



One Million Revolutions Registration System

Welcome! This guide will help get you started. You've already been provided with a username and password; go ahead and log in. A sample event (with a sample race) will be waiting for you.

Navigation

No matter what you do, you can always go back and change it. Bear in mind, though, that once your event is open for registration you won't be able to delete certain things (races, questions, etc) unless you change the event's status back to "closed" or "unavailable." Navigate by using the links at the top of the page. If you'd like to change the event you're working on, visit the Event Dashboard page.

Account Organization

Your account contains a collection of your events. Each event can have one or more races, and each race can have questions and "extras" associated with it. Questions allow you to ask more than the standard personal information (name, address, gender, etc), and extras allow you to offer additional items (extra t-shirts, BBQ tickets) or services (elite wave, newsletter opt-in) to each participant. New events are always created by duplicating an existing event and starting from there.

First Things First

The first page you should visit is the Event Settings page. Here you specify all the major attributes of your event. Then go to the Edit Step 1 page and create your race(s). This page mimics the actual first step that participants will encounter when they decide to register. On this page you can also create instructions and waivers, which are both optional. If you create waivers, participants will be required to sign them before proceeding to Step 2. Instructions can include HTML, but use it carefully!

Next, proceed to the Edit Step 2 page. As with Step 1, this page exactly mimics the way the second registration step looks to participants. On this page you can create additional questions to ask, and you can create extras for participants to bundle with their entry. Bear in mind that you can ask different questions, and provide different extras, for each race - but you only have to create them once. Also on this page your registrants can provide a discount code that you created previously.

Question and Extra Matrix

Finally, proceed to the Question Matrix and Extras Matrix pages. This is where you tie your questions and extras to your races. Just click the checkbox to make an association. Finish up by visiting the Edit Confirmation Page link, where you specify what appears to each successful registrant. For example, you might allow your participants to tell their friends (via email) that they have registered.

Linking it all together

Once you're set, open registration by changing the event's status to "open" on the Event Settings page and link it to your website via the link displayed on the Links page. That page also contains links to participant lists, participant maps, and the form for purchasing gift certificates. To see all your data in all manner of ways, and to download your data files, browse the Reports section.

...and more

There's a lot more you can do. The registration system offers group entry and group discounts, carbon offsets, the possibility of carpools, gift certificates, discount codes, QR codes, social networking, and much more. Poke around and read the instructions contained within the pages. If you need help, you're always welcome to call (503-922-1589) or write (jeff@onemillionrevolutions.org).