

Race Administrator Guide

For [AdminSkiRacing](#)

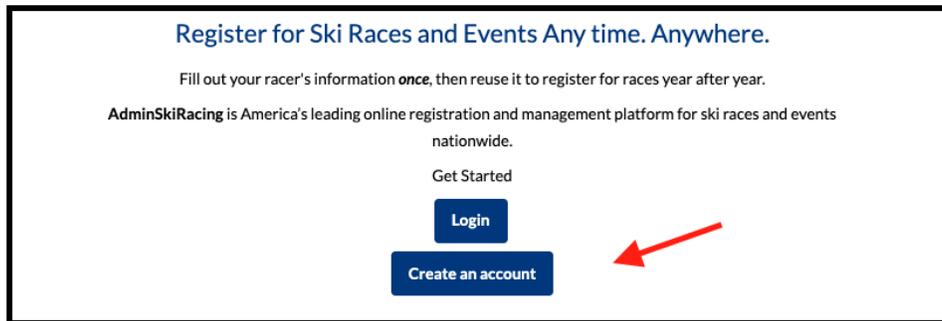


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How to Create an Account on AdminSkiRacing

- Step 1: On the AdminSkiRacing home page, select the Create an Account blue button. If this is your Race Administrator (RA) account, then you will need to reach out to us directly to add your RA account to your club.



- Step 2: On the next page, fill out each field to build your account and once complete, hit the Create New Account blue button.
 - Please note: add your correct time zone when filling out account information.
When creating an event, race times and registration deadlines will be displayed according to your time zone.
- Step 3: Once you create the new account, please refer to your email mailbox and await a verification email from the AdminSkiRacing website.
- Step 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 have a separate account for event registration or if you do not have children and are not a coach in the program.
 - Follow the steps [HERE](#) to add a participant profile.

How to Submit a Host Site Application

If your club is not added to the AdminSkiRacing website yet, you will need to submit a host site application.

- Step 1: One AdminSkiRacing's home page, click on the "Learn More" under For Admins.



- Step 2: Once on this page, scroll down and click on the Host Site Application Form link.

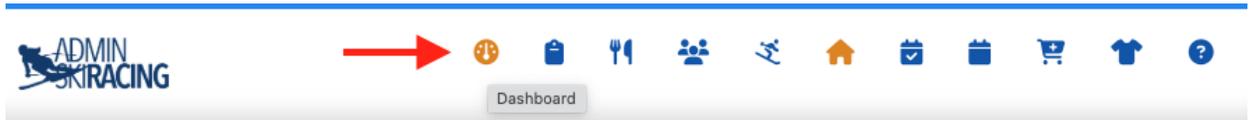


- Step 3: Complete the Host Site Application Form for your club/venue. Once complete, click on the Submit button at the bottom of the page. Please allow 1 business day for us to create the host site with the correct information. Once it is created, you will be able to create events using this host site.

How to Create an Event

- Step 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.



- Step 2: Click the "Add Event" button. This action will seamlessly direct you to the Event Creation page.



- Step 3: When creating an event, there are several important elements to consider. You can either create a non-affiliated event (Option 1) or use the “look up” feature to find an existing U.S Ski & Snowboard sanctioned event (Option 2). If the event you’re adding is already sanctioned, Option 2 will automatically populate many of the event details for you, though we still encourage you to carefully review all information to ensure accuracy before finalizing.

Create or Import a Race Event/Series Wizard

You can create a non-affiliated event directly. Or, take advantage of the wizard and search for existing US Ski and Snowboard events to create a new event or series.

Option 1: Create a Non-Affiliated Event

[Create Non-Affiliated Event](#)

Use this if your event is not listed with US Ski & Snowboard.

Option 2: Import Event(s) from US Ski & Snowboard

Select Your Club

Select Season

[Find Events](#)

- If you choose Option 1, you will need to input all your event information manually. Complete the Event Creation fields that apply to your event, then click Submit.
- If you choose Option 2, you'll also have the option to create a Series. If you would like to create a series, please [Click Here](#).
- Please note: to save your event as a draft, scroll to the bottom of the page and ensure the Status checkbox is unchecked.

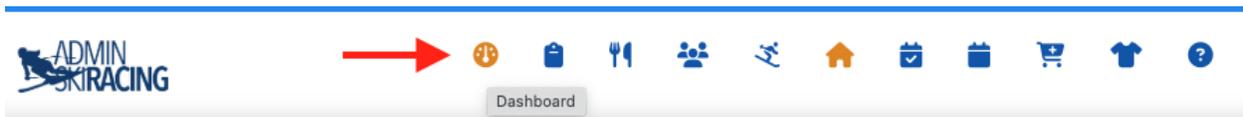
Status

If unchecked, the event will be unpublished and customers will not be able to see or purchase it.

[Save](#)

How to Edit an Event

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



- Step 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.

RA Dashboard

+ Add Event(s)

U.S. Ski Snowboard Member Lookup

Race Administrator Dashboard

Showing results without any filter options

Total Events: 156

Events in Series: 1

On This Page: 15

Filter

Clubs You Manage

Click on a corresponding club to move directly to the Club's events section below.

AdminSkiRacing (1)

Bromley Outing Club (1)

Cochran's Ski Club (2)

Killington Mountain School (1)

Mt Mansfield Academy (6)

Okemo Mountain Ski Club (2)

VARA (1)

Willard Mountain Ski & Snow Sports Club (1)

- Step 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. Then, simply click on the "Manage Event" button.

AdminSkiRacing (1 events)

[ASR/Test/Event](#)

Date: Saturday, January 31, 2026

Venue: Mt. Southington

Racer Registrations: 3

Official Registrations: 0

Coach Registrations: 2

Total Collected: \$55.00

Payout Details

No payouts yet



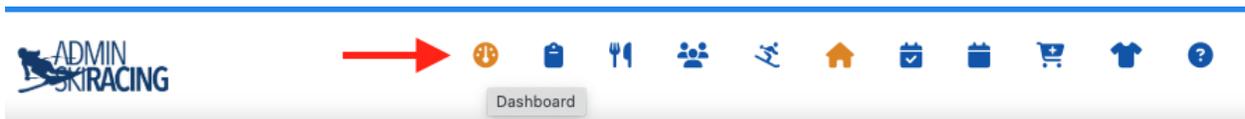
Manage Event

- Step 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 Create a Series

Before you begin, if your event requires waivers, please make sure to add them on your club information page. Please review this document for further instructions: [Click Here](#)

- Step 1: To create a race series, navigate to your RA Dashboard.



- Step 2: Click the “Add Event” button. This action will seamlessly direct you to the Event Creation page.



- Step 3: Choose Option 2 to use a Series Import from U.S Ski & Snowboard. After selecting your desired race series, click Continue with Selected.

Create or Import a Race Event/Series Wizard

You can create a non-affiliated event directly. Or, take advantage of the wizard and search for existing US Ski and Snowboard events to create a new event or series.

Option 1: Create a Non-Affiliated Event

[Create Non-Affiliated Event](#)

Use this if your event is not listed with US Ski & Snowboard.

Option 2: Import Event(s) from US Ski & Snowboard

Select Your Club

Select Season

[Find Events](#)

Found 9 events

Available Events

- Sean Nurse IMD Open - Snow King Mountain Resort - 12/20/2025 - (8 races)
- U14 Tech Qualifier - Snow King Mountain Resort - 01/09/2026 - (6 races)
- Wes Barron IMD SG Open - Jackson Hole Mountain Resort - 01/23/2026 - (8 races)
- IMD Champs - Jackson Hole Mountain Resort - 03/20/2026 - (6 races)
- Wild West FIS Elite - Snow King Mountain Resort - 01/14/2026 - (8 races)
- U16 Nationals - Snow King Mountain Resort - 03/28/2026 - (10 races)
- Jackson Hole Spring Series - Trail Creek Nordic Center - 04/03/2026 - (8 races)
- Jackson Hole Spring Series - Trail Creek Nordic Center - 04/03/2026 - (6 races)
- Trail Creek Tangle - Trail Creek Nordic Center - 12/12/2025 - (4 races)

[Continue with Selected](#)

- Step 4: Once the series information is imported, review the details displayed carefully. Select Create a Series of Events, then click Continue.
 - If any of the imported data needs to be changed, don't worry - you'll have an opportunity to make edits in later steps.

Create or Import a Race Event/Series Wizard

Selected Events

IMD Champs

- Event ID: [38689](#) *Links to US Ski & Snowboard*
- Club Sponsor: Jackson Hole Ski & Snowboard Club
- Location: Jackson Hole Mountain Resort
- Total Races: 6

CODEX	DISCIPLINE	GENDER	DATE
N0014	giant-slalom	female	03/19/2026
N0015	giant-slalom	male	03/19/2026
N0016	slalom	female	03/20/2026
N0017	slalom	male	03/20/2026
N0018	parallel	female	03/21/2026
N0019	parallel	male	03/21/2026

It looks like you might want to build a race series!

You have selected races with multiple unique dates. You probably want to create a **series** to group these events together, which will result in multiple events that can be registered together and tied together for participants. Alternatively, you can create a single event with the selected races data as a starting point.

What would you like to do?

- Create a series of events
- Create a single event

[Cancel](#) [Back](#) [Continue](#)

- Step 5: Upload your race information and PDF. You can also add a competition series photo (e.g., your club logo or race series logo) or an event image (e.g., your venue logo). These display to participants when viewing and registering for events.

Create or Import a Race Event/Series Wizard



Selected Events

IMD Champs

- Event ID: 38689 Links to US Ski & Snowboard
- Club Sponsor: Jackson Hole Ski & Snowboard Club
- Location: Jackson Hole Mountain Resort
- Total Races: 6

CODEX	DISCIPLINE	GENDER	DATE
N0014	giant-slalom	female	03/19/2026
N0015	giant-slalom	male	03/19/2026
N0016	slalom	female	03/20/2026
N0017	slalom	male	03/20/2026
N0018	parallel	female	03/21/2026
N0019	parallel	male	03/21/2026

Race Information

Information entered here will be displayed on all selected races for the prospective registrants. This most often contains the Race Information Document. You can alternatively upload a PDF document.

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Link (🔗), Unlink (🔗), Bulleted List (•), Numbered List (1), Indent (↔), Outdent (↔), Paragraph (Paragraph), Source (Source).

Race Info

Race Info (PDF)

No file chosen

Upload a PDF document with additional race information (optional).

Competition Series Image

Competition Series Image Configuration

- Use an image for the competition series
- Use default placeholder

Choose whether to upload a custom image for the competition series or use the default placeholder.

Competition Series Image No file chosen

Upload an image for the competition series. Supports PNG, GIF, JPG, JPEG formats. Maximum file size: 5MB, Maximum resolution: 1920x1080.

Alternative Text for Comp

Alternative text describes the image for screen readers and displays when the image cannot be shown.

Event Images

Event Image Configuration

- Use a single image for all events in this series
- Set individual images for each event
- No images (use default placeholders)

Choose how you want to handle event images for this series.

Event Series Image No file chosen

Upload an image that will be used for all events in this series. Supports PNG, GIF, JPG, JPEG formats. Maximum file size: 5MB, Maximum resolution: 1920x1080.

Alternative Text for Event

Alternative text describes the image for screen readers and displays when the image cannot be shown.

- Step 6: Review the age bands imported from U.S Ski & Snowboard. If any required age bands are missing, click Add More Age Bands to include them. Then, click continue.

The screenshot shows a wizard interface titled "Create or Import a Race Event/Series Wizard". The progress bar at the top indicates the current step is "Age Class Setup". Below the progress bar, the section is titled "Confirm Age Bands". A message states: "The current age classes for all races are shown below. You may remove any bands with bogus data, or add more if needed." Under "Current Age Bands", there is a text box containing the message: "These age bands were found from the initial pull. You can remove any bands that contain bogus data." Below this, two age bands are listed: "U14" and "U12", each with a "Remove" button to its right. Under the heading "Replace U14 with:", there are two radio button options: "U14 (First Year)" and "U14 (Second Year)". A note below these options says: "Select to replace the default U14 band with one or both of its year-specific variants." At the bottom of the form, there are three buttons: "Add More Age Bands", "Cancel", "Back", and "Continue".

- Step 7: Set your race capacity and waitlist options. You can configure a total capacity for each day of the series or a specific capacity by age or gender. If you want to enable a waitlist, check the Waitlist Enabled box before continuing.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | **Age Class Setup** | Age Class Review | Restrictions | Event Name | Event Gender | Host & Scoring | Water Settings | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Race Capacity and Waitlist Configuration

Configure the capacity and waitlist settings for each age band below. If you are missing an age band, you can add it in the previous step.

CODEX	AGE BAND	GENDER	CAPACITY	WAITLIST ENABLED
Date: 03/20/2026 Overall Settings - Overall Capacity <input type="checkbox"/>				
N0014	U12	female	<input type="text"/>	<input type="checkbox"/>
N0015	U12	male	<input type="text"/>	<input type="checkbox"/>
N0014	U14	female	<input type="text"/>	<input type="checkbox"/>
N0015	U14	male	<input type="text"/>	<input type="checkbox"/>
Date: 03/21/2026 Overall Settings - Overall Capacity <input type="checkbox"/>				
N0016	U12	male	<input type="text"/>	<input type="checkbox"/>
N0017	U12	female	<input type="text"/>	<input type="checkbox"/>
N0016	U14	male	<input type="text"/>	<input type="checkbox"/>
N0017	U14	female	<input type="text"/>	<input type="checkbox"/>
Date: 03/22/2026 Overall Settings - Overall Capacity <input type="checkbox"/>				
N0018	U12	female	<input type="text"/>	<input type="checkbox"/>
N0019	U12	female	<input type="text"/>	<input type="checkbox"/>
N0018	U14	female	<input type="text"/>	<input type="checkbox"/>
N0019	U14	female	<input type="text"/>	<input type="checkbox"/>

- Step 8: Define your event license and membership requirements. Here you can:
 - Enable your series as a Qualified Race. Select which U.S Ski & Snowboard licenses are eligible to register.
 - Add a password restriction, if you'd like to limit registration access.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | **Restrictions** | Event Name | Event Gender | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Event Licensing and Membership Restrictions

Configure licensing and membership requirements for this competition series. These restrictions determine who is eligible to register and participate.

Restrictions

- Allow Non-Licensed Racers:** Opens registration to all regardless of license status.
- U.S. Ski & Snowboard and/or FIS Required:** Accepts racers holding either license, does not require both.
- US Ski & Snowboard License Mandatory:** Only accepts racers with a valid US Ski & Snowboard license.
- FIS License Mandatory:** Only accepts racers with a valid FIS license.
- Club Members Only:** Restricts registration to members of the organizing club.
- Division Members Only:** Restricts registration to members of the specified division.
- Region Members Only:** Restricts registration to members of the specified region.

Select all that apply.

Qualified Race Restriction

If enabled, registration will be restricted to qualified racers only, a comma separated list of license numbers must be provided.

- Qualified Race - Restricted Registration

Event Registration Password (Optional)

Password

If set, only users with this password can register for the event.

[Cancel](#) [Back](#) [Continue](#)

- Step 9: This page allows you to edit the series and event names imported from U.S Ski & Snowboard. The Series Label appears as the overall race series. You can also rename each individual event within the series.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | **Restrictions** | **Event Name** | Event Gender | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Series Description

Customize the label for the Series. The default label is based on the information imported from U.S. Ski & Snowboard. This is the information that will be displayed to users when they register for the event.

Label for series

Labels for Individual Event/Race Dates

Customize the label for each event instance. The default label is based on the event title, discipline, and date. This is the information that will be displayed to users when they register for the event.

(3/19) - giant-slalom

(3/20) - slalom

(3/21) - parallel

[Cancel](#) [Back](#) [Continue](#)

- Step 10: Review and confirm the gender eligibility for each event.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | Restrictions | Event Name | **Event Genders** | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Confirm Event Genders

Confirm which genders are allowed to participate in each event instance. These defaults are suggested based on the gender information from the selected race data.

EVENT LABEL	CODEX	MALE	FEMALE
IMD Champs - giant-slalom - (3/19)	N0014, N0015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IMD Champs - slalom - (3/20)	N0016, N0017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IMD Champs - parallel - (3/21)	N0018, N0019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Back Continue

- Step 11: Review the imported host and scoring details. Confirm that the following are correct before continuing: Host Site, Sport Code, Event Type, Scored Race, and USSS Event ID.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | Restrictions | Event Name | Event Genders | **Host & Scoring** | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Event Host & Scored Details

Confirm host site, sport code, event type, and scored race details for each event instance. *Please note, subtle changes in the name of the Host Site may cause the import to not immediately display the proper venue. Please check the list to see if there is a match.* This information will be used when displaying event details to users.

EVENT LABEL	CODEX	HOST SITE	SPORT CODE	EVENT TYPE
IMD Champs - giant-slalom - (3/19)	N0014, N0015	Jackson Hole Mountain Resort	alpine	Giant Slalom
IMD Champs - slalom - (3/20)	N0016, N0017	Jackson Hole Mountain Resort	alpine	Slalom
IMD Champs - parallel - (3/21)	N0018, N0019	Jackson Hole Mountain Resort	alpine	Parallel Slalom

Cancel Back Continue

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | **Age Class Setup** | Age Class Review | Restrictions | Event Name | Event Gender | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Event Host & Scored Details

Confirm host site, sport code, event type, and scored race details for each event instance. *Please note, subtle changes in the name of the Host Site may cause the import to not immediately display the proper venue. Please check the list to see if there is a match. This information will be used when displaying event details to users.*

SPORT CODE	EVENT TYPE	SCORED RACE	USSS EVENT ID
Intain Resort	alpine	Giant Slalom	Non-Scored
Intain Resort	alpine	Slalom	Non-Scored
Intain Resort	alpine	Parallel	Non-Scored

USSS Event ID from the event data

USSS Event ID from the event data

USSS Event ID from the event data

Cancel Back Continue

- Step 12: Select the appropriate club and host site waivers.
 - Please note: If you haven't added your waivers under your Club Information page, you'll need to do so before proceeding. Once added, check the boxes next to the appropriate waivers and click Continue.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | Restrictions | Event Name | Event Gender | Host & Scoring | **Waiver Settings** | Race Dates | Pricing | Additional Products | Lift Tickets | Review | Complete

Club and Host Site Waiver Settings

Club Waiver Settings

No waivers found for the selected club sponsor.

Club waivers will automatically be included as part of the event unless you uncheck them from the list below. If you need to add a waiver, you do so on your Club page.

Host Site Waiver Settings

EVENT LABEL	HOST SITE	OVERRIDE WAIVER
IMD Champs - giant-slamom - (3/19)	Jackson Hole Mountain Resort	No waivers for this host site have been setup
IMD Champs - slalom - (3/20)	Jackson Hole Mountain Resort	No waivers for this host site have been setup
IMD Champs - parallel - (3/21)	Jackson Hole Mountain Resort	No waivers for this host site have been setup

In some cases a Host Site will have a recommended waiver, those waivers are listed below. You may uncheck and remove a waiver listed. If no waivers are configured for the host site, you may skip this step.

No waivers are configured for any host site. You may continue to the next step.

Cancel Back Continue

- Step 13: Review your event dates. Event dates are imported from U.S Ski & Snowboard. The default start time is 9am in your time zone. The registration open date defaults to one month prior to the event. Verify all dates, then add any late fees and your registration close date as needed.

Create or Import a Race Event/Series Wizard

Event Search Event Selection Race Information Age Class Setup Age Class Review Restrictions Event Name Event Gender Hand B. Scoring Winner Settings Race Dates Pricing Additional Products List Tickets Review Complete

Series Event Dates

Set the dates for each element of your event. By default we open registration a month prior to the individual event date, you may want to adjust each element to open on the same date.

These dates will be used for registration access and displaying race information.

All times are shown in your timezone (Mountain Time)

RT	REGISTRATION OPEN DATE	LATE FEE DATE	REGISTRATION CLOSE DATE
09:00 AM	02/20/2026 12:00 AM	mm/dd/yyyy	03/19/2026 12:00 AM
09:00 AM	02/21/2026 12:00 AM	mm/dd/yyyy	03/20/2026 12:00 AM
09:00 AM	02/22/2026 12:00 AM	mm/dd/yyyy	03/21/2026 12:00 AM

Cancel Back Continue

- Step 14: Enter your event fees. If you'd like all participants to register for every event in the series, check Mandatory Participation. If you want to charge one combined fee for all events, select Consolidated Pricing.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | **Age Class Setup** | Age Class Review | Restrictions | Event Name | Event Gender | Host & Scoring | Waiver Settings | Race Dates | Pricing | 13 Additional Products | 14 Lift Tickets | 15 Review | 16 Complete

Event Fee and Pricing

Mandatory Participation (User must buy all items)

Pricing Overview

- **Race Entry Fee:** The base cost to participate in individual event/race.
- **Additional Event Fee:** Use for any **Mandatory** extra costs not included in the event/race fee (e.g., banquet, facility fees).
- **Late Registration Fee:** Applied after the late date if specified.

Lift ticket pricing and options are configured in the next step.

Check here to enforce Consolidated Pricing (eg. Buy one or all at same price)

EVENT LABEL	CODEX	RACE ENTRY FEE	ADDITIONAL EVENT FEE	LATE REGISTRATION FEE
IMD Champs - giant-slalom - (3/19)	N0014, N0015	<input type="text"/>	<input type="text"/>	<input type="text"/>
IMD Champs - slalom - (3/20)	N0016, N0017	<input type="text"/>	<input type="text"/>	<input type="text"/>
IMD Champs - parallel - (3/21)	N0018, N0019	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Back Continue

- Step 15: You can enable coach and official registration on this page. Be sure to set the registration end date, allowing coaches and officials to register up until the event day, if needed.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | Restrictions | Event Name | Event Gender | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | **Lift Tickets** | 15 Review | 16 Complete

Non-Athlete & Special Registration Options

Enable optional registration types, including coach and official passes, or collegiate racer entries. Check the boxes for each event to make these registration options available.

EVENT LABEL	CODEX	COACH ENABLED	OFFICIAL ENABLED	COACH/OFFICIAL REG END DATE
IMD Champs - giant-slalom - (3/19)	N0014, N0015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
IMD Champs - slalom - (3/20)	N0016, N0017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
IMD Champs - parallel - (3/21)	N0018, N0019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>

Cancel Back Continue

- Step 16: If applicable, add lift ticket pricing. You may also enable add-on purchases for friends and family tickets.

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | Restrictions | Event Name | Event Genders | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | 15 Review | 16 Complete

Lift Ticket Configuration

Lift Ticket Configuration: Configure lift ticket pricing and options for your events. The lift ticket price must always be displayed per US Ski & Snowboard rules. You can choose to bundle it with registration, offer it as an optional add-on, or display it for information only if sold externally.

Friends & Family Tickets: This section also allows you to offer Friends & Family lift tickets for purchase during registration. This is an optional feature available only if your club is permitted to sell additional tickets. AdminSkiRacing will handle payment collection, provide a roster of purchased tickets, and offer refund capabilities as needed. *Funds from Friends & Family ticket sales will be disbursed to your club as part of your event settlement.*

EVENT LABEL	CODEX	LIFT TICKET PRICE	OFFER LIFT TICKET AS OPTIONAL ADD-ON	F&F LI
IMD Champs - giant-slalom - (3/19)	N0014, N0015	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMD Champs - slalom - (3/20)	N0016, N0017	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMD Champs - parallel - (3/21)	N0018, N0019	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Back Continue

Create or Import a Race Event/Series Wizard

Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | Restrictions | Event Name | Event Genders | Host & Scoring | Waiver Settings | Race Dates | Pricing | Additional Products | Lift Tickets | 15 Review | 16 Complete

Lift Ticket Configuration

Lift Ticket Configuration: Configure lift ticket pricing and options for your events. The lift ticket price must always be displayed per US Ski & Snowboard rules. You can choose to bundle it with registration, offer it as an optional add-on, or display it for information only if sold externally.

Friends & Family Tickets: This section also allows you to offer Friends & Family lift tickets for purchase during registration. This is an optional feature available only if your club is permitted to sell additional tickets. AdminSkiRacing will handle payment collection, provide a roster of purchased tickets, and offer refund capabilities as needed. *Funds from Friends & Family ticket sales will be disbursed to your club as part of your event settlement.*

CODEX	LIFT TICKET PRICE	OFFER LIFT TICKET AS OPTIONAL ADD-ON	F&F LIFT TICKET	F&F LIFT TICKET PRICE
N0014, N0015	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
N0016, N0017	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
N0018, N0019	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

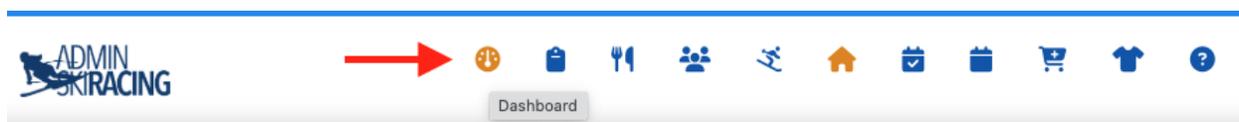
Cancel Back Continue

- Step 17: This final page provides a summary of all series information you've entered. Review all details carefully. If everything looks correct, click Submit Series. To make changes, click on the Edit button next to that particular section or the Back button to return to the page that needs editing.

How to Manage a Series

When managing a series, you have access to several tools and actions. These include manually adding participants (racers, coaches, or officials), downloading a combined series roster or individual event rosters, sending bulk emails to all registered participants, processing series refunds and withdrawals, generating waivers for all events within the series, and managing overall Series Settings.

- Step 1: Navigate to your RA Dashboard.



- Step 2: Scroll down to the series that you would like to manage. Then, click on the hyperlinked Competition Series name.

AdminSkiRacing (1 events)

[ASR/Test/Event](#)

Date: Saturday, January 31, 2026
Venue: Mt. Southington

Racer Registrations:	3
Official Registrations:	0
Coach Registrations:	2
Volunteer Registrations:	0
Total Collected:	\$55.00

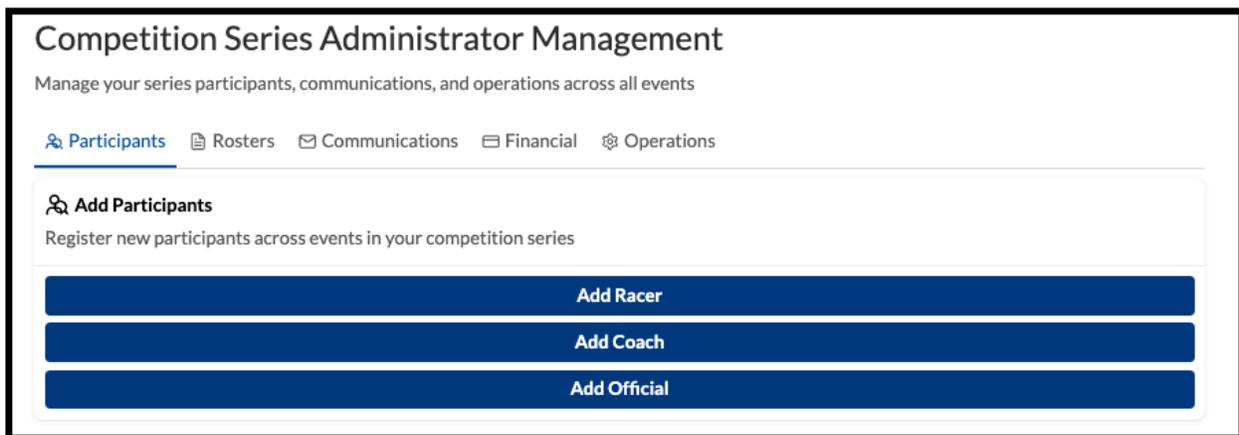
Payout Details
No payouts yet

[Clone Event](#) [Manage Event](#)

Competition Series
[ASR Test Series](#)
Consolidated Pricing: No

- Manually Adding Participants

- To manually add a participant, navigate to the Competition Series Administrator Management section and select the Participants tab. From there, choose the appropriate option — Add Racer, Add Coach, or Add Official — depending on the type of participant you'd like to include.
- Please note: when a racer is added manually, the system is unable to collect payment for that entry.



- **Rosters**

- To download rosters, go to the Competition Series Administrator Management section and select the Rosters tab. From there, choose either the Combined Series Roster, which includes participants from all events within the series, or download an individual event roster as needed.

The screenshot shows the 'Competition Series Administrator Management' interface. At the top, it says 'Manage your series participants, communications, and operations across all events'. Below this is a navigation bar with tabs: 'Participants', 'Rosters' (which is selected and underlined), 'Communications', 'Financial', and 'Operations'. The main content area is titled 'Participant Rosters' and includes the subtext 'View and manage participant lists across all events in the series'. Below this, there are several blue buttons arranged in a grid. The first row contains: 'Combined Series Roster', 'Male ASR/Test/Event', 'Female ASR/Test/Event', and 'Coach - ASR/Test/Event'. The second row contains: 'Official - ASR/Test/Event', 'Male ASR/Test/Event2', 'Female ASR/Test/Event2', and 'Coach - ASR/Test/Event2'. The third row contains: 'Official - ASR/Test/Event2'.

- Communication

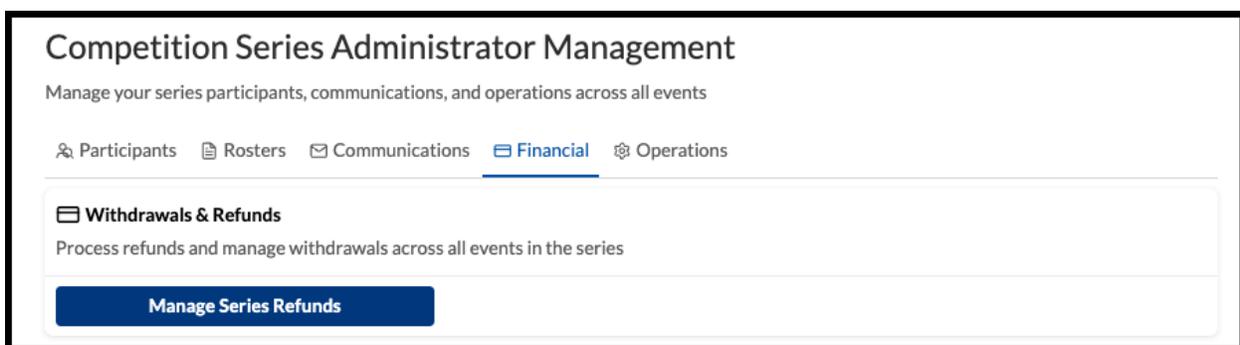
- To email participants within a series, navigate to the Competition Series Administrator Management section and select the Communications tab. Then, click the Bulk Email Series Participants button to send a message to all registered participants across the series.

The screenshot shows the 'Competition Series Administrator Management' interface with the 'Communications' tab selected. It features the same header and navigation bar as the previous screenshot. The main content area is titled 'Series Communications' and includes the subtext 'Send emails and manage communications for all events in the series'. Below this, there is a single prominent blue button labeled 'Bulk Email Series Participants'.

- Bulk Series Refunds and Withdrawals

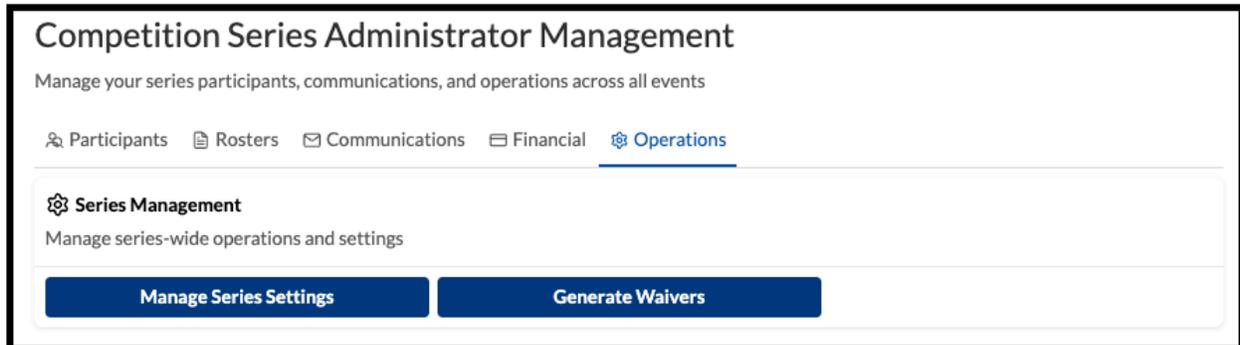
- To process refunds or withdrawals for a series, navigate to the Competition Series Administrator Management section and select the Financial tab. From there, click the Bulk Series Refunds and Withdrawals button to review and manage participant refunds or withdrawals across all events within the series.

- For each registered participant, you can choose to withdraw them from events and/or issue refunds:
 - Process refund: Check this box to issue a refund (you can specify the refund amount).
 - Withdraw from event: Check this box to mark the participant as withdrawn (available even when not issuing a refund).
- To withdraw a participant without issuing a refund, leave “Withdraw from event” checked and uncheck “Process refund.”
- To issue a refund without withdrawing a participant, leave “Process refund” checked and uncheck “Withdraw from event.”



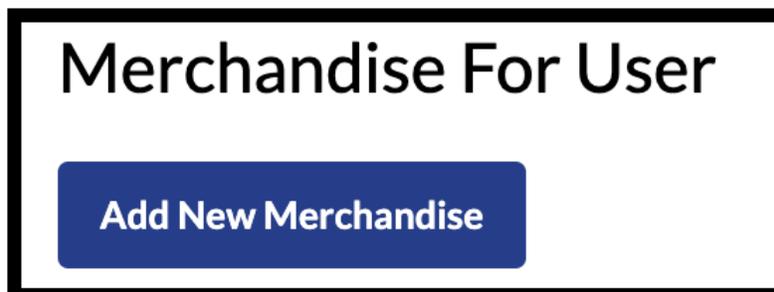
- Manage Series Settings or Generate Waivers
 - To manage overall series settings or generate waivers, navigate to the Competition Series Administrator Management section and select the Operations tab. From here, you can:
 - Manage Series Settings: Update key configuration options for your series, such as registration requirements, event rules, or visibility settings.

- **Generate Waivers:** Create or regenerate waivers for all events within the series to ensure participants have the correct, up-to-date documents associated with their registrations.



How to Sell an Add On Product

- An Add-On Product is an optional item that can be linked to your event or banquet. It's a great way to offer items like shirts, sweatshirts, hats, raffle tickets, or collect donations. If there's something you'd like to sell that isn't listed, please contact us at Support@adminskiracing.com, and we'll be happy to add it for you.
- Step 1: After creating your race or event, go to the Merchandise tab (T-shirt icon). Once there, click the blue Add New Merchandise button.



- Step 2: From this page, you can enter the item name, select the item type, link it to the appropriate event or banquet by typing the event name, set the price, and

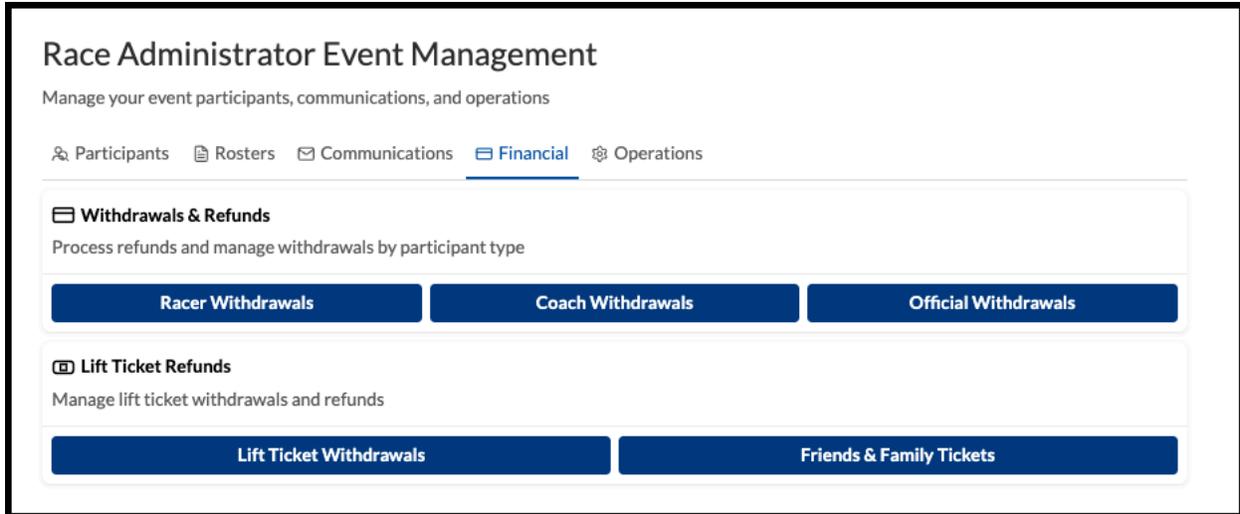
add a description. You can also upload a photo and, if applicable, include available sizes for the item.

- Payout
 - Since Add-On Products are separate from events, they are not included in race payout requests. You'll need to request payment for Add-Ons separately.
 - On the Merchandise tab, you'll see each item listed along with its total sales and cash-out balance. To edit an item, request a payout, or export a CSV file, click the dropdown arrow next to Edit.

How to Refund Participants

First, make sure your event is still open and not closed. Once an event is closed, the payment request is already in process, and any refunds will need to be handled separately.

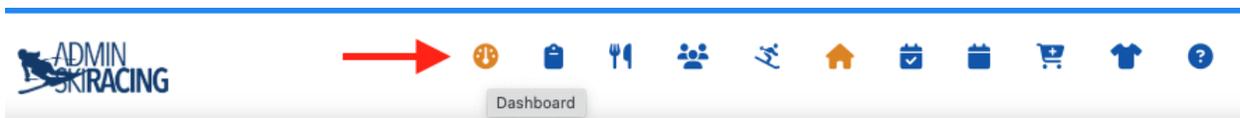
- Step 1: Go to your RA Dashboard and click on the Event Name
- Step 2: At the top of the page, locate the Race Administrator Event Management section.
- Step 3: Click the Financial tab.
- Step 4: Select the appropriate refund or withdrawal category — Racer, Coach, Official, or Lift Ticket.



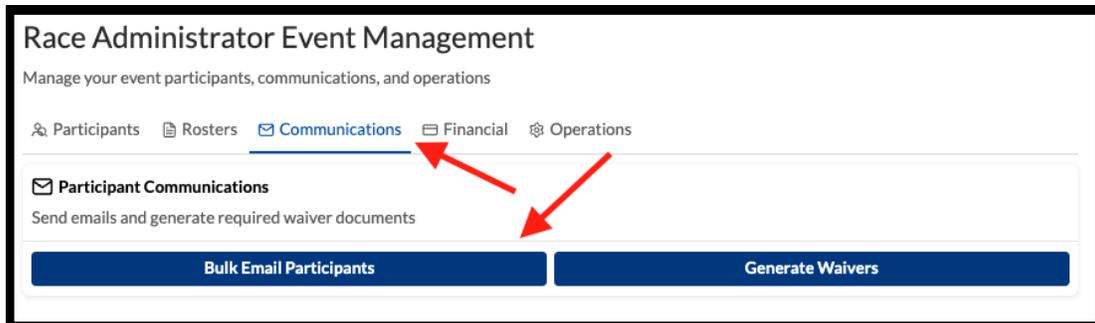
- Step 5: On the next page, you'll see a list of registrations. For a racer, you can issue either a full or partial refund:
 - Enter the amount you wish to refund.
 - Click the Process refund button to complete the transaction.
 - If you also need to withdraw the racer, click the Withdraw button after processing the refund.
 - **Note:** If you need a bulk refund, for a canceled event, please reach out to us directly. We will be able to do this for you.

How to Email Participants

- Step 1: Go to your RA Dashboard and click the Event link for your race.



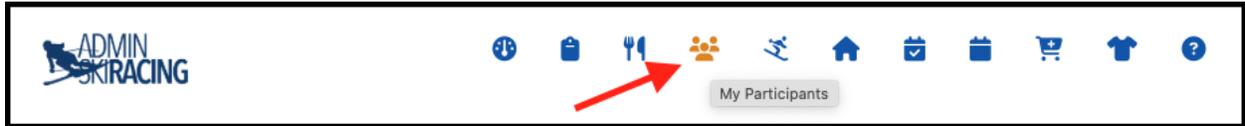
- Step 2: Open the Race Administrator Event Management tab and select the Communications tab.



- Step 3: To email participants, click the blue Bulk Email Participants button. On the next page, you'll see options to email Registered Racers, Registered Coaches, and Registered Officials. If you're sending a bulk email to all, make sure each group is checked off in the box to the left. Then, enter your email's subject and message body.
 - Tip: It's best to compose your message directly in the website's editor, rather than copying and pasting from another program (like Microsoft Word), to avoid formatting issues.
 - If you'd like to email specific participants instead of everyone, simply check their names in the left-hand column, create your message, and click the blue Email Participants button.
 - At the bottom of the page, you'll find any waitlisted participants — you can also email them separately if needed.
 - Please note: Emails are sent from do-not-reply@adminskiracing.com, which is an automated address. Recipients will not be able to reply directly, so be sure to include your contact information in the message if you expect responses.

How to Input a Waiver

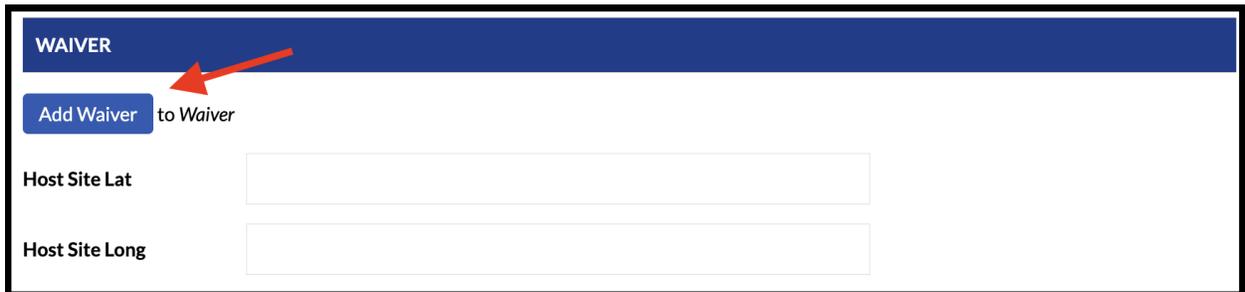
- Step 1: Navigate to your My Participants page.



- Step 2: Once there, scroll down to find Your Club Admin Status section. Click on the Edit button



- Step 3: Scroll down to the Add Waiver button.



- Step 4: Then, add your waiver name and choose the waiver behavior (electronic signature - pre-populated form, email to registrants, or external waiver).
 - Option 1: Electronic Signature
 - First, upload the waiver PDF file. Once the waiver is added, then select the blue "Setup waiver data points" button.

WAIVER

Waiver 3 Collapse

Waiver Name

Waiver Behavior Electronic Signature - Pre Populated Form ▼

Waiver Link

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

Waiver Document

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.

[Setup waiver data points](#)

- 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.

Waiver Wizard × Minimize Height (px): 500 Previous Page Next Page Page: 1 / 1 Zoom Out Zoom In

Marked Coordinates

[Insert selections into event form](#) [Clear All](#)

Page: 1, X: 77.68, Y: 107.19

Select Token:

Participant Name ▼

[Clear Token](#)

Page: 1, X: 85.31, Y: 140.65

Select Token:

Participant If 18+ or Guardian Signature ▼

11/18/24, 10:33 AM example-acc-club-waiver.html

Adminsports Club Waiver

You agree to be the best you can be

[Participant Name](#)

Name [Participant If 18+ or Guardian Signature](#)

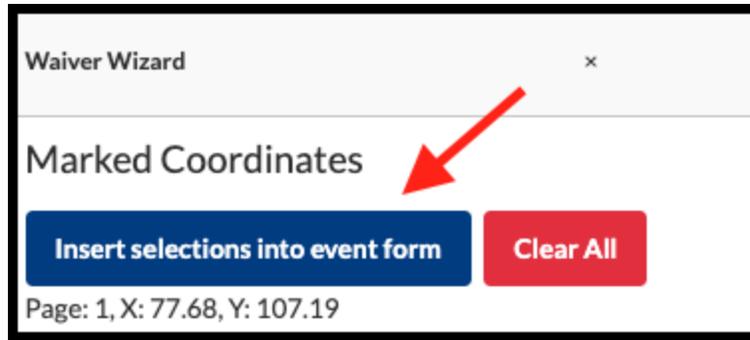
Signature [Current Date](#)

Date

WE ARE HERE! ×

[AdminSkillRacing Chat](#)

- Once all your data points are added, do not forget to select the blue "Insert selections into event form" button to save your data.



- When the data points are saved, you should see them populate on the page. If you are satisfied with the results, don't forget to hit the "Save" button at the bottom of the page.
- Tip: When setting up data points, you can zoom in if needed to place data points closer together. Always grab points from the farthest left side to drag and drop them around. Once a point is placed, you can set its label on the left, or remove it if needed. Once all your data points are placed, scroll up on the left and click "Insert selections into event form" to finalize your setup.
- If you plan to use this waiver for all your events, be sure to click on the Sign Once per Participant checkbox. This will allow the racer to only have to sign the waiver once, and not every time they register for an event. You will still have the ability to download the waiver for each event for that participant.
- Option 2: Email to Registrants
 - Upload the PDF waiver, and when a participant registers for the event, the waiver will be emailed to the primary email contact on file for that participant.

- Please note, we are unable to track the waivers that are emailed on our website.
- Option 3: External Link
 - Be sure to add the external URL in the Waiver Link text box.
 - Please note, we are unable to track the waivers that are signed via an external link.

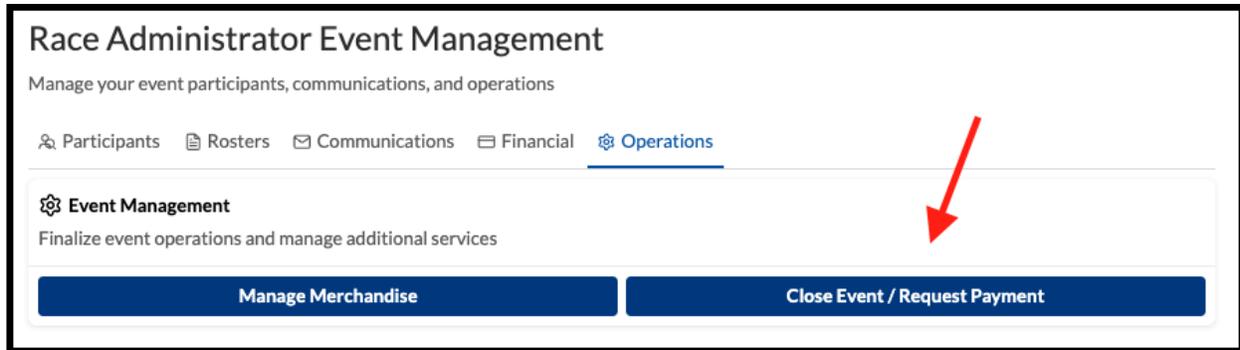
How to Close an Event and Submit a Head Tax Form

Before the race (if you are submitting head tax via AdminSkiRacing):

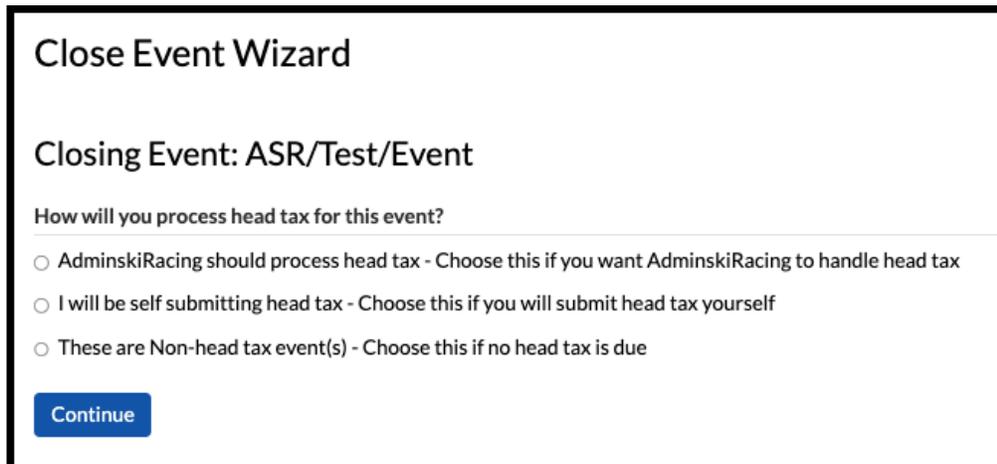
- When setting up a new race, you'll notice the option to add amounts for national, divisional, and regional Head Tax. This means we can automatically calculate and send out your Head Tax payment for this race, so you don't have to do it.
- For this feature to work, you will need to include your race's U.S Ski & Snowboard race codes to your event.
- If you did not do this before your race, no worries! You will have a chance when closing out the race.

After the race:

- Step 1: First, you must close your event. Navigate to your event details page, look for the Operations tab, and click Close Event / Request Payment.



- Step 2: On the next page, you will be asked how you would like head tax to be distributed.



- Option 1: ASR should process head tax
 - On the next page, verify that your head tax amounts are correct.
 - Click Continue to view the Head Tax Financial Summary.
 - If your data appears incorrect:
 - First, click the Refresh Data button.
 - If the issue persists, click Report a Discrepancy to contact U.S Ski & Snowboard for further reconciliation.

- You may also click Preview Head Tax Form to download an export.

Close Event Wizard

Closing Event: ASR/Test/Event

Provide the per-racer head tax amounts for ASR/Test/Event.
Totals will be calculated automatically based on racer counts from US Ski & Snowboard.

Divisional Head Tax \$

Regional Head Tax \$

USSS Head Tax \$

[Back](#) [Continue](#)

Closing Event: ASR/Test/Event

U.S. Ski & Snowboard Data

Confirm these figures match U.S. Ski & Snowboard. If anything looks off, click [Refresh data](#). Still off? [Report discrepancy](#) opens an email form to U.S. Ski & Snowboard race staff with this event's details.

[Refresh data](#) [Report discrepancy](#)

CODEX	U.S. SKI STARTS
A123	0
B456	0
Total	0

[Preview Head Tax Form](#)

Financial Summary

Gross Collections	55.00
Less Refunded	(0.00)
Net Collections	55.00
Head Tax	
Divisional Head Tax (6.00 / registration)	0.00
Regional Head Tax (8.00 / registration)	0.00
National Head Tax (12.00 / registration)	0.00
Total Head Tax	0.00
Total Chargebacks	0.00
Total for Club	\$55.00

Total Registrations: 0 per U.S. Ski & Snowboard

[Back](#) [Accept Reconciliation & Proceed](#)

- Option 2: I will be self-submitting my head tax.

- Option 3: This is a non-head tax event.
 - Both Option 2 and 3 follow the same process.
 - After selecting your option, proceed with closing the event and requesting payment.
- Step 3: If all data is correct, click Accept Reconciliation and Proceed to close out your event.