

OFFLINE REGISTRATION TIPS

To enter offline registrations (mailed-in or dropped off registrations) into the event database, we have included some basic instructions below:

OFFLINE REGISTRATION:

(1) Login with coordinator account

COORDINATOR LOGIN & SETUP:

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

(2) Select "View My Events"

(3) Select the number next to the race name

(4) Select "Add New Participants"

(5) Type registration data from paper registration form into the provided fields

(6) Be sure to enter the participants actual race day BIB numbers as you enter participant data

(7) Click on the participants name within the event database to update their information or add notes

You can also visit the Coordinator Help area and download and watch the Event Database Overview video for additional pointers.

EVENT DATABASE OVERVIEW HELP VIDEOS:

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

Contact CustomerService@AllSportCentral.com at 605 331 0030 if you have any questions. We would be happy to help out..

Steve

AllSportCentral

(tel) 605 331 0030

(fax) 605 338 2768

CustomerService@AllSportCentral.com

Registration. Results. Relax.

<http://www.AllSportCentral.com>

A Monumental Challenge..

<http://www.MtRushmoreMarathon.com>