

# Event Entries and start time service requirements

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An entries and start time service for a major event needs to have most if not all of the following functions, however it is recognised that one software system may not carry out all the functions.

## Entries

### Set up

- Be easily customised by either the organiser or the provider.
- Allow for one person to enter multiple people from differing clubs & countries
- Manage to have age class entry as well as other types of course within the same entry action – ie colour coded, age class & age class A,B,S, L & E.
- Allow club relay entry and on-line team declaration (including identifying course lap allocation for ad hoc classes).
- Allow for different course combinations across multiple days.

### Changes

- Allow entrants to return and change data, add, amend, & delete up until the closing date.
- Allow changes by the organiser – add extra courses, change course / class combinations.
- Allow entry by organiser of changes & paper entry details.

### Finances & membership

- Take payment from entrants via credit or debit cards securely.
- Make refunds for cancellations before closing date.
- Check entrants status for membership & age class correct for any restrictions on courses re U or O16.
- Financial reconciliation to organisers.
- Staged payment dates to allow cash flow projections for organisers.

### Admin/Misc

- Allow entrants to specify start times, split times, start preferences & other notes.
- Email facility to all entrants.
- Email confirmation of entry
- Email & phone support to organisers & entrants

### Start times

#### Allocate start times to courses taking into account:

- Split times & preferences for start block.

- Top 20 in each age class from the ranking list are seeded and should be 4 mins apart.
- Add in vacant slots
- Allow for dummy entrants
- Accept manual start time allocation for certain classes or persons
- Allow for manual changes.
- Be able to incorporate other restrictions that may be specified by the organisers (such as club start blocks, separation of runners from the same club by set time intervals).

### **Misc**

- Allow entrants to search entry list by names, club, course & class.
- Allow Organiser/planner to obtain data on course & class numbers & other management info.
- Online display of entries & start times.