

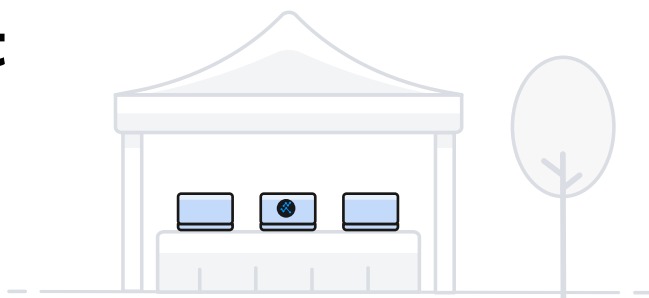
Onsite App prep checklist

 = Visit knowledge base resource

 = Visit video resource

 = Visit Race Roster page

 = Visit PDF



WEEK OF THE EVENT

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Plan for bib assignment

Are you assigning bibs [dynamically onsite](#) OR are you [assigning bibs](#) prior to packet pickup?


Please use these tools and contact our support team for more information on race weekend options.

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[Enable bib look-up tool](#)  & send participants bib instruction via email campaign tool

Communicate clearly about packet pickup steps and expectations via the email campaign tool. If they need to know their pre-assigned bib number, enable the lookup tool and let them know.

Link to the participant bib look-up tool can be sent to participants via email campaign tool or the SMS campaign tool.

SMS credits will need to be purchased ahead of sending your campaign. [How to purchase text messaging credits](#) 



1 credit = 1 SMS text message



Note: Participants need to be opted in to receive SMS communications.

[How to collect SMS subscribers in and out of registration](#) 

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Close transfer option

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[Set up devices for onsite check-in](#) 

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Create name & passwords for devices

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Label devices by name created









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[Set up PIN codes for sensitive actions](#) 



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Note unique token for this event
(under onsite app > manage devices)

WEEK OF THE EVENT (CONTINUED)

- ☐ Visit <https://raceroster.com/onsite/>  & download [token cheat sheet for volunteers](#) 
- ☐ [Prep onsite registration](#) 
- ☐ [Set onsite pricing](#) 
- ☐ [Edit onsite check-in](#) 
- ☐ [Customize onsite check-in modal](#) 
- ☐ Set registration choices (sub-events) to close at correct time
- ☐ Add promo codes only valid for onsite registration
- ☐ Test onsite registration: visit onsite registration and [enter unique token](#) 
(Onsite registration URL: <https://raceroster.com/onsite/>) 
- ☐ Prep solutions table/location & computer, ensuring full access to event dashboard for participant edits (if required)
**Make sure staff volunteers are clear on what info can be edited*

1 DAY BEFORE PACKET PICKUP / EVENT

- ☐ Turn on and update all devices
- ☐ Connect to power source and/or charge poll
- ☐ [Set up payment pads \(optional\)](#) 
**Cards can be manually entered if needed*
- ☐ [Volunteer packet pickup/check-in training steps](#) 
- ☐ Review dynamic bib assignment steps if applicable

DAY OF PACKET PICKUP / EVENT

- ☐ Turn on and update all devices
- ☐ Connect to power source and/or charge poll

DAY OF PACKET PICKUP / EVENT (CONTINUED)

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[Set up payment pads \(optional\)](#) 

**Cards can be manually entered if needed*

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Open onsite tab, race FAQ tab, and any other relevant tabs & info on the devices

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[Volunteer packet pickup/check-in training steps](#) 

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Review dynamic bib assignment steps if applicable

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Test all devices to ensure Wi-Fi and all other systems are working



First time setting up onsite?

Feel free to connect with our support team to guide you through a successful setup prior to packet pickup/race weekend.