Event Entries and start time service requirements

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.