Step 6: Adding Entry Types

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Quick Steps: Go to Events > Select Event > Entry Types > Add

1. Within the Management Console, select **Events** from the top menu, then click on the name of the event, or the **Event Console** button to enter the Event Console

2. Select **Entry Types** from the expanded left menu

3. Click **Add** at the top of the page

4. You now need to set up the details for your Entry Type. Use the information below to assist in what you should complete for each area

General Tab

Entry Category: Select the Entry Category, if applicable. See Adding an Entry Category for more details.

Title: Give the Entry Type a Title

Question Sections: Select the Question Sections that will be attached to this Entry Type. Each Entry Type must be attached to at least one question section

Entrants Limit: If you wish for your Entry Type to have its own Entrants Limit,

set this here. If you don't require an Entrants Limit, leave this at 0

Detail: Enter any information that you may need to explain about the Entry Type here. This will sit below the name of the Entry Type when selected by an entrant

Order: The order you wish for your entry types to display on the Events form

Pricing Tab

Standard

Label: The Title for the Entry Type that will appear on the front-end form

Price: The Price for the Entry Type

Start Date and Start Time: The Date and Time at which the Entry Type will become available online for selection

End Date and End Time: The Date and Time at which the Entry Type will no longer be available for selection

Early Bird

Enabled: Set Enabled to Yes to turn on Early Bird pricing

Label: The Title for the Entry Type that will appear on the front-end form

Price: The Price for the Entry Type

Start Date and Start Time: The Date and Time at which the Entry Type will become available online for selection

The Early Bird pricing will automatically switch off at the time that the Standard pricing begins

Late Entry

Enabled: Set Enabled to Yes to turn on Late Entry pricing

Label: The Title for the Entry Type that will appear on the front-end form

Price: The Price for the Entry Type

The Late Entry pricing will automatically switch on at the time that the Standard pricing ends.

End Date and End Time: The Date and Time at which the Entry Type will no longer be available for selection online

Processing Fee

If your organisation decides to pass on administration costs to entrants, you can set a processing fee here

Label: The name you choose to give to the Processing Fee

Price: The charge you wish to place on it

Waiver Tab

If you have a separate Waiver for your Entry Type, set this up here

Invoice Tab

If you have a separate Invoice for your Entry Type, set this up here. You will also need to select the Option for your Invoice. None will send no Invoice, Standard will send the one set up in Basic Information, Custom will send the one set up in the Entry Type and Both will send both the invoices from Basic Information and Entry Type

Attachment Tab

If you have a separate Attachment for your Entry Type, set this up here. You will also need to select the Option for your Attachment. None will send no Attachment, Standard will send the one set up in Basic Information, Custom will send the one set up in the Entry Type and Both will send both the attachments from Basic Information and Entry Type

Other Tab

PIN

You are able to set up **PIN Codes** for Entry Types, click here for more

information on setting this up

Bib

If you selected Bibs in the **Basic Information** and wish to use a Bib Counter please click here for more information on how to set this up

Teams

If you wish to use Teams, please click here for more information. Enabling Teams here will allow entrants to select a team if using this Entry Type

Eligibility

Gender Validation

Option: Select Male, Female or Both depending on whether you want to limit entry into this Entry Type based on Gender

Age Validation

Enabled: Set to Yes if you wish to use Age Validation, this will then open more options

Display Eligibility Criteria on Form: Set this to Yes if you wish to display the age eligibility criteria for this entry type underneath the name of the Entry Type on the front-end form

Membership

Login Required: If set to Yes, entrants are required to enter their Members username and password to register for the particular Entry Type

Member Types: Tick individual Member Types to limit access to this entry type to specific member types

5. When you've completed all required details for the Entry Type, click **Save**

6. Click **Listing** to go back to the Listing and then **Status** to set the Entry Type online. This will change the image under Status to a green tick

With one Entry Type setup, you can now continue adding the rest of your Entry

Types, then move onto the next step

Important Notes: If you have a number of Entry Types that are similar, use the Copy function to create a copy of an existing Entry Type, then you may only have to update the Title, Order and Prices of each Entry Type

Step 7: Adding Merchandise to the Form

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