

DCYC Race Event Management

The purpose of this document is to provide information on maintaining the race events on the DCYC website using the Wild Apricot plug in.

- 1) Get set up as an administrator. A DCYC website administrator needs to set up your id as an administrator to allow you to get to the Admin View.
- 2) Log In with your user name and password
- 3) Click on "Switch to Admin View"

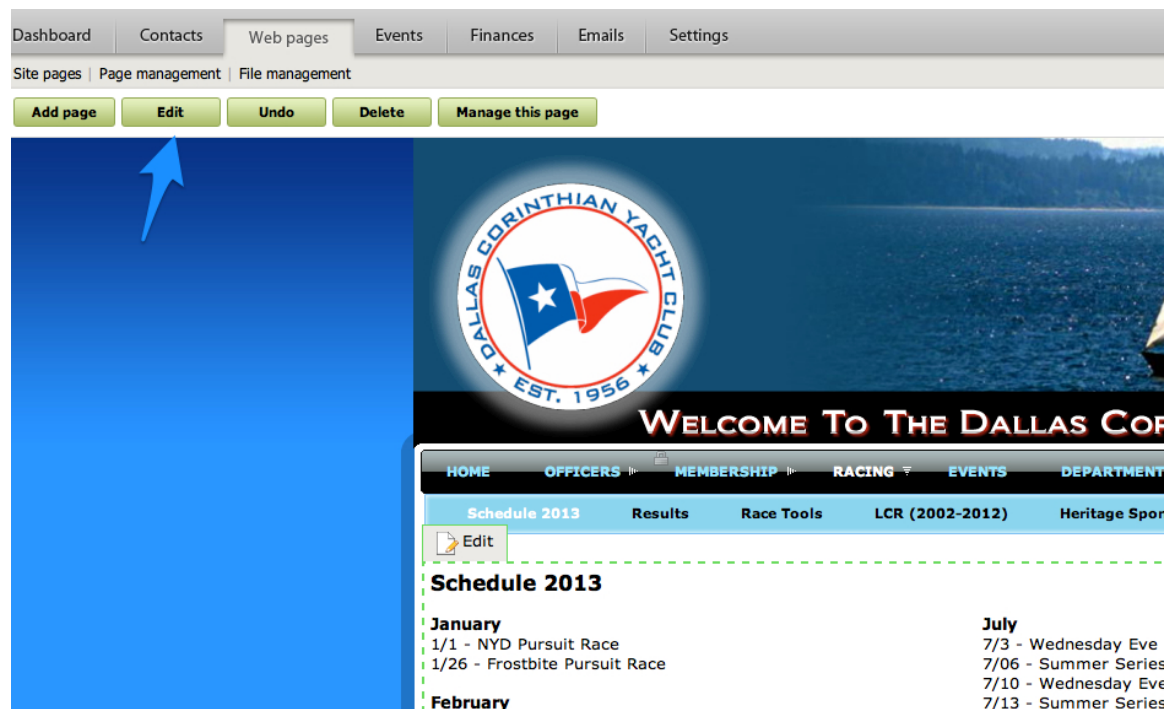
You should now see the Wild Apricot logo on the right side of the screen.

The main high level tasks on the web site are managing **Web Pages, File Management and Event Management**. Inserting Links is also a task you will need to do when managing web pages. All of the above will be covered in the sections below.

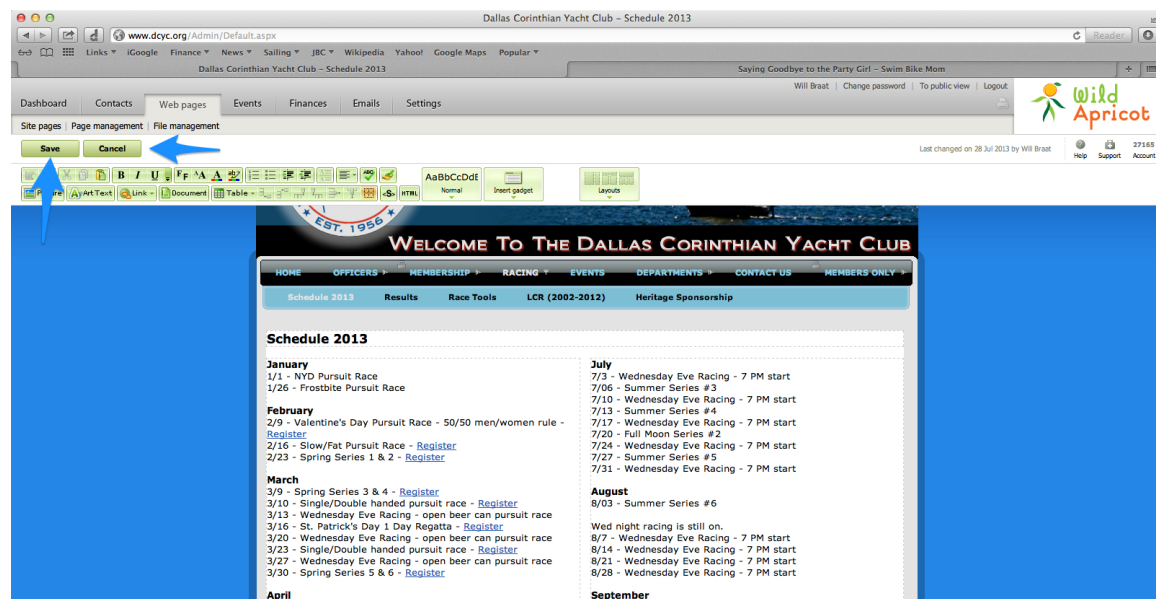
Web Pages

The web pages/site pages tab allows you to edit any editable pages on the DCYC website and to edit the sub menus. You can add, delete and edit pages. Remember that other people also administer the DCYC site and that it is shared so do not alter a page unless you are comfortable you are the sole owner of that page. As Fleet Captain or the Fleet Captain's web lackey, you can edit any pages under the Racing main menu tab.

As an example, we'll start with the Race Schedule page. Navigate to the Race Schedule 2013 page. You will see menu choices at the top of the page as below. You can click on the grey edit tab or on the green edit button to put the page in edit mode.



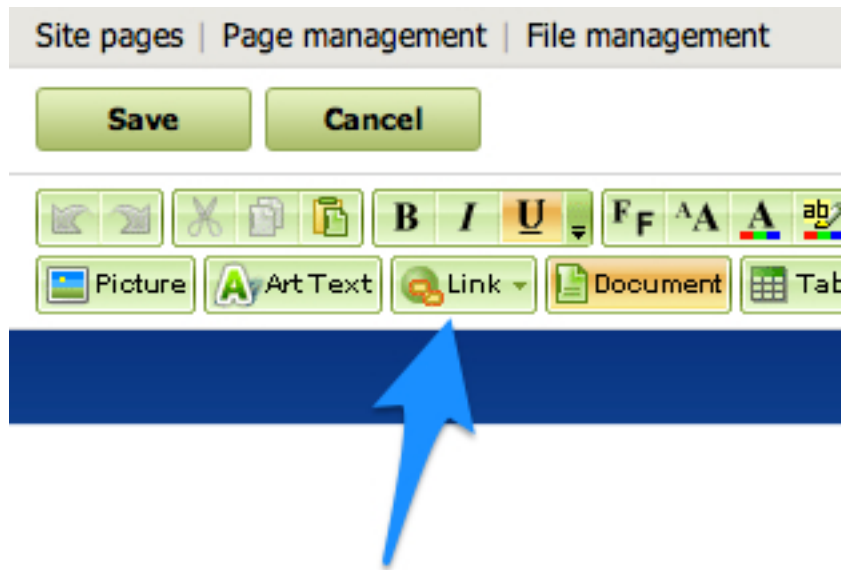
Once in edit mode, you will have all the word formatting tools available like bold, italic and underline and you can edit a page as you want. Once done, be sure to click on the Save button.



For DCYC Racing, it is helpful to have a full year schedule page to show on one page all the racing events planned for a given year.

The race result page is maintained the same way. For this page, use the table tool in the menu bar to insert a table for your results. You can then add rows as needed for each additional race.

For race results, you will also need to upload the race results file and then create a link to it from the race results page. To do this, select some text such as the “All classes” in the table and then click on the link button. Links will be explained more fully in another section.



Dashboard | Contacts | **Web pages** | Events | Finances | Emails | Settings

Site pages | Page management | File management

Save **Cancel**

Picture | ArtText | Link | Document | Table | HTML | Normal | Insert gadget | Layouts

DALLAS CORINTHIAN YACHT CLUB
EST. 1956

WELCOME TO THE DALLAS CORINTHIAN

HOME | OFFICERS | MEMBERSHIP | RACING | EVENTS | DEPARTMENTS | CONTACT

Schedule 2013 | Results | Race Tools | LCR (2002-2012) | Heritage Sponsorship

[See Race Archives, and 2012 Results](#)
2013 Results Below

2013	Results
2013 NYD Pursuit Race	All Classes

Web Pages/File Management

File management allows you to upload files to the DCYC website domain. These files can then be linked into web pages to allow you to create useful content. Examples of files you might upload for racing are Notices of Races, Sailing Instructions, Race Results and other documents such as course maps, PHRF ratings documents and other reference materials.

To upload a document, click on File Management under Web Pages.

First off note the basic file structure of the DCYC website. All uploaded documents will go to <http://www.dcy.org/resources/>. From there, you can choose the Documents folder or the Race_Results folder. It is a very good idea to prefix all your files the same way. For example, all the 2013 racing SI and NOR are prefixed with 2013. This will make it much easier to later clean up the files (delete them) once they are no longer needed as they can easily be sorted together. You can choose your own method, but keep it organized.

Dashboard Contacts **Web pages** Events Finances Emails Settings

Site pages Page management **File management**

[Back](#)

File management

You are currently using 66 MB (16%) of your 400 MB
25 MB limit for each file upload

Views Folders Up

http://www.dcy.org/resources/

- Banners
- Dinner_Images
- Documents**
- EmailTemplates
- Pictures
- Race_Results**
- Theme

Name	Size	Type	Date Modified
2013 Saturday Evening summer Series	155.58 KB	File PDF	4/24/13 9:33 PM
2013 September Double Handed Race	274 KB	File PDF	8/12/13 8:26 PM
2013 September Double Handed Race	1.06 MB	File PDF	8/12/13 8:26 PM
2013 September Evening Pursuit Race	274.42 KB	File PDF	8/12/13 8:48 PM
2013 September Evening Pursuit Race	1.05 MB	File PDF	8/12/13 8:48 PM
2013 September Single Handed Race N	273.82 KB	File PDF	8/12/13 8:37 PM
2013 September Single Handed Race S	1.06 MB	File PDF	8/14/13 7:28 AM
2013 Slow Fat Boat Pursuit Race NOR	274.28 KB	File PDF	1/27/13 8:03 PM
2013 Slow Fat Boat Pursuit Race SI.pdf	1.05 MB	File PDF	2/7/13 7:30 PM
2013 Spring Series NOR.pdf	275.21 KB	File PDF	3/31/13 7:51 PM
2013 Spring Series SI.pdf	971.3 KB	File PDF	2/11/13 10:13 PM
2013 St Patricks Day NOR.pdf	274.13 KB	File PDF	2/28/13 10:06 AM
2013 St Patricks Day SI.pdf	971.07 KB	File PDF	2/28/13 10:06 AM
2013 Summer_Results_Through_Race	68.65 KB	File PDF	7/14/13 11:44 AM
2013 TSA Calendar.pdf	22.51 KB	File PDF	12/31/12 11:28 AM

To upload drag and drop files here or into folder structure. [Browse...](#)

File	Progress	%	Uploaded	File Size	Speed	Left	Elapsed
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To upload a file, click the browse button at the bottom right of the screen and you will be presented with your operating system's file picker dialog screen. An example below is from OSX (Apple). Before you upload files, you will need to create the content such as NOR, SI or Race Results. You can upload any type of file, but keep in mind that the as the documents are served by the web site, the user must have software that can read the document's file type. For this reason, it is suggested to make all documents .pdf or .html as everyone has an Adobe reader and everyone has a browser, but not everyone has Excel or Word etc.

Documents	
Name	Date Modified
▼ DCYC	Today 7:07 PM
▶ Awards	Jun 3, 2012 11:52 AM
competitors.csv	Oct 24, 2011 3:57 PM
DCYC Event Management.docx	Today 7:07 PM
▶ Flags	Jan 17, 2005 12:49 PM
▶ Fleet Captain	Feb 19, 2012 8:56 PM
▶ Marks	Jan 17, 2005 12:49 PM
phrf simple.xls	Feb 11, 2012 6:24 PM
▶ PURSUIT RACES	Jan 17, 2005 12:49 PM
Pursuit Simple.xlsx	Feb 11, 2012 6:22 PM
Race Data.csv	Oct 24, 2011 3:58 PM
Race Emails.xlsx	Jan 3, 2012 10:25 PM
RaceCourse.docx	Jan 5, 2012 6:31 PM
▶ Ratings & Rules	Jan 17, 2005 12:49 PM
▶ Sailing Forms	Jan 17, 2005 12:49 PM
▼ SI and NOR	Aug 24, 2013 12:35 PM
2011 Summer Series SI.pdf	Jan 8, 2012 3:38 PM
2012 Committee Boat Training.doc	Jan 18, 2012 8:10 PM
2012 Committee Boat Training.pdf	Jan 18, 2012 8:10 PM
2012 Fall Series NOR.doc	Aug 12, 2012 4:26 PM
2012 Fall Series NOR.pdf	Sep 17, 2012 6:02 PM
2012 Fall Series SI.doc	Aug 12, 2012 4:35 PM
2012 Fall Series SI.pdf	Aug 12, 2012 4:35 PM

Linking to Files

Once you have uploaded files, take note of where you put the file on the server. For example, <http://www.dcy.org/resources/documents>. Also note the file name. To link a file go to Web Pages and edit the page you want to add a link to. Then select the text you want to create a link for and click on the link button.

Dashboard
Contacts
Web pages
Events
Finances
Emails
Settings

Site pages
Page management
File management

Save
Cancel

AaBbCcDdEe
Normal
Insert gadget
Layouts

2013	Results
2013 NYD Pursuit Race	All Classes
2013 Frostbite Pursuit Race	All Classes
2013 February Slow/Fat Boat Race	All Classes
2013 Spring Series	All Classes
2013 St. Patricks Day Regatta	All Classes
2013 March Single/Double Handed	All Classes
2013 Corinthian Heritage Cup Regatta	All Classes RegattaTech
2013 Memorial Day Regatta	All Classes
2013 June Single Double Handed Pursuit Race	All Classes
2013 June Super Long Distance Race	All Classes
2013 Full Moon Series	All Classes
2013 Summer Series	All Classes Link

Click the link button and a drop down will come down. Choose Insert Link and you will see the following screen.

Insert link

Website/E-mail | Site page | Event

Website URL or email

Website address (URL) e.g. www.example.com OR email address e.g. john.doe@email.com

Settings

Open link in

☒ New window

☐ Same window

Tooltip

Link text

Link

Insert link Cancel

Enter the URL of the page you are linking such as (just as example)
[http://www.dcy.org/resources/documents/2013 summer series results.htm](http://www.dcy.org/resources/documents/2013%20summer%20series%20results.htm)

Then click the Insert Link button. The text you highlighted as your link should now be a live link once you save the page. Save the page and test the link. If the link does not work, chances are that you entered the URL incorrectly. Delete the link and try again.

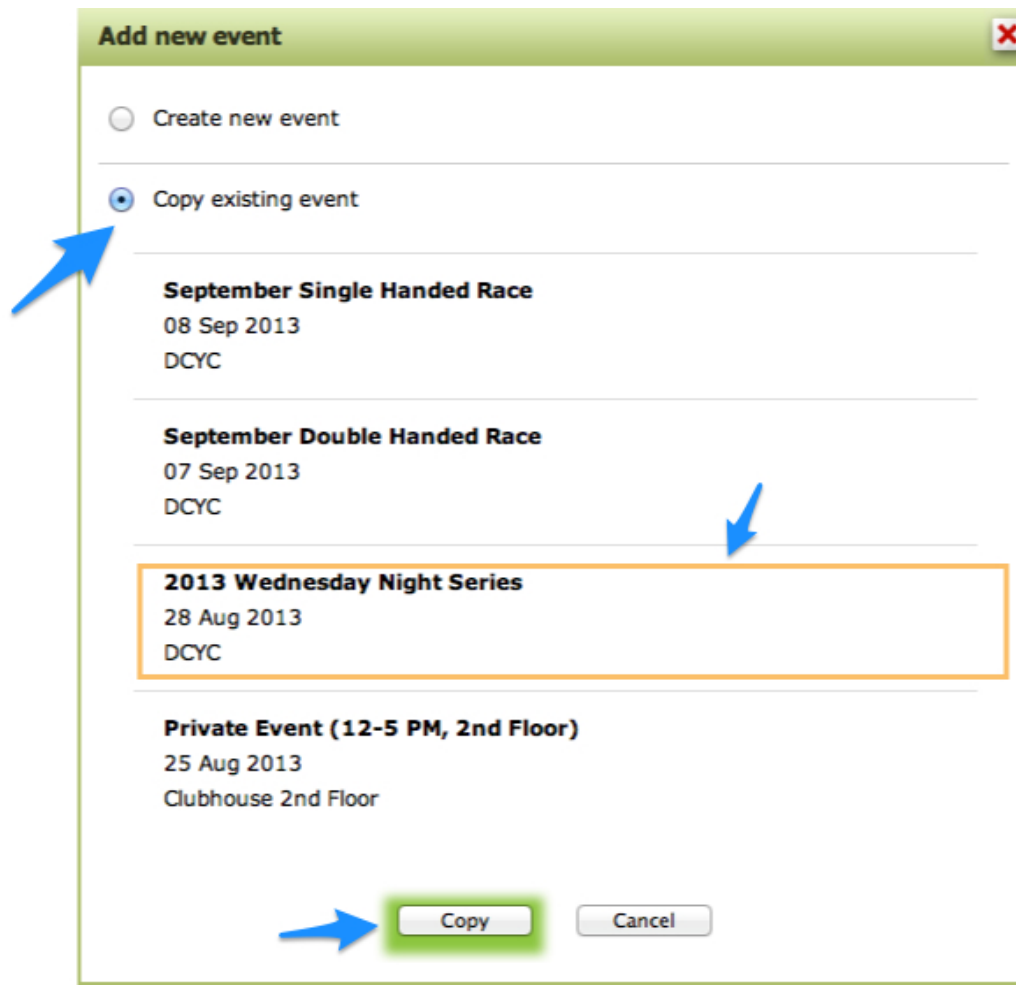
Managing Events

Note that events will automatically be added to the Event Calendar under the Events menu item on the public view of the dcy.org website.

For the Fleet Captain, Events are usually races that the Fleet Captain has planned. Each racing event will need a Notice of Race (NOR) and Sailing Instructions (SI). Create these documents prior to creating the event and then load them to the DCYC server following the instructions in the File Management section. The NOR or SI can be linked into the Event announcement page.

To add an event, go to Events/Events List and click on the Add Event button.

You will be presented with the following screen. Select the Copy existing event radio button and then scroll through the list of events and select an event that is racing related and click Copy.



Add new event

☐ Create new event

☒ Copy existing event

September Single Handed Race
08 Sep 2013
DCYC

September Double Handed Race
07 Sep 2013
DCYC

2013 Wednesday Night Series
28 Aug 2013
DCYC

Private Event (12-5 PM, 2nd Floor)
25 Aug 2013
Clubhouse 2nd Floor

Copy **Cancel**

You will now be presented with the Event set up dialog based on whatever event you chose to copy.

Dashboard | Contacts | Web pages | **Events** | Finances | Emails | Settings

Event list | Event attendees | Settings

Save **Cancel**

Event: 2013 Wednesday Night Series

☐ Visible
☒ **Enable registration**
 Accept registrations

☐ Limit registrations
 Unlimited

[Event details](#) | [Registration form](#) | [Registration types](#) | [Emails](#)

*** Mandatory fields**

Basic information	Description
<p>Title 2013 Wednesday Night Series 4)</p> <p>Tags race 5)</p> <p>Type or click on existing tag below. Separate with commas. You can use spaces within tags. crane, juniors, news, race, sail class, social</p>	<p>2013 Wednesday Night Series Wednesday, March 13 - August 28</p> <p>7 PM - First boats start</p> <p>Note: Registration is optional. Just show up any Wednesday you can.</p>
<p>When and where</p> <p>6) Start Date 28 August 2013 7) Time 7:00 PM </p> <p>End Date End Time </p> <p>8) Location DCYC</p> <p>Time zone <input checked="" type="checkbox"/> Use default organization settings</p>	<p>NOR 9)</p> <p>SI</p>

- 1) Click the Visible checkbox to make you event visible
- 2) Click Enable registration to allow sailors to register for the event
- 3) Note that you are on the Event Details tab, which is one of 4 tabs. You will move on the other 3 later.
- 4) Edit the title of the event to what ever makes sense
- 5) Make sure the tag is Race for Racing events. This will ensure the event is displayed on the Racing & Regattas scrolling banner on the DCYC homepage.
- 6) Set the date for the event. The date controls where the event shows up on the event calendar
- 7) Set the time for the event. The time will display on the event calendar.
- 8) Set the location as DCYC
- 9) Edit the description as needed. You can add pictures to this if you want or just edit the text as needed. Add links to the NOR and SI here. Note that the description will be copied into all email notifications so it is good to keep it concise and neat.

Next, click on the Registration Form link next to the Event Details.

This page allows you to define what fields (data) you want to capture with each registration. Every registration will always include Member Number, First Name, Last Name, Organization, email and phone. For Race, we also want to capture the boat class (type of boat), the boat name, the sail number, the PHRF base rating, the Fleet, and the sail and optional equipment declarations. These can be defined as required or not. For Race, the registration form is already defined as long as you copy an existing event that has the registration information.

Event Registration Form

Dashboard | Contacts | Web pages | **Events** | Finances | Emails | Settings

Event list | Event attendees | Settings

Save **Cancel**

☐ Visible ☒ Enable registration ☐ Limit registrations
 Accept registrations Unlimited

[Event details](#) | [Registration form](#) | [Registration types](#) | [Emails](#)

- Drag a field to change order
- Click a field to edit

Add new field

Note: The following Common form fields will be added to this form:
Member Number, First name, Last name, Organization, e-Mail, Phone


Class (J/22, Beneteau 335, Ensign etc)	A	*
Boat Name:	A	*
Sail Number:	A	*
Base Rating (to be verified by PHRF committee)	A	*
Fleet	O	*
Declarations (none needed for base rating)	✓	

Add new field

Next click on the Registration Types link. You should see a screen like the following. Make sure the Registration Type is “Race Registration”. If you have copied an existing race, this type will be carried forward.


Edit
Delete event
Add attendee
Export attendees
Email attendees
Registrations by type
Registration fields report

Back
Financial transactions
View email log


Event: 2013 Fall Series Races 7 and 9

Event is only visible to site administrators. Registration is disabled.

Event details
Registration form
Registration types
Emails
Attendees (0)

Type name	Price (USD)	Availability	Multiple registrations
<a>Race Registration 	0.00	Public access + through 02 Nov 2013 (0 day(s) before event)	

Add type

Registration message (optional)
 Not defined.

Payment instructions for this event only (for invoice)
 Not defined.

Click on the Race Registration link.

Dashboard
Contacts
Web pages
Events
Finances
Emails
Settings

Event list
Event attendees
Settings

Edit
Delete

Back

Event registration type

for 2013 Fall Series Races 7 and 9

Registration type

Enabled

Name Race Registration

Description

Base price \$0.00 (USD)

Taxes Disabled

Multiple registrations Not allowed

Availability Everyone

Available period Through 02 Nov 2013 (0 day(s) before event)

Display options Show with special formatting if unavailable

Now click on the Edit button. **IMPORTANT!!** If you have copied an existing event remember to set the through date to be the last date that sailors can register for the event. This is typically the same day as the event for DCYC as we have a lot of last

minute sailors. If you forget to do this the event will disable registration prior to the date of the event and you will get questions.

Note: you can limit registrants to members only, but we occasionally get sailors who want to participate from neighboring clubs like the Lewisville Sailing Club so it is fine to make it open to Everyone.

Dashboard | Contacts | Web pages | **Events** | Finances | Emails | Settings

Event list | Event attendees | Settings

Save **Cancel**

[Back](#)

Event registration type

for [2013 Fall Series Races 7 and 9](#)

Registration type

☒ Enabled ☐ Disabled

Name

Description

Base price USD


Taxes ☒ Use tax scope settings (disabled)

Multiple registrations ☐ Allow guest registrations

Availability ☒ Everyone
☐ Members only
☐ Associate (Ages 18 - 24)
☐ Forum Membership
☐ Hailer Recipient
☐ Life
☐ Resident (Ages 25+)
☐ Special

☐ Registration code required:

Available period ☐ Always
☐ From
☒ Through



System Pr

Click Back and then click the Emails link.

Dashboard
Contacts
Web pages
Events
Finances
Emails
Settings

Event list | Event attendees | Settings

Edit
Delete event
Add attendee
Export attendees
Email attendees
Registrations by type
Registration fields report

[Back](#)
[Financial transactions](#)
[View email log](#)

Event: 2013 Fall Series Races 7 and 9

Event is only visible to site administrators. Registration is disabled.

[Event details](#)
[Registration form](#)
[Registration types](#)
[Emails](#)
[Attendees \(0\)](#)

Event organizer
(used as reply-to for announcements and reminders; receives copies of all event emails)
[Braat, Will](#) (wbraat1@tx.rr.com); copy according to email routing settings

Announcements
(to people not yet registered)

Reminders
(to already registered attendees)

Registration emails

[Announcement 1](#) - **03 Oct 2013**
30 day(s) before the event to:
- All contacts

Send now
Schedule

[Announcement 2](#) - not set

Send now
Schedule

[Announcement 3](#) - not set

[Reminder 1](#) - **28 Oct 2013**
5 day(s) before event

Send now
Schedule

[Reminder 2](#) - not set

Send now
Schedule

[Reminder 3](#) - not set

Send now
Schedule

[Event registration confirmed](#) send to:
- Event attendee
- Event organizer

[Event registration initiated](#) send to:
- Event attendee
- Event organizer

The emails page lets you control what kind of automated email announcements will be sent. I usually set up the schedule to announce the event 30 days before hand and then send a reminder a week or so prior to the event. Note that Announcements are sent to all members and Reminders are sent to those that have already registered. If you want to send more than one Announcement you can.

To check the format of the announcement, click on the Announcement 1 link.

To edit the email template, click the Edit button. I find that the template is fine as it is. It includes the addressees name (member name), the event title and the event description. But if you want to tailor the template, you can.

Dashboard | Contacts | Web pages | **Events** | Finances | Emails | Settings

Event list | Event attendees | Settings

[Edit](#) [Test email](#)

[Back](#)

Customize event announcement 1 - 2013 Fall Series Races 7 and 9

Email template

From: Dallas Corinthian Yacht Club <chris@dcyc.org>
Subject: Event Announcement: {Event_Title}, {Event_Date}

Dear {Contact_First_Name},

Upcoming event information:
{Event_Title} {Event_Location}
Date: {Event_Date} {Event_Time}
{Event_Details}

More information and online registration: {Event_Title}

Best regards,
{Organization_Name}


{Macro} (pre-defined information)

Click Back and then click the Schedule button. Here you can update the days prior to the event to send the Announcement and you can decide whether to send to All Contacts or selected Contacts. All Contacts would be Members, Donors, Attendees from Past Events and All other contacts in the database.

Schedule email - Announcement 1 ✕

Event start date: 02 Nov 2013 1:00 PM


☒ Schedule email - **03 Oct 2013**

day(s) before the event to: 

☒ All contacts

☐ Selected contacts:

- ☐ Members
- ☐ Donors
- ☐ Attendees from past events
- ☐ All other contacts

 Note: registered attendees are always excluded

[Save](#) [Cancel](#)

Sailing Documents (Notice of Race and Sailing Instructions)

- .
- .
- .

Race Scoring

- .
- .
- .
- .