

Event Organizer Create An Event Instructions

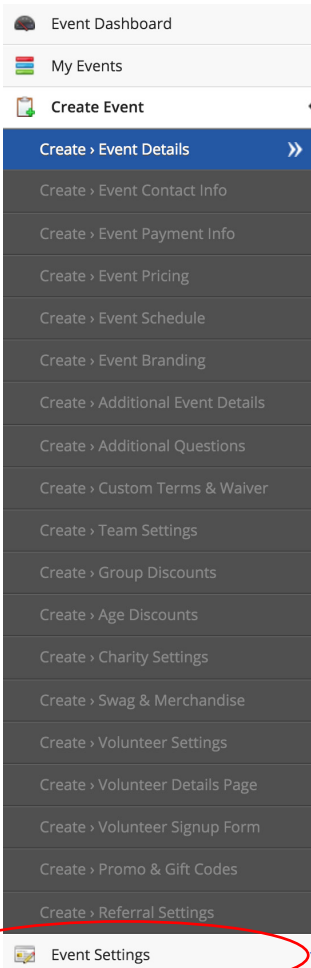


From here - <https://raceroster.com/trailsinmotion>

> click **CREATE AN EVENT** button (blue)

1 For New Users

Please note standard format required (use these buttons on the sidebar only):



Event Details > Title - TRAILS IN MOTION FILM TOUR - <insert city, country here>

Event Payment Info - choose cheque or direct deposit, this is where you want your event revenue sent

Event Pricing - Fixed pricing is recommended

Branding - use branding file to upload logo and background

Swag & Merchandise (Additional Ticket Options) - add items as noted in the image below

ITEM #1 DELETE?

Item Name: (62 Characters Remaining)

Only add item to specific events?

Item Description: (433 Characters Remaining)

Quantity available for free: *Free items will be given out on a first-come, first-serve basis.

Quantity available for sale: Price:

Options Available: (e.g. sizes, colors, types)

Make Swag Purchase Mandatory?

Allow Multiple Qty on Sale Inventory Min: Max: Limit Per Transaction/Order (optional):

Swag Images:

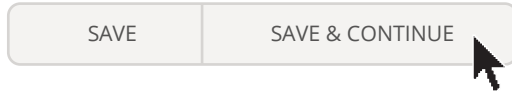
2 For Existing Users

OR if you are a returning user, you will be brought to a page where you are prompted to duplicate your event. Answer YES or NO. You can create a new event with the blue button below or edit your page settings for your current event using **Event Settings** on the left sidebar.

You have events that can be duplicated. Would you like to duplicate an existing event?



Press **SAVE AND CONTINUE** at the bottom of each page and at the end of the editing process you will be prompted to **MY EVENTS** to move your event status from **DRAFT** to **LIVE**.



Please contact the Race Roster Support Team [855-969-5515](tel:855-969-5515) or email support@raceroster.com to set up an appointment.

EST hours of availability:

Monday - Friday 8am - 9pm

Weekends - 8am - 7pm

