Setting up the Bib System

Quick Steps: Events > Event Console > Basic Information > Bib System

The Events system can automatically assign bib numbers to your Entrants as they enter. These can also be altered by the Administrator to allow for Elite Athletes later. This can be done in two ways: through the Bib System or through the individual Entry Type.

Using Bib Counters across Multiple Entry Types

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the required event.

2. Select **Basic Information** from the expanded left menu.

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

4. Select the **Other** tab, and set Bib System to **Yes.**

5. When you click **Save**, you will now see the **Bib System** button at the top of the page, select this.

6. Here you can set up Bib Counters, these are used to determine the ranges for different sets of bibs.

7. Click **Add** to create a new bib counter.

8. Insert the label of your Bib Counter into the **Title** field.

9. Then insert a prefix in the **Prefix** field, if applicable.

10. In the **Bib Counter** field insert the next available number to be allocated, click **Save.**

11. Now select **Entry Types** from the expanded left menu, and click **Edit** next to one of the Entry Types you wish to set up Bib Numbers for.

12. Select the **Other** tab, and select the Bib Counter that you wish to use for this entry type.

13. Click **Save** and any entrants added after this date will be automatically assigned a Bib Number from that Bib Counter.

Please Note: If your Event is already live before you set up automatic Bib Numbers, you can assign Bib Numbers to all previous Entrants by clicking on **Bib Allocation** in the **Bib System** area. This will assign Bib Numbers to all Accepted Entrants in your Event that have an Entry Type with a Bib Counter.

Related Articles

[template("related")]