Online entries/event details - Mike Watts 2 Oct 2023

This document describes how event administrators can upload event details like diagrams and notes to their event details page, as well as removing unwanted or superseded details.

Uploading timetables

The new scoring app can upload a timetable (P&P, dressage, obstacle, marathon etc) directly from the app. Follow the app instructions, but essentially you go to a print view of the timetable you want in the app and use the right click/three dot menu entry **Post this view**.

Not that for each timetable, you can also use the right click/three dot menu entry **Edit notes** to add a few sentences of explanation of info above or below your timetable.

If you create a timetable some other way, for example in a spreadsheet or on a piece of paper, you can use the instructions below to post as they apply to any document on your device or photographed by a mobile device/phone. But PLEASE use the scoring app's timetabling – it's quicker and easier and if you have any difficulties or want improvements, please contact me or Fiona.

Uploading other documents

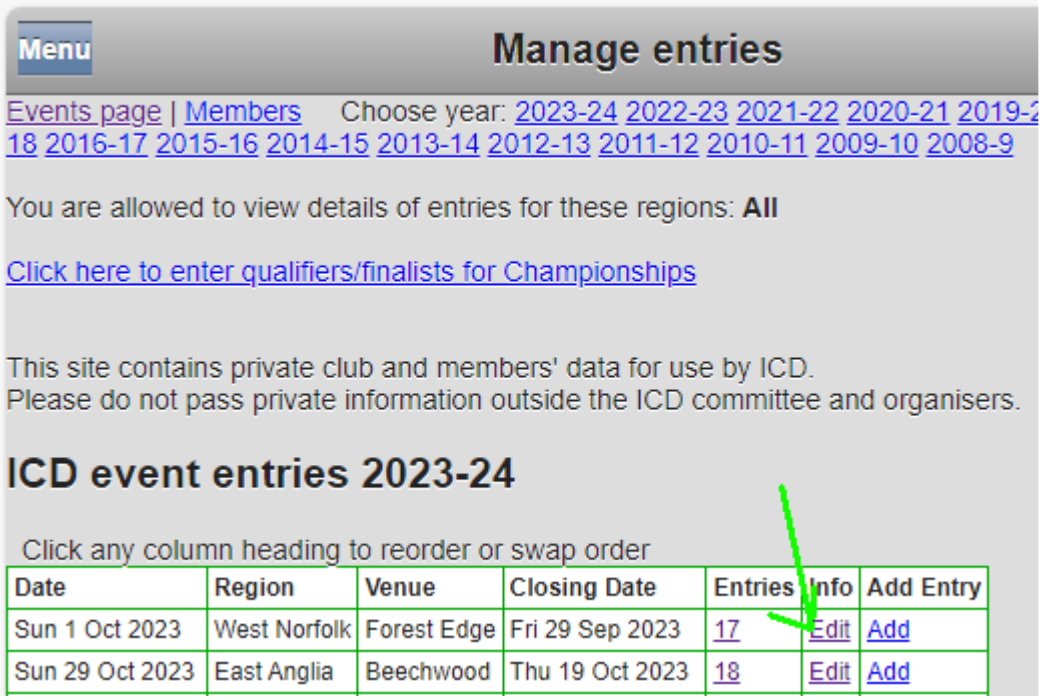
To upload any other info to your event details:

I plan to make this directly accessible from the scoring app, but for now you do it through your online event admin.

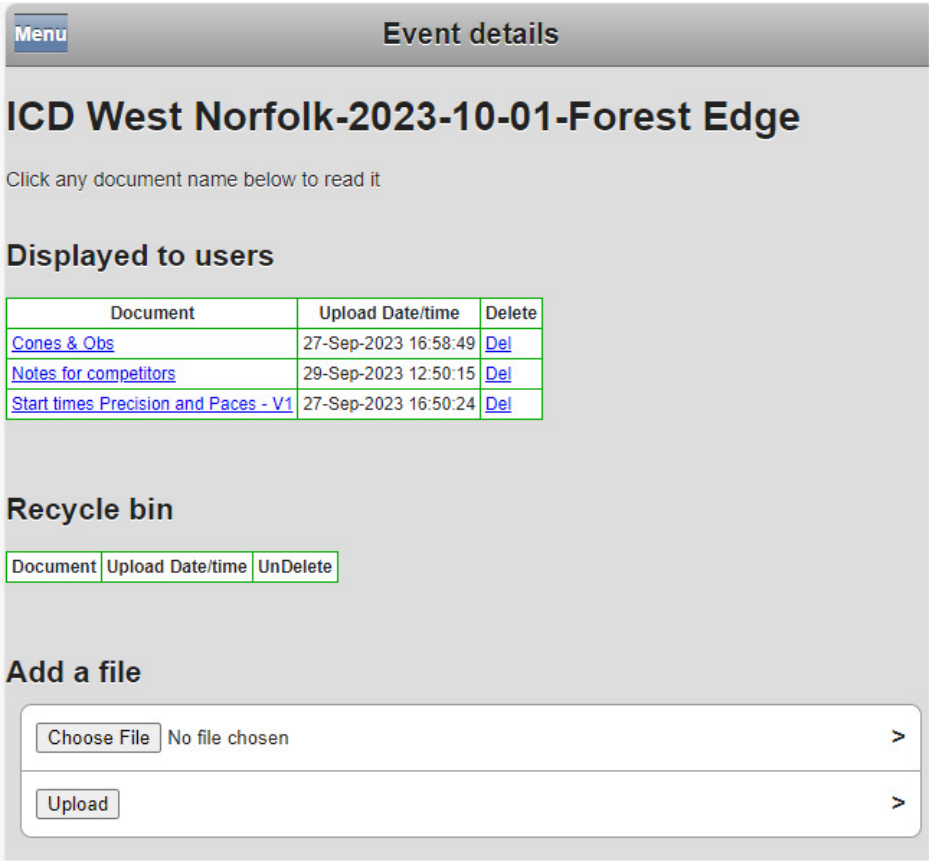
Go to your online event admin page https://www.ihdt.co.uk/payg/amain.php

Click Manage Entries

Against each event is a column headed Info. Click Edit in that column:



Clicking Edit gives you this screen to edit your event details:

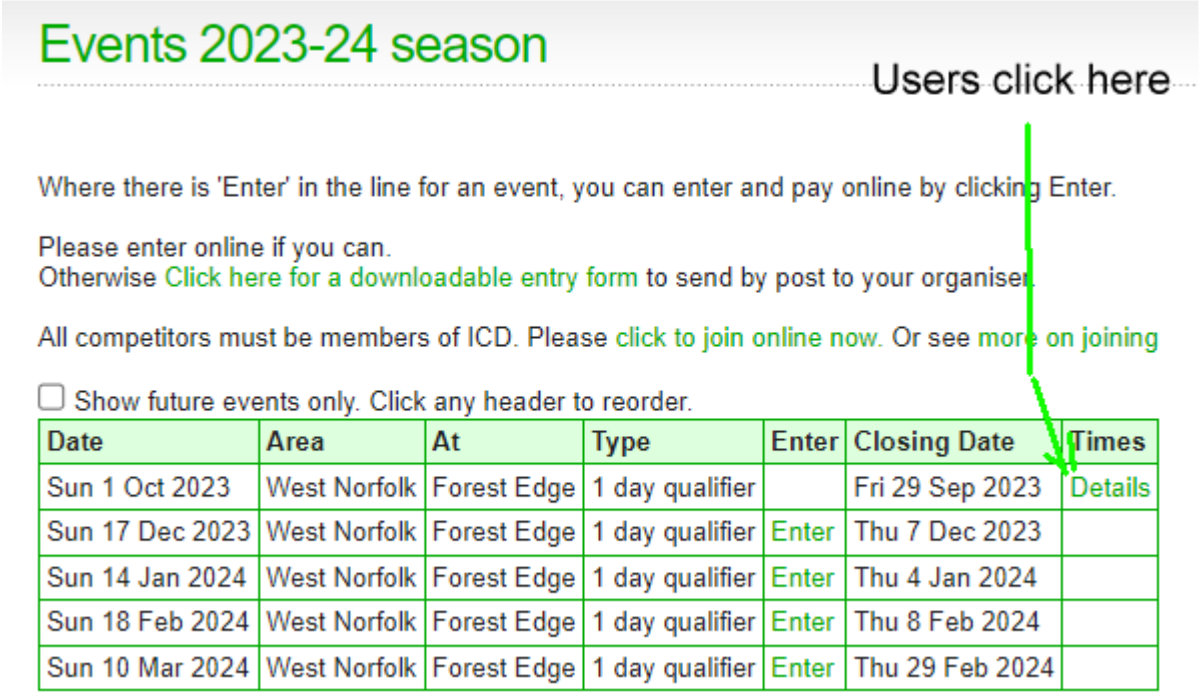


I hope this is self explanatory. Clicking Del against a document moves it to the Recycle bin where your users will not see it. You can undelete items in the recycle if you make a mistake.

Click Choose File to choose a file on your device to upload (can take a pic if a mobile phone and you like paper) and Upload uploads it.

How do the users see the event details?

Your users will see these event details by clicking event details on the events page of your club website. Here is an example for indoor driving
http://www.indoordriving.co.uk/viewevents.php?rgs=22&sv=1&yr=2023



Date	Area	At	Type	Enter	Closing Date	Times
Sun 1 Oct 2023	West Norfolk	Forest Edge	1 day qualifier		Fri 29 Sep 2023	Details
Sun 17 Dec 2023	West Norfolk	Forest Edge	1 day qualifier	Enter	Thu 7 Dec 2023	
Sun 14 Jan 2024	West Norfolk	Forest Edge	1 day qualifier	Enter	Thu 4 Jan 2024	
Sun 18 Feb 2024	West Norfolk	Forest Edge	1 day qualifier	Enter	Thu 8 Feb 2024	
Sun 10 Mar 2024	West Norfolk	Forest Edge	1 day qualifier	Enter	Thu 29 Feb 2024	

When you've posted info it's worth looking at your page to ensure you're happy with what you have posted, by clicking like a user, above.

You can if you wish post direct links to your event details page by going there, as above, and copying the resulting url.

You can even make a QR code for that page, print it and post on paper around your event so visitors can find the details (especially worthwhile for larger events – browsers can create QR codes for you, just Google create QR code for web page in Chrome or Edge'.

Any issues or improvement ideas, please contact Mike mike@ihdt.co.uk or Fiona.