

Allocating Bibs To An Entrant Automatically

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

1. Within the Management Console, select **Events** from the top menu. Select the Event and click on **Basic Information** from the left menu. Click **Edit** from the top of the page, under the **Other** tab, set **Bib System** to **Yes** and click **Save**
2. Click on the **Bib System** button at the top of the page. Click **Add** to create a Bib Counter
3. Nominate a **Title** for the Counter (i.e. Marathon A Group)
The option to add a Prefix for the Bib number that is assigned to an Entrant (i.e. 'ABC'123)
4. Enter the next available number in the Bib Counter field (i.e. 123)
5. Click **Save**
6. Click on **Entry Types** from the left menu and click on the **Edit** button next to an Entry Type. Click on the **Other** tab and select the **Bib Counter** that applies to this Entry Type. Click **Save** to apply changes.

Additional Information

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.

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