Race Administrator Guide

For AdminSkiRacing
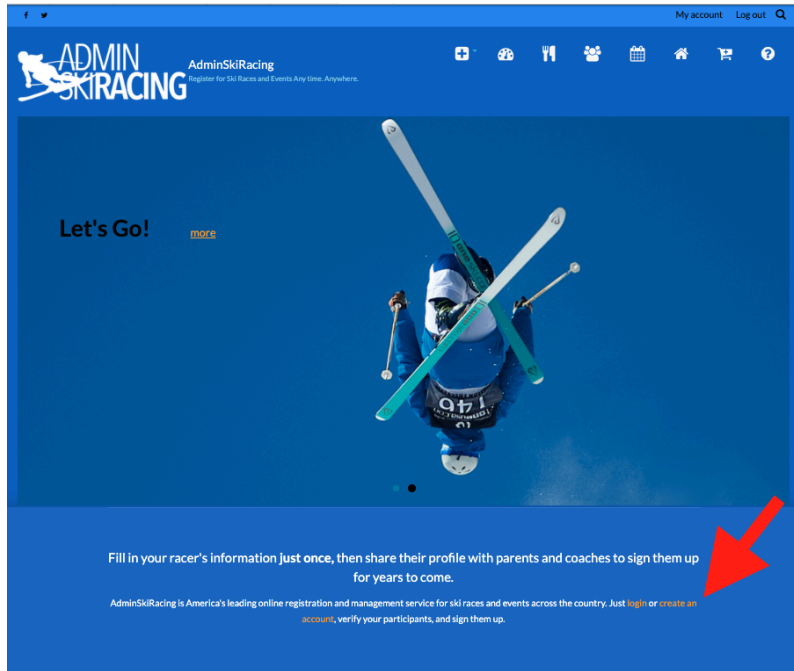
Table of Contents

How to Create an Account on AdminSkiRacing

1. On AdminSkiRacing's home page, select the "create an account" button.

2. On this page, fill out each field to build your account and once complete, hit the "Create new account" blue button.

   a. Please note the time zone when filling out account information. If a timezone is not added, it will default to EST. When creating an event, race times and registration deadlines will be displayed accordingly.
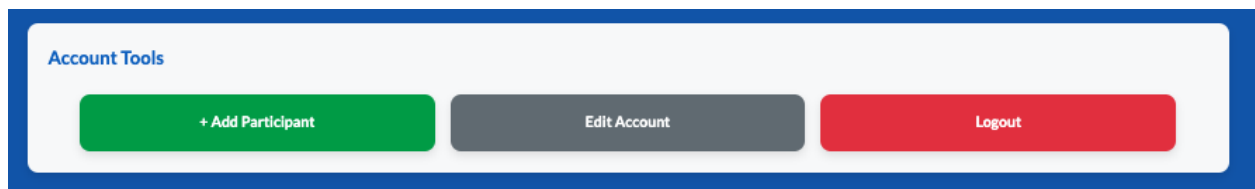
3. Once you submit the new account, please refer to your email mailbox and await a verification email from AdminSkiRacing website.

4. When your account is verified and if you have racers that you will want to sign up for events, you should complete the "Add a Participant" process.

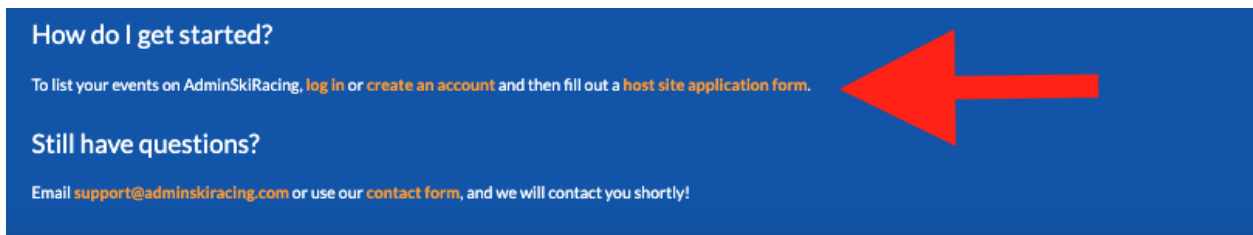This step is NOT required if you do not have children or not a coach in the program.

How to Submit a Host Site Application

1. On AdminSkiRacing's home page, click on the "Learn More" under For Admins.
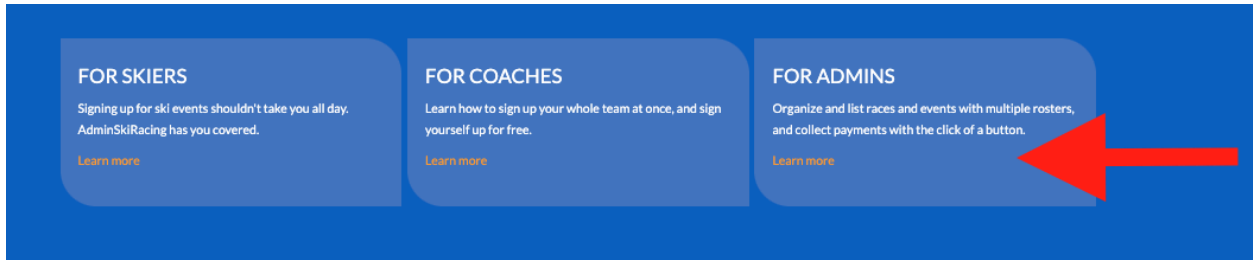
2. Once on this page, scroll down and click on the Host Site Application Form button.


3. Complete the Host Site application form for your club/venue. Once complete, click on the Submit button at the bottom of the page. **Please allow 1 business day for us to create the host site with the correct information**. Once it is created, you will be able to create events using this host site.

How to Create an Event

1. When logging in, you'll notice an icon at the top called "Dashboard." If you're not already on the Dashboard page, please select it to access the desired content.
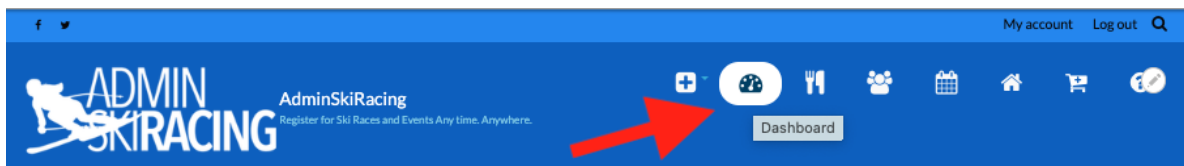
2. Click the "Add Event" button. This action will seamlessly direct you to the Event Creation page.
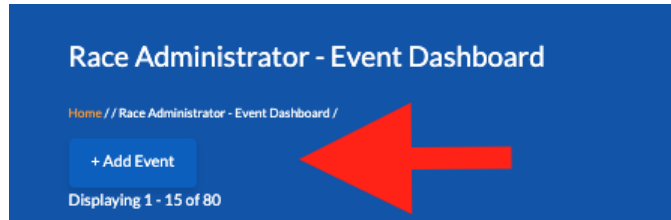
3. When you're in the process of creating an event, there's a multitude of elements to take into account. If you are creating an event on our system that is already a US Ski & Snowboard sanctioned event, you can use the "Lookup Event" feature. This feature will populate event information for you automatically, but we still urge you to verify all information is correct when reviewing.

If your event is not an US Ski & Snowboard sanctioned event, you will need to input all your event information manually. Complete the Event Creation fields that apply to your event, then click Submit.

4. If you would like head tax to be collected and distributed for the event, be sure to input the Head Tax fee distribution information upon creation of the event.

How to Edit an Event

1. Once you've successfully created your events and find the need to make edits, you'll conveniently locate them listed on the Dashboard page.

2. Upon reaching the Dashboard page, you are able to search your event by date, or you can scroll down on the page to find the event. You'll want to make two important choices: the Host Site and the Current Year. Once you've made your selections for both the Host Site and Year, simply click "Apply" to proceed.

3. To initiate the editing process, navigate to the list of Events for your club/venue and pinpoint the specific event you wish to modify. Subsequently, simply click on the "Edit" button, listed in the Operations column.

4. Once on the Event Creation Wizard: Event Information page, edit the information you need to update, and then click on the Save button to save your changes.

How to Refund Participants

1. Go to your dashboard and find the event the participant is requesting a refund for. Click on the name of the event.

2. Once on the event details page, click on the Manage Withdrawals/Refunds blue button.

3. Scroll down to find the participant you are looking to refund. First, add the amount to the Refund Amount column box, then click on the Process Refund button under the Actions column. If you need to Withdrawal the racer, as well, then you will need to select the Withdraw button in the Actions column. The refund does not automatically withdrawal the racer.

How to Email Participants

1. Once you've successfully created your events and find the need to make edits, you'll conveniently locate them listed on the Dashboard page.
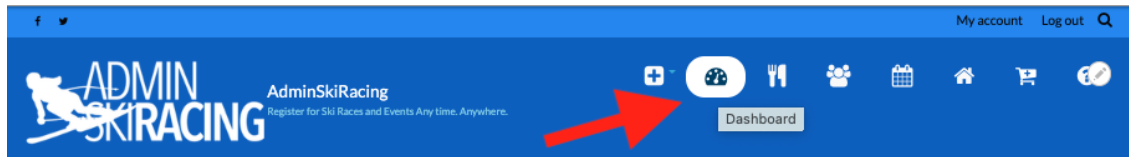

2. Upon reaching the Dashboard page, you are able to search your event by date, or you can scroll down on the page to find the event. you'll want to make two important choices: the Host Site and the Current Year. Once you've made your selections for both the Host Site and Year, simply click "Apply" to proceed.

3. Click on the name of the event.

4. On the Event Details page, select the "Bulk Email Participants" blue button under Event Admin Tools towards the top of the page.
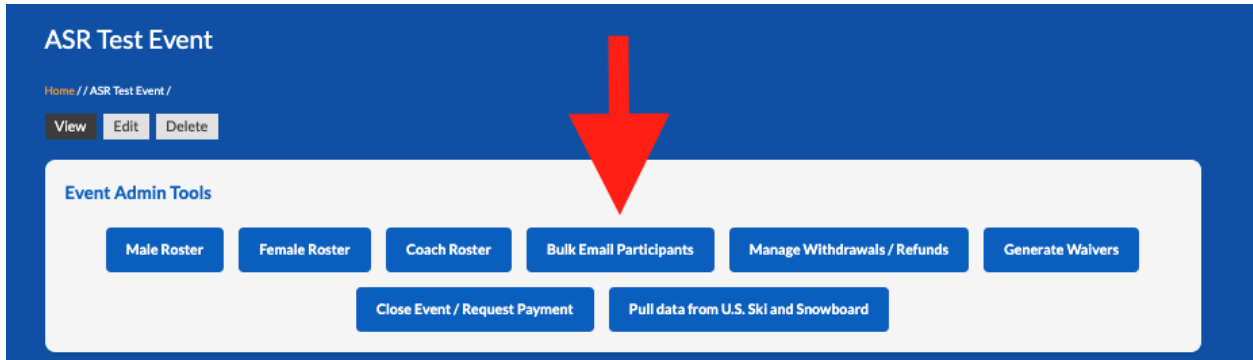
5. This tool serves as a rapid and efficient means for Race Administrators to dispatch notifications or messages to the list of participants, be it to all or just a select few. Craft an Email Subject and your Email Message. We do suggest writing this email on the website, as a copy and paste is not always received well within various email services. You are able to select individuals by the checkbox to the left of their name.

How to Input a Waiver

There are two ways to submit a waiver. One way is to add a waiver on an event waiver, while the other way is to add a waiver on a club level.

Submit a Waiver on a Club Level

1. Navigate to your My Participants page and scroll down to the Your Club Admin Status section. Select the Edit button on the far right column next to the club name.

2. On the next page, scroll down to the Waiver section. Click on the blue "Add Waiver" button.

3. Select the Waiver Behavior by clicking on the drop down box. Your options are "Electronic Signature - Pre Populated Form", "Email to Registrants", and "External Link".

a. Electronic Signature - Pre Populated Form - This option will allow you to select various data points to pre-populate the information required on the waiver.

b. Email to Registrants - This option will have the system send the waiver in email form to the registrants.

c. External Link - This option will send the registrants or guardians to the external link that you provide to sign a waiver. We are unable to track the waivers picked in this option, as they are signed via a third party.

4. If you choose option Electronic Signature - Pre Populated Form, next you will have to Input the Waiver Document.
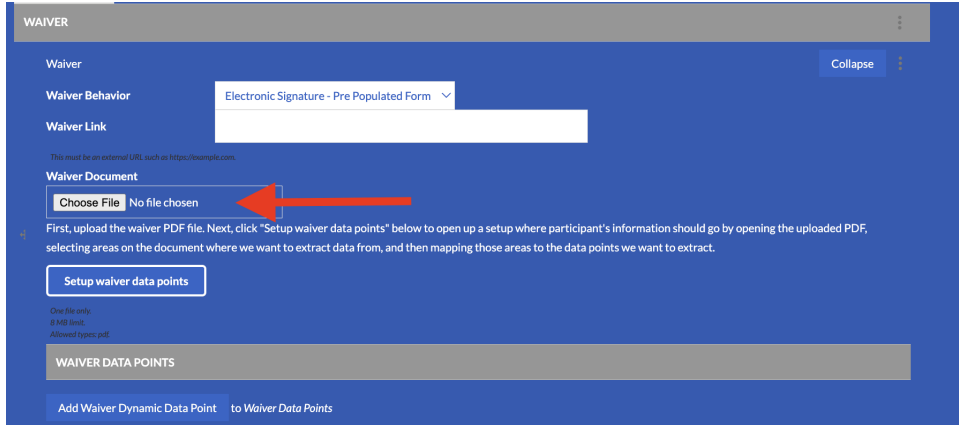
5. Once the waiver is added, then select the blue "Setup waiver data points" button.
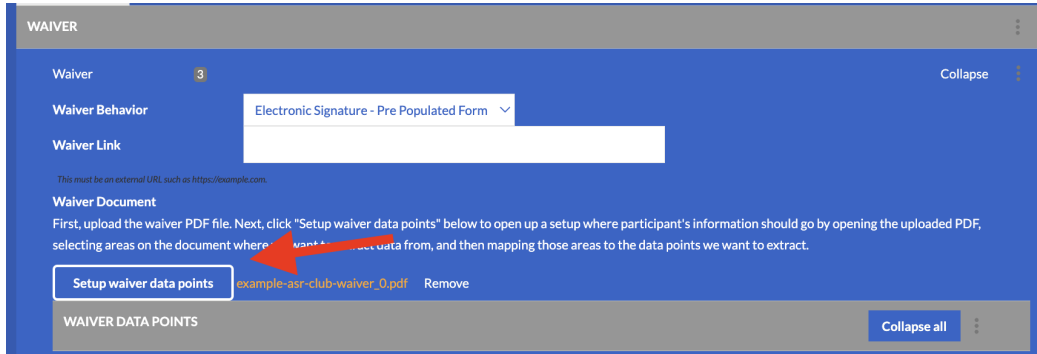
6. Then, the waiver will then appear on the page. To make it easier to read, you may need to zoom in. Click on the waiver at each location where a data point needs to be entered. When you click on the document, a red dot will appear, and a dropdown box will simultaneously display on the left side under "Marked Coordinates." Use the dropdown menu to select the appropriate data point for that section of the document.
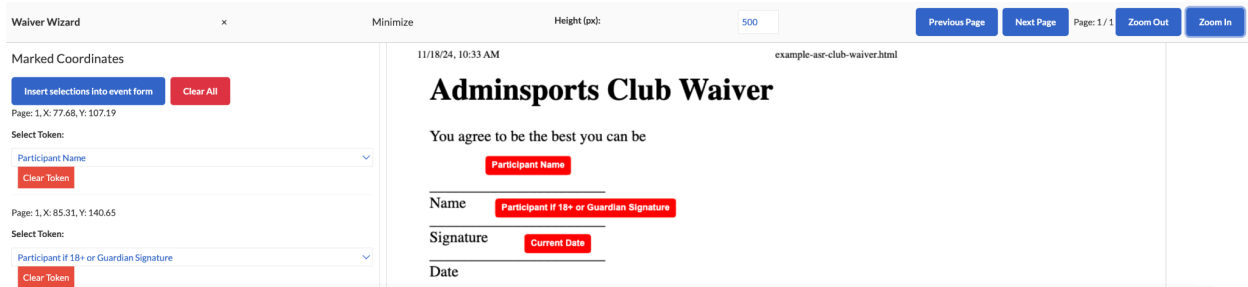
7. Once all your data points are added, do not forget to select the blue "Insert selections into event form" button to save your data.
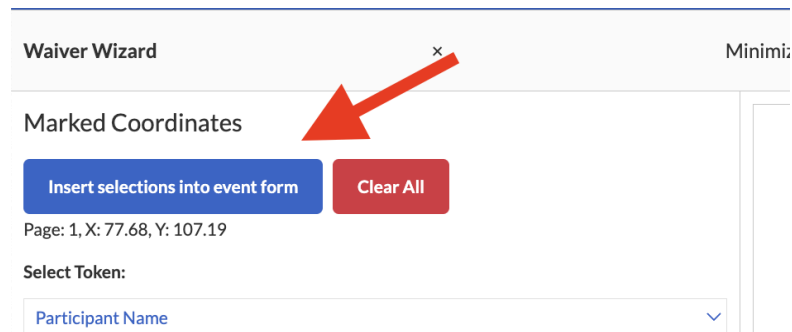
8. When the data points are saved, you should see them populate on the page, as shown below. If you are satisfied with the results, don't forget to hit the "Save" button at the bottom of the page.

9. If you are using a pre-populated waiver for an event that was created on the club level, you have to check the box under the "Available Waiver". This will populate the waiver for registrants to complete prior to registering for an event.

10. If you choose not to use the club-level waiver on an event, you can add a different waiver of your choosing. Then click on the Override Inherited Waiver to verify the club-level waiver is not added to your event.

11. **If you are adding a waiver on the event level, just click on the Add a Waiver button when creating the event. Each type of waiver is the same process as on the club level.**

How to Submit a Head Tax Form and Close an Event

1. Go to your RA dashboard and find the event that you are ready to close.

2. Once you are on the event page, and if you have head tax on this event, verify the head tax details are correct. You can do this by clicking on the Edit button on the event.

   a. First, verify the race codes are accurately listed.

RACE CODES

A123   Remove

B456   Remove

   Remove

Provide the applicable race codexes e.g. "U1001"

Add another item

---

b. Next, verify the Head Tax section has the Divisional, Regional, and USSSA head tax amounts set.

Head Tax Information

Divisional Head Tax $ 0.00

Divisional head tax rate per racer for the event. $0.00 implies no Head Tax

Regional Head Tax $ 0.00

Regional Head Tax rate per racer.

USSSA Head Tax $ 0.00

*US Ski & Snowboard Association Head Tax rate per racer*

3. Once your head tax is set, if you have it listed, then go back to the event details page. Under the Event Admin Tools, click on the Pull data from U.S Ski & Snowboard button. This will sync your event data with US Ski & Snowboard.
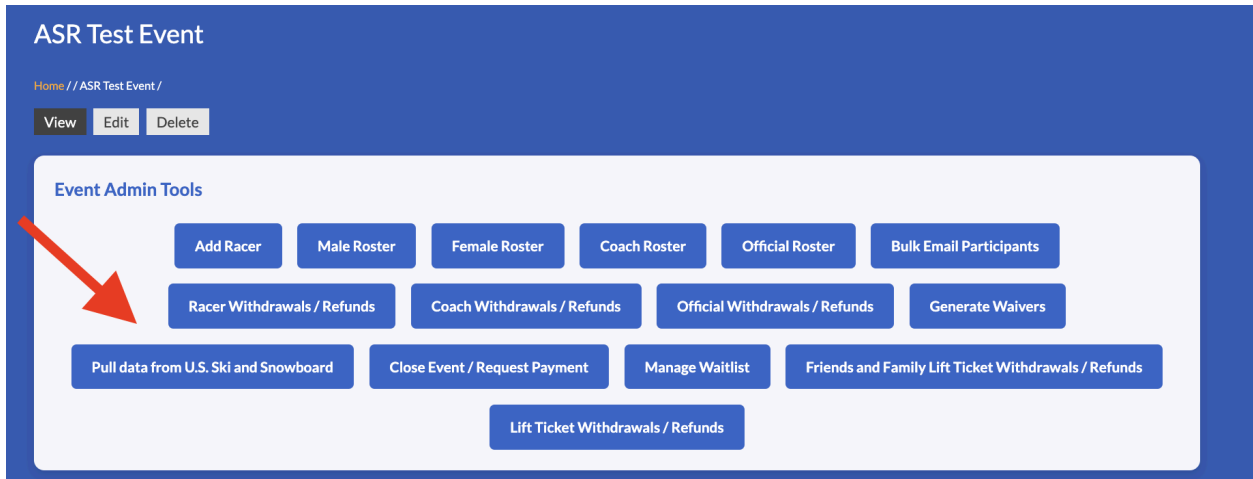
4. Once you have done that, or if you do not have head tax on your event, click on the Close Event/ Request Payment button.
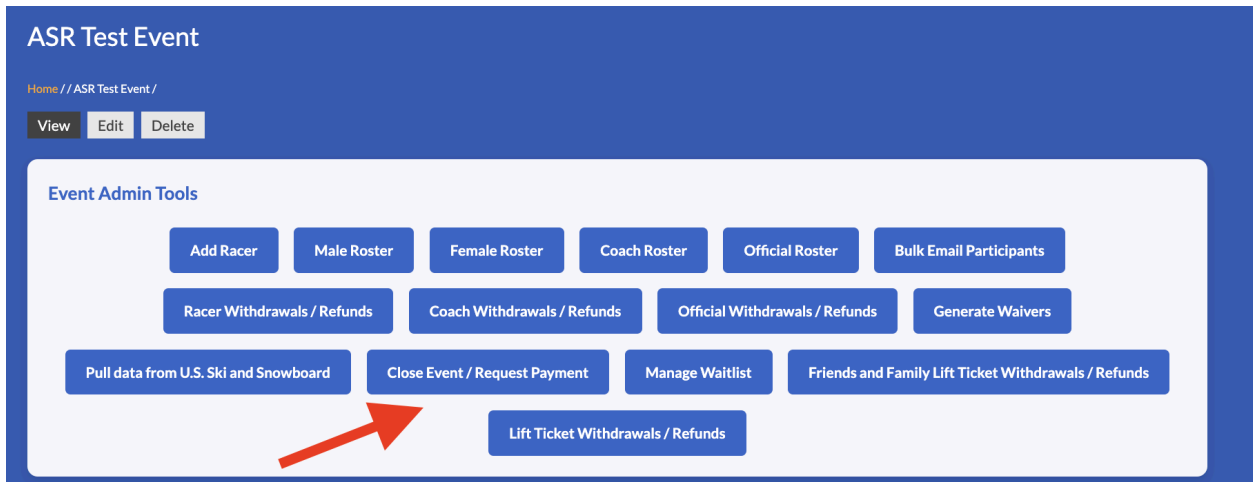
5. This will bring you to an event summary page. Be sure to check the box Head Tax Process Options accordingly.
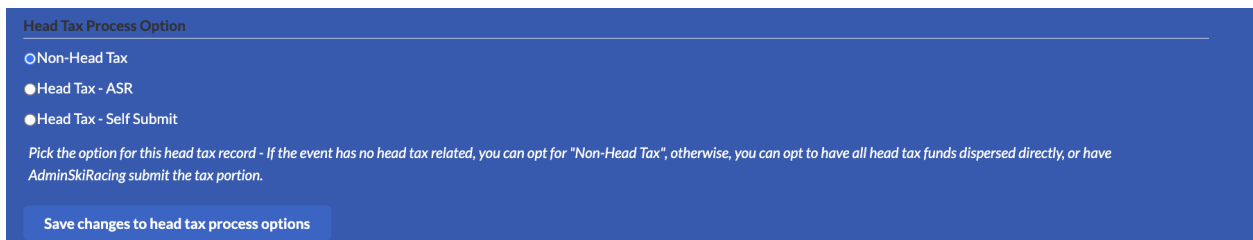
6. If you notice a discrepancy with your head tax calculations, click on the Report

    Discrepancy button. This will populate an email box and indicate which race code

    you have an issue with. This email will be sent to a US Ski & Snowboard contact

    and your divisional manager. This feature grants easier access to work towards a

    solution for your event.

7. If you would like to see the head tax form, click on the Head Tax Form PDF

    Preview.

8. If your event is ready to be closed, click on the Close Event and Send Payment.