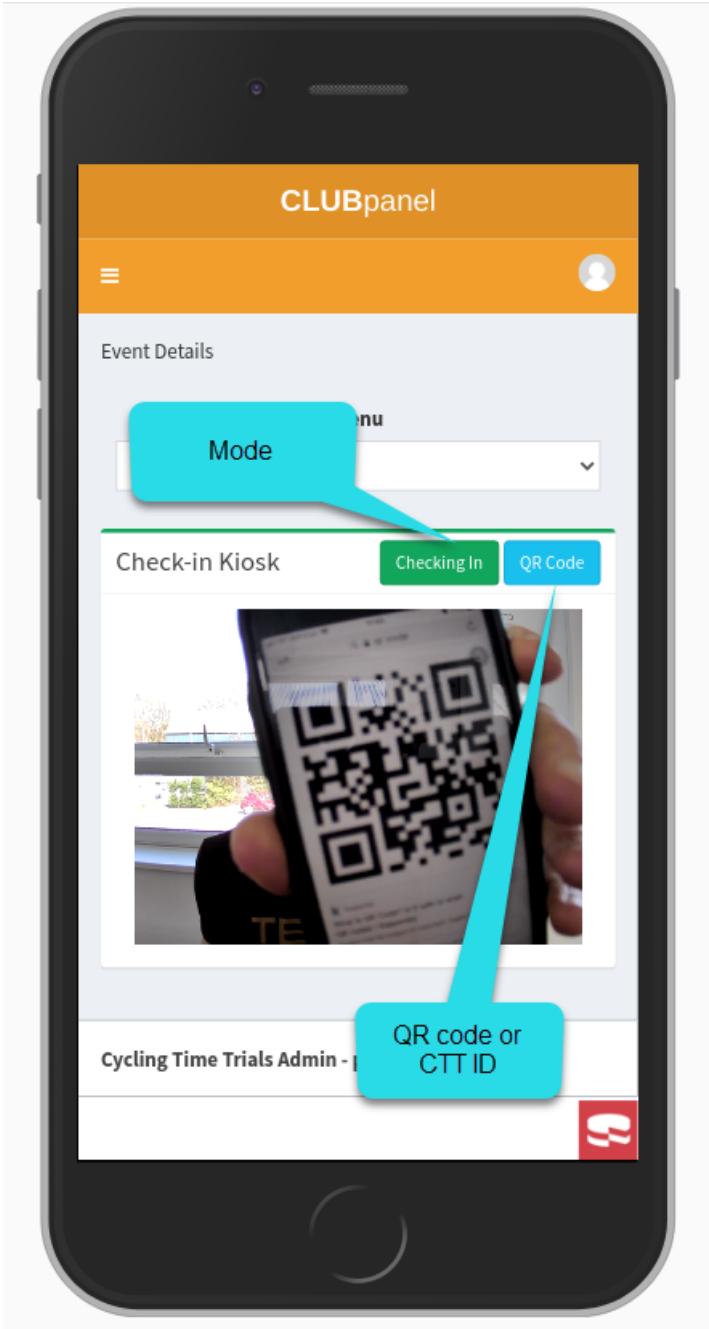
If a rider needs to withdraw. They can either do this themselves or you can do this by “viewing” their entry and clicking “withdraw”

3. **Startsheet** - This enabled a startsheet to be uploaded. Unlike open events, there are no processing requirements and a file such as PDF can be uploaded. This is then visible for riders to download when looking at the club event
4. **Results Sheet** - Similar to the startsheet, there are no processing requirements. Any file representing the results can be uploaded i.e. A PDF file. This is then visible for riders to download when looking at the club event
5. **Check-in Kiosk** - The check in kiosk is an exciting new feature which allows club officials to sign riders at their events “on” and optionally sign them “off”. A requirement for this to work is an active internet connection and a smart phone with a camera.

Club officials simply need to navigate to the check in kiosk on their smartphone when they are at their event and select the QR code scanning option in “check in” mode. When a rider wants to sign on, they simply need to present their QR code and then a club official holds their smartphone over the QR code whilst in the kiosk. The system will then register the participant as “signed on”.

If a club official wishes to sign someone off, they can repeat this process ensuring that that they are in checkout mode.

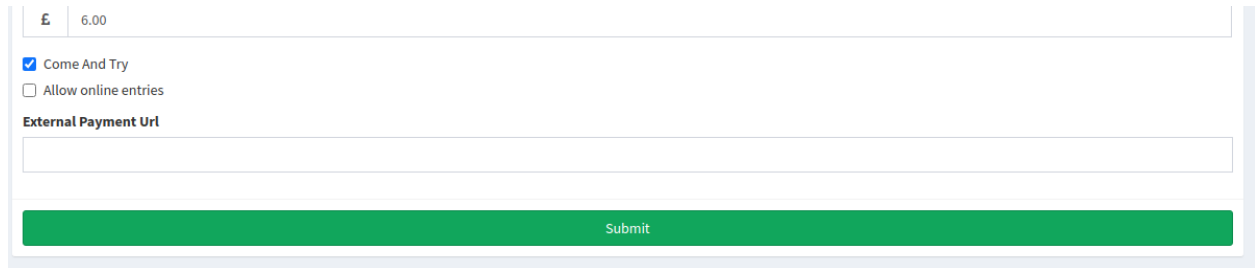




Common Questions:

1/ Can we accept online payments:

At the moment, the only way to accept online payments is to provide a link to your clubs online payment system i.e paypal. To do this, simply edit the event and then tick “accept online entries” and enter the external payment URL:



The screenshot shows a form with a price field set to £ 6.00. Below this are two checkboxes: "Come And Try" (checked) and "Allow online entries" (unchecked). Underneath is a label "External Payment Url" followed by an empty text input field. At the bottom of the form is a green "Submit" button.

2/ Can people still turn up on the night without pre-registering?

Yes, this system is 100% optional to use and you may use as much or as little as you see fit. If a rider turns up on the night, you can register them for your event by simply scanning their QR code or entering the CTT ID in “sign on” mode in the check in kiosk.

If the rider does not have a CTT account, they can either register for one on their smartphone and then sign on, or you can register them in your normal way, ensuring they accept the terms and conditions.

