

Race Administrator Guide

For [AdminSkiRacing](#)

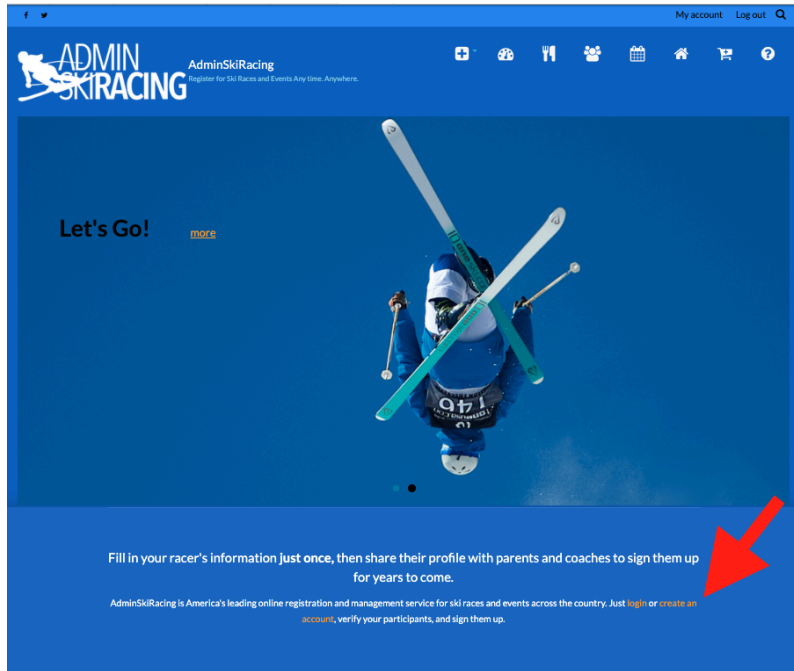


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How to Create an Account on AdminSkiRacing

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.

Create new account

Email address

Password

Confirm password

First Name

Last Name

Timezone Eastern Time

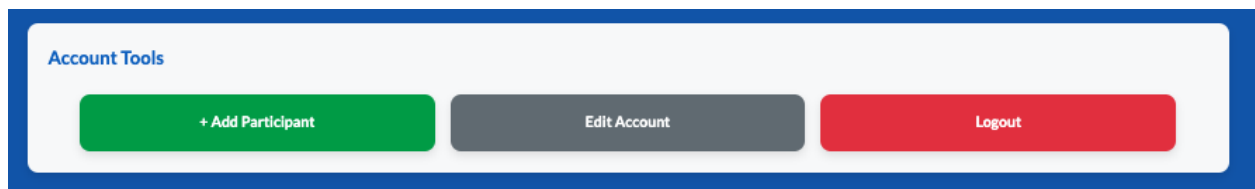
CAPTCHA

Success!

Create new account

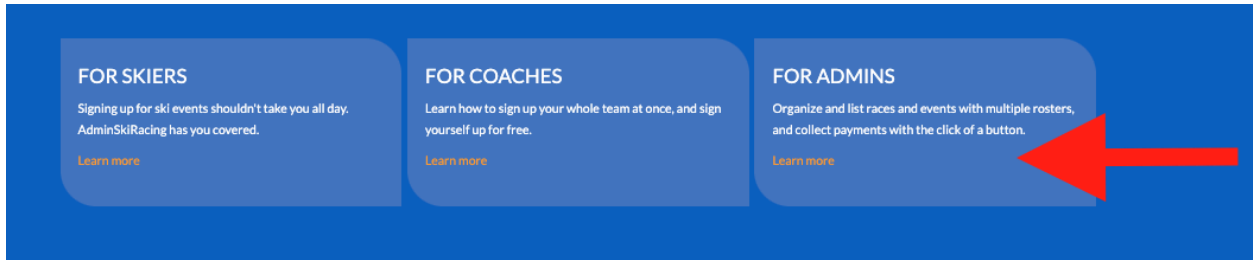
3. Once you submit the new account, please refer to your email mailbox and await a verification email from AdminSkiRacing website.
4. When your account is verified and if you have racers that you will want to sign up for events, you should complete the “Add a Participant” process.

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

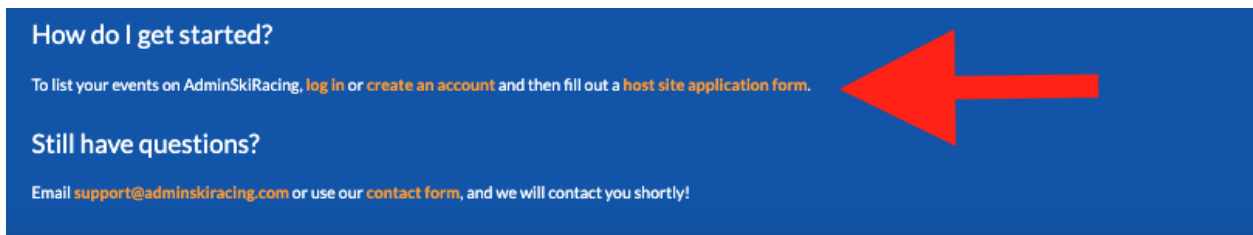


How to Submit a Host Site Application

1. On [AdminSkiRacing's](#) home page, click on the “Learn More” under For Admins.



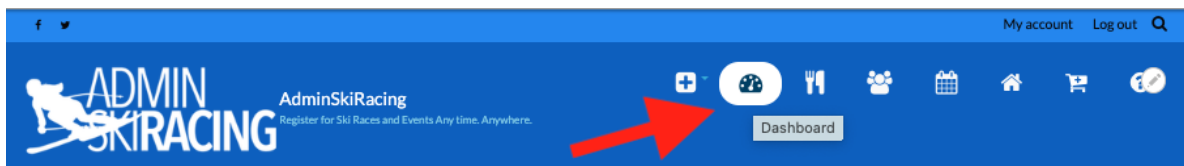
2. Once on this page, scroll down and click on the Host Site Application Form button.



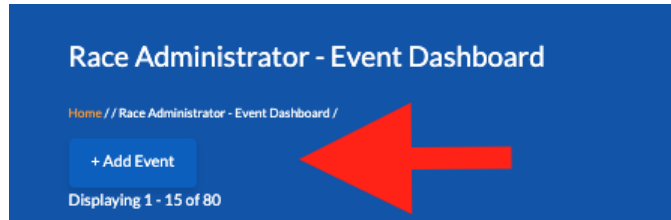
3. Complete the Host Site application form for your club/venue. Once complete, click on the Submit button at the bottom of the page. **Please allow 1 business day for us to create the host site with the correct information.** Once it is created, you will be able to create events using this host site.

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.

Add event ☆

Lookup Event

Search for an event by club ID, season, or sport to quickly add it to the form.

Follow these steps:

1. **Search for the Event:** Enter the event details to search.
2. **Review Search Results:** Click "Lookup" to search for the event.
3. **Select the Event:** If the correct event is listed, click on it to prefill the form.

Club Sponsor

Season

Sport

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.

Head Tax Information *

Divisional Head Tax *

\$

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

Regional Head Tax *

\$

Regional Head Tax rate per racer.

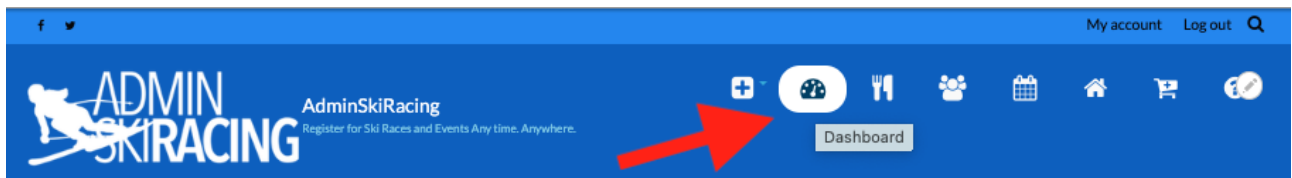
USSSA Head Tax *

\$

US Ski & Snowboard Association Head Tax rate per racer

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.

Race Administrator - Event Dashboard

Home // Race Administrator - Event Dashboard /

+ Add Event

Displaying 1 - 15 of 90

Event

Date of Event

Is greater than

mm/dd/yyyy

Apply Reset

- 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.

Events for AdminSkiRacing

DATE OF EVENT	EVENT	HOST SITE	EVENT TYPE	RACE CODES	REGISTRATIONS	TOTAL PRICE	COLLECTIONS	OPERATIONS
12/31/24 - 9:00 am EST	ASR Test Event	AdminSkiRacing	Downhill	A123, B456	Racers: 1 Coaches: 0 Officials: 0	\$30		<input type="button" value="Edit"/> <input type="button" value="-"/>

- 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

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

Events for AdminSkiRacing

DATE OF EVENT	EVENT	HOST SITE	EVENT TYPE	RACE CODES	REGISTRATIONS	TOTAL PRICE	COLLECTIONS	OPERATIONS
12/31/24 - 9:00 am EST	ASR Test Event			3, B456	Racers: 1 Coaches: 0 Officials: 0	\$30	\$30.00	Edit

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

ASR Test Event

Home // ASR Test Event /

View Edit Delete

Event Admin Tools

Male Roster Female Roster Coach Roster Bulk Email Participants **Manage Withdrawals / Refunds** Generate Waivers

Close Event / Request Payment Pull data from U.S. Ski and Snowboard

- 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.

Manage Withdrawal Requests / Refunds

Home // Manage Withdrawal Requests / Refunds /

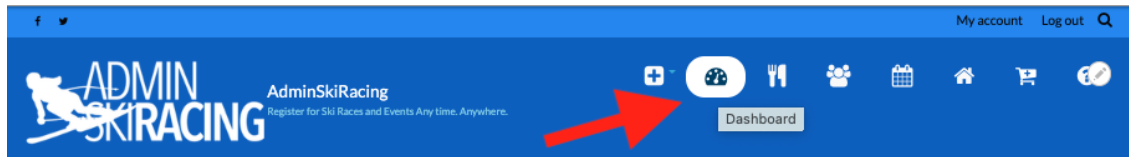
View the event: ASR Test Event

Instructions: (Click to Reveal)

PARTICIPANT	CLUB	QUANTITY (QTY)	TOTAL COST (TOTAL)	ADJUSTMENTS	REFUND AMOUNT	REFUND HISTORY	STATUS	ACTIONS
Test Tester	Unknown	1.00	30 USD	None	Enter refund		Active	Withdraw Process Refund

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.

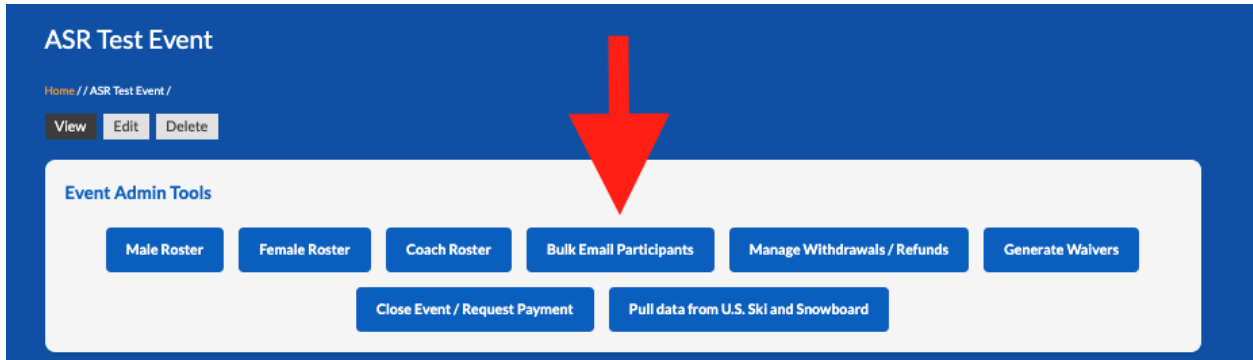


2. Upon reaching the Dashboard page, you are able to search your event by date, or you can scroll down on the page to find the event. you'll want to make two important choices: the Host Site and the Current Year. Once you've made your selections for both the Host Site and Year, simply click "Apply" to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

3. Click on the name of the event.

DATE OF EVENT	EVENT	HOST SITE	EVENT TYPE	RACE CODES	REGISTRATIONS	TOTAL PRICE	COLLECTIONS	OPERATIONS
12/31/24 - 9:00 am EST	ASR Test Event			3, B456	Racers: 1 Coaches: 0 Officials: 0	\$30	\$30.00	Edit

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.

A screenshot of the "Bulk Email Participants - ASR Test Event" form. The page title is "Bulk Email Participants - ASR Test Event" with a breadcrumb "Home // Event Bulk Mailer /". It shows "Displaying 1 - 1 of 1". There is a text input field for "Email Subject". Below it is an "Email Message" section with a rich text editor toolbar (bold, italic, link, unlink, list, list, quote, unquote, paragraph, source) and a large text area. Underneath the editor are options for "Text format" (set to "Basic HTML") and "Action" (set to "Bulk email participants"). A blue button labeled "Email Participants" is present. A checkbox labeled "Include waitlisted participants" is checked. Below this is a table with a header row containing a checkbox, a "CLUB" column, and a "Test" column. The table body contains one row with a checked checkbox, the text "Tester", the email "webmaster@adminsquiracing.com", and the number "1234567".

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".

WAIVER

Waiver

Waiver Behavior

Waiver Link

This must be an external URL such as <https://example.com>.

Waiver Document

No file chosen

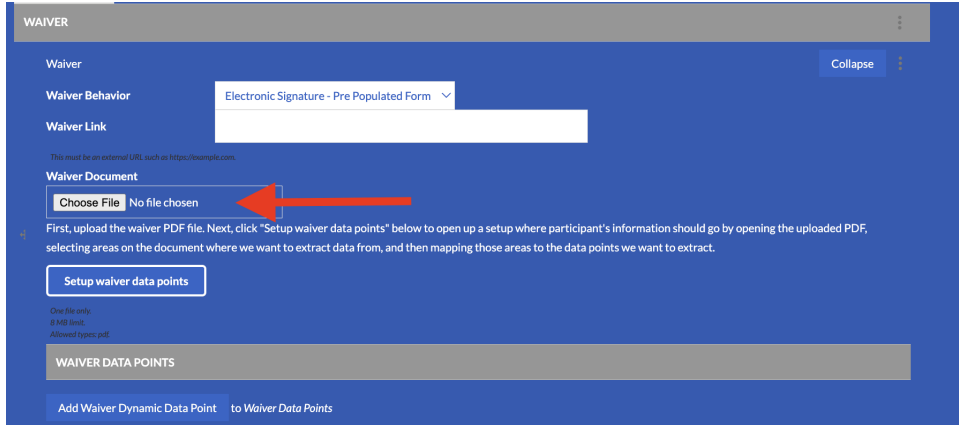
First, upload the waiver PDF file. Next, click "Setup waiver data points" below to open up a setup where participant's information should go by opening the uploaded PDF, selecting areas on the document where we want to extract data from, and then mapping those areas to the data points we want to extract.

One file only.
8 MB limit.
Allowed types: pdf.

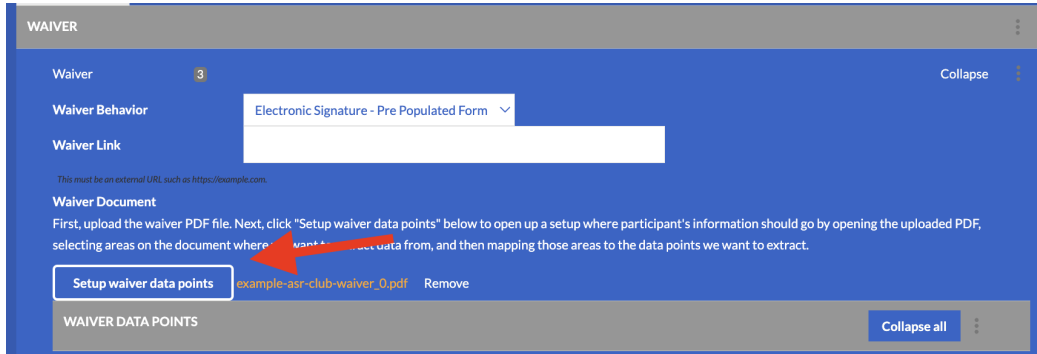
WAIVER DATA POINTS

to Waiver Data Points

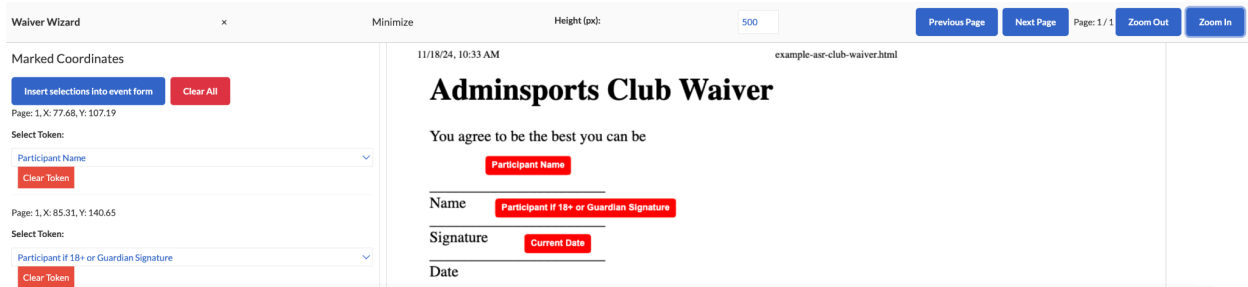
- a. Electronic Signature - Pre Populated Form - This option will allow you to select various data points to pre-populate the information required on the waiver.
 - b. Email to Registrants - This option will have the system send the waiver in email form to the registrants.
 - c. External Link - This 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.



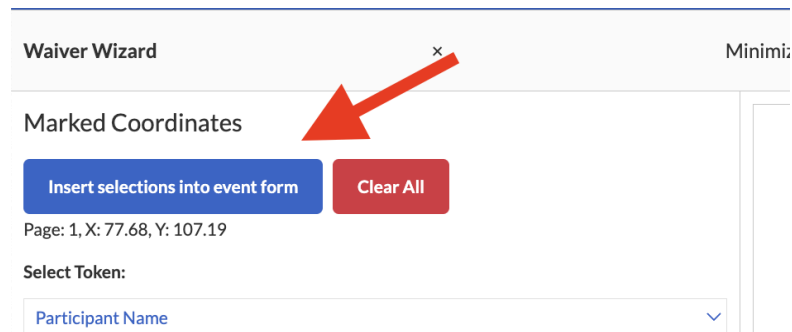
5. Once the waiver is added, then select the blue “Setup waiver data points” button.



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.

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.

Event Waivers

EVENT WAIVER

Add Waiver to Event Waiver

Override Inherited Waivers 



By default, Events will receive the waivers for their Club and Host Site. Opting into this option means you can set which specific waivers from the Club and Host Site that should be used in this 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.

Events for AdminSkiRacing

DATE OF EVENT	EVENT	HOST SITE	EVENT TYPE	RACE CODES	REGISTRATIONS	TOTAL PRICE	COLLECTIONS	OPERATIONS
12/31/24 - 9:00 am EST	ASR Test Event			3, B456	Racers: 1 Coaches: 0 Officials: 0	\$30	\$30.00	Edit 

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"

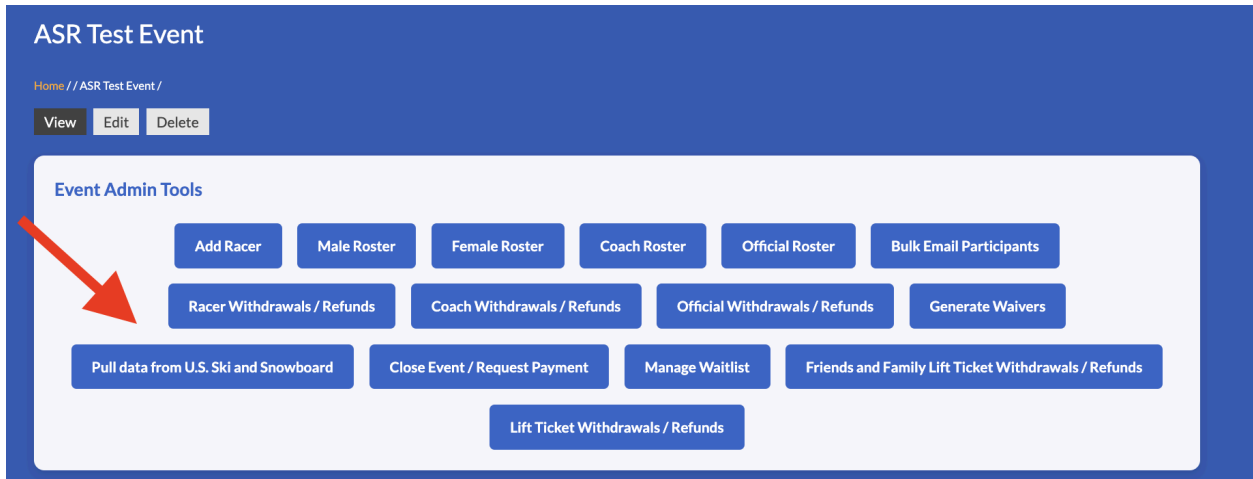
Add another item

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

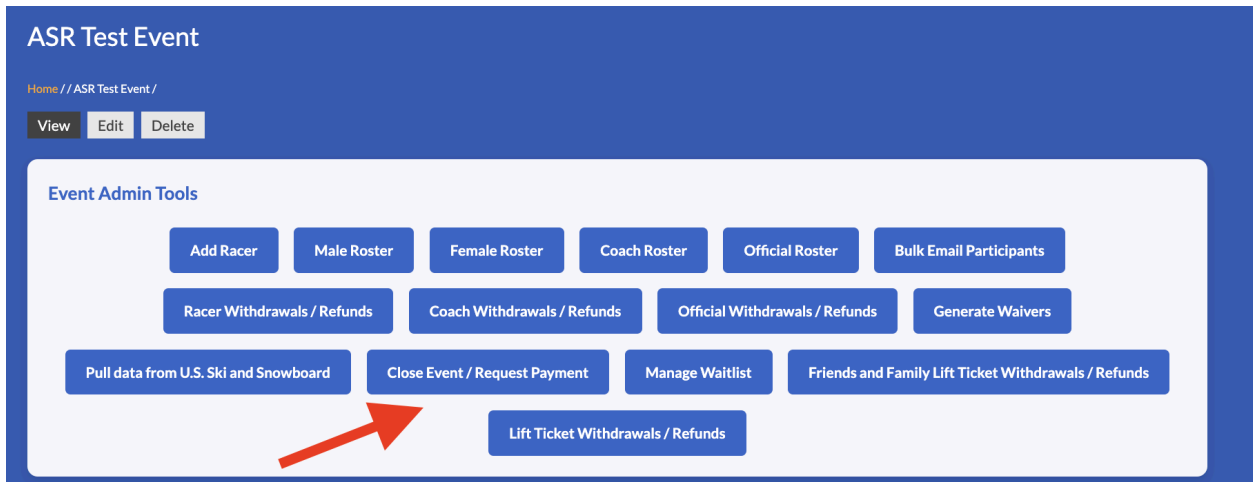
Head Tax Information

Divisional Head Tax	\$ 0.00
<i>Divisional head tax rate per racer for the event. \$0.00 implies no Head Tax</i>	
Regional Head Tax	\$ 0.00
<i>Regional Head Tax rate per racer.</i>	
USSSA Head Tax	\$ 0.00
<i>US Ski & Snowboard Association Head Tax rate per racer</i>	

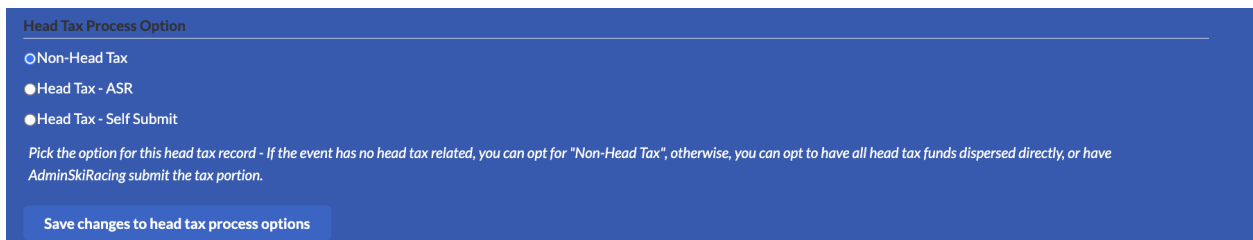
3. Once your head tax is set, if you have it listed, then go back to the event details page. Under the Event Admin Tools, click on the Pull data from U.S Ski & Snowboard button. This will sync your event data with US Ski & Snowboard.



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.

U.S. Ski and Snowboard Data

Confirm that the information from U.S. Ski & Snowboard is as expected.


RACE CODE	U.S. SKI STARTS
U0527	36
U0528	46
Total	82

AdminSkiRacing Registrations: 0

[Refresh data for races from U.S. Ski and Snowboard](#)

AdminSkiRacing uses U.S. Ski and Snow results for calculations. If things don't appear right, please try "Refresh data" to make sure up to date. Still wrong? Click "Report Discrepancy" to send your current results to AdminSkiRacing to reconcile with U.S. Ski and Snowboard.

[Report Discrepancy](#)



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

Continue to final approval

Optionally, preview the final head tax form by clicking below.

[Head Tax Form PDF Preview](#)

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

If all looks good, click here to close the event and send payment to the event organizer.

[Close Event and Send Payment](#)