

EVENT LISTING INSTRUCTIONS

By using the information below you should be able to login using your AllSportCentral Network coordinator account, create your event listing, enter offline registrants, upload ad banners, monitor online reports and enable online services if you choose. We have included links below that should help you with this process:

EVENT SETUP & LOGIN:

<http://www.allsportcentral.com/ec/addCoordinator.cfm>

FORGOT PASSWORD:

<http://www.allsportcentral.com/forgotpass/forgotPassword.cfm>

EVENT LISTING & COORDINATOR HELP AREA:

http://www.allsportcentral.com/help/help_coordinators.cfm

CREATE EVENT LISTING:

- (1) Create or Login with Coordinator Account
- (2) Select Register a New Event
- (3) Select Begin
- (4) Update event information and select continue to go to the races panel
- (5) Select add race then edit (dates, prices, age groups, etc..)
- (6) Continue updating race info until complete
- (7) Continue to Online Services section and select desired services
- (8) Continue to Online Merchandise area to update information on meals, chips, apparel and more.
- (9) Select Continue when completed then "Done" this should return you to "My Events"
- (10) Congratulations!!

UPDATE EVENT LISTING:

- (1) Login using Coordinator Account
- (2) Select View My Events
- (3) Click on underlined event name
- (4) Update event information and select continue to go to the races panel
- (5) Select edit next to the race you wish to edit (dates, prices, age groups, etc..)
- (6) Continue updating race info until complete
- (7) Continue to Online Services section and select desired services
- (8) Continue to Online Merchandise area to update information on meals, chips, apparel and more.
- (9) Select Continue when completed then "Done" this should return you to "My Events"
- (10) Congratulations!!

If you have any other questions contact CustomerService@AllSportCentral.com at 605 331 0030.

We would be happy to help out..

Steve

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CustomerService@AllSportCentral.com

Registration. Results. Relax.

<http://www.AllSportCentral.com>

A Monumental Challenge..

<http://www.MtRushmoreMarathon.com>