

Running Registration

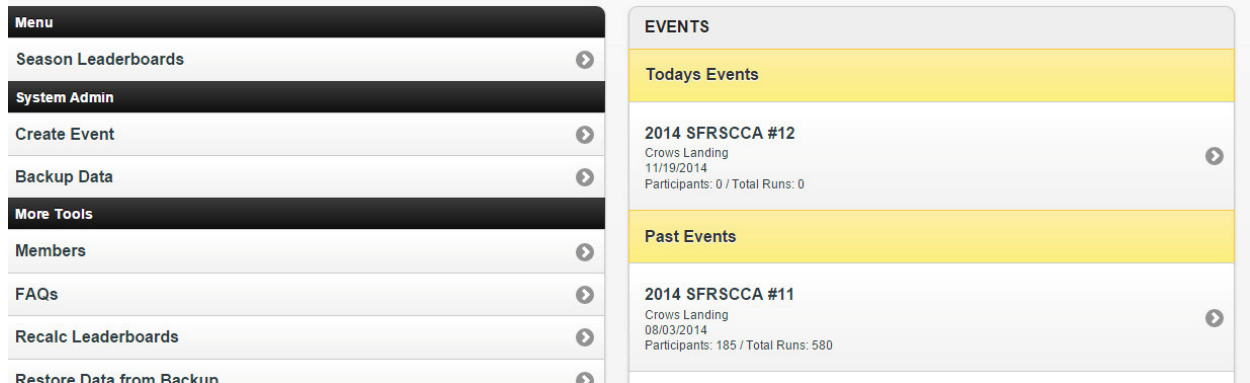
By Isaac Acks

Axtime Ver: 2.0.3

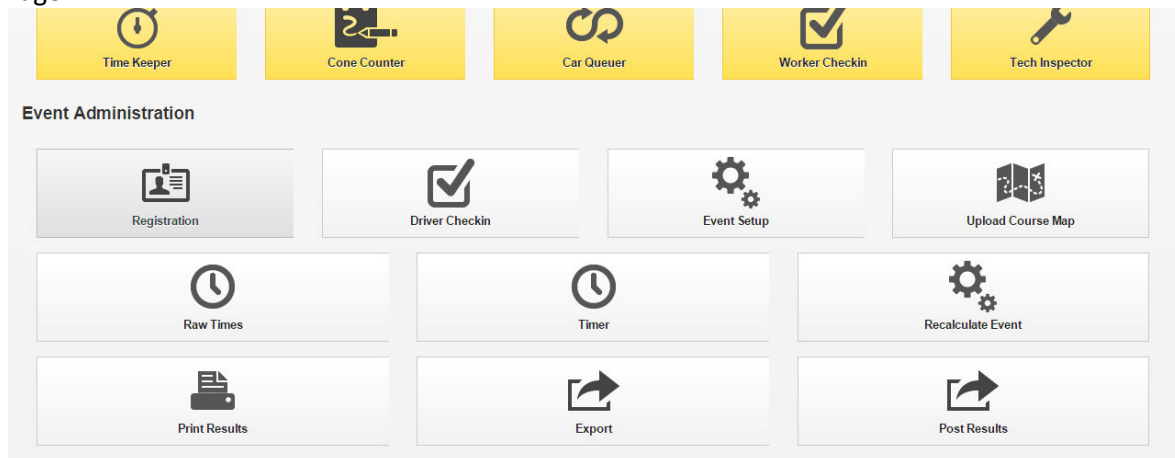
Doc Ver: 2.0

0. Open the Chrome browser, and go to <http://axtime-sys.sfrscca>, 192.168.1.111, or whatever IP the Time Keeper laptop is.

1. On the home page, click on today's event.



2. Log in as Event Admin or Registrar. Event Admin preferred. You'll be brought here to the Main Event Page:

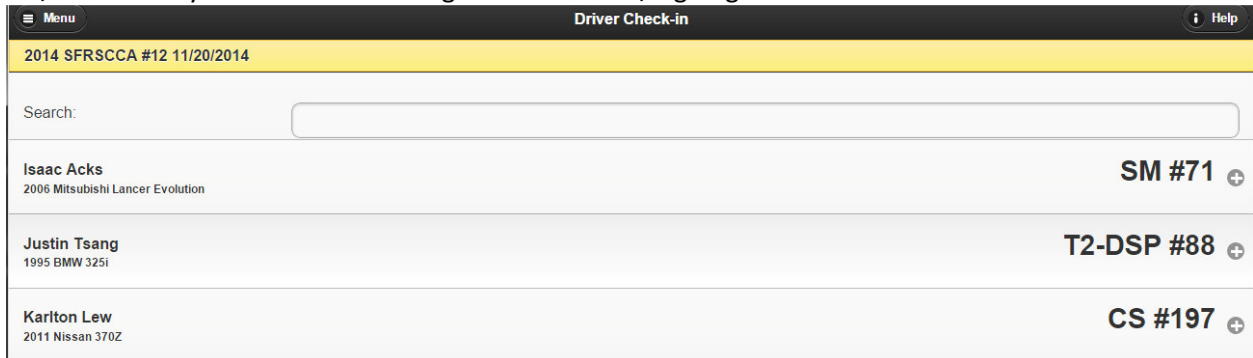


We're going to split the document here for the use cases:

- A. Checking in someone who pre-registered
- B. Registering someone who's run with us
- C. Registering a new person
- D. Modifying someone's entry on-site

A. Checking In Someone Who Pre-Registered

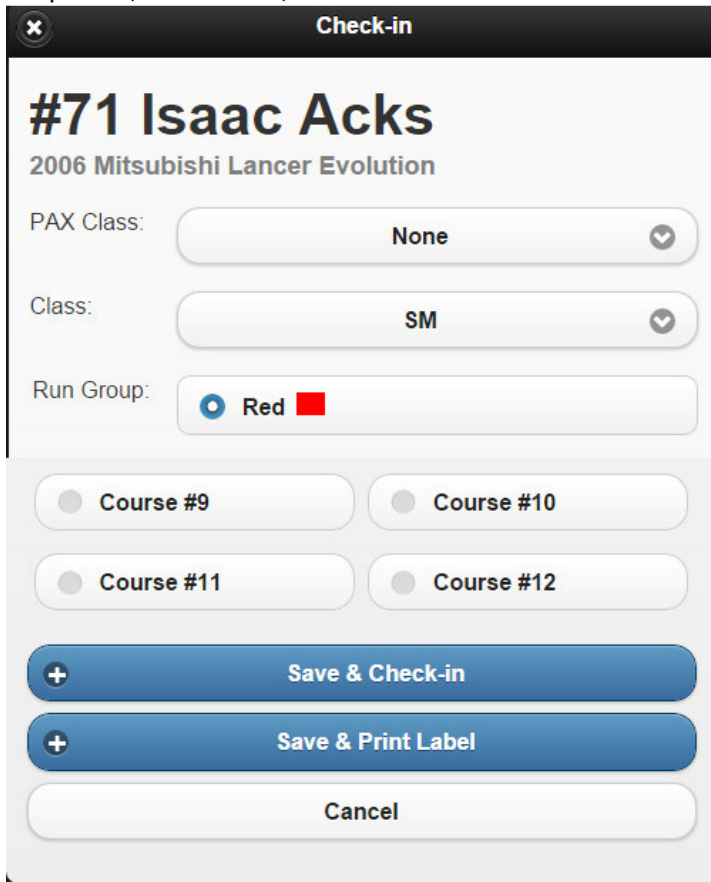
1. From the Main Event Page click “Driver Check-In”. OR right-mouse click it and open it in a new tab/window so you can do normal reg and check-in w/o going back and forth on one screen.



The screenshot shows the 'Driver Check-In' window. At the top, there's a header with 'Menu' and 'Help' icons. Below the header, a yellow bar displays '2014 SFRSCCA #12 11/20/2014'. A search bar is present. The main area lists three drivers:

Driver Name	Vehicle	Class
Isaac Acks	2006 Mitsubishi Lancer Evolution	SM #71
Justin Tsang	1995 BMW 325i	T2-DSP #88
Karlton Lew	2011 Nissan 370Z	CS #197

2. Click on the person not checked in (He/she will be white if not checked in and blue if they are). Click the person, scroll down, and click “Save and Check-In” or “Save and Print Label”.



The screenshot shows the 'Check-in' modal for Isaac Acks. The header has a close button and the title 'Check-in'. The main content displays the driver's name and vehicle:

#71 Isaac Acks
2006 Mitsubishi Lancer Evolution

Below this, there are three dropdown menus:

- PAX Class: None
- Class: SM
- Run Group: Red (with a red flag icon)

At the bottom, there are four radio buttons for course selection:

- Course #9
- Course #10
- Course #11
- Course #12

At the very bottom, there are three buttons:

- Save & Check-in
- Save & Print Label
- Cancel

3. Person should now be blue. Hand them the label if you printed it.

Mack Tsang 2013 Subaru BRZ	X-STX #188 +
Megan Anderson 2006 Mazda RX-8	CS #76 +
Isaac Acks 2006 Mitsubishi Lancer Evolution	SM #71 +

B. Registering someone who's run with us

1. From the Main Event Page click Registration and you'll end up here:

Menu Registration Help

2014 SFRSCCA #12 11/20/2014

Lookup New Import

Assign Run Groups by Class

Participants (0)

Sort By

Car # Name Run Group

Filters:

Checked In Not Checked In Paid Not Paid Techd Not Techd Red

Filter items...

Isaac Acks
2006 Mitsubishi Lancer Evolution
NOT PAID

71

SM
Checked In

2. Click the “Lookup” button to bring up this screen:

Member Lookup

Dan|

Daniel Adams
Member: 111 NS-STX 7

Andrew Avendano
Member: 11 NS-STX 121

Daniel Bibyk
Member: 11 NS-DS 10

3. Begin typing the person's name. When you see the correct person, click on them to bring up their reg screen:

The screenshot shows a 'Create Participant' form with the following fields and options:

- First Name:** Dan
- Last Name:** Pellow
- Member Number/ID:** 348888
- Email:** Email Address
- Car Number:** 174
- Cars:** Select One or Input Below (dropdown menu)
- Car Year:** Car Year
- Car Make:** Car Make
- Car Model:** Car Model
- Car Color:** Car Color
- PAX Class:** None
- Class:** OSP
- Run Group:** Red (with a red square icon)
- System Role:** No Role, Just having fun (selected), Event Admin, Time Keeper, Cone Counter, Car Queuer, Registrar
- Paid?:** Nope
- Check In?:** Nope
- Retroactive?:** Apply to existing runs

At the bottom, there are two buttons: 'Save Driver' (blue) and 'Cancel' (black).

4. Make sure the right car, class, and number are there. Do *NOT* change the Car Number or the Class! If he/she wants to change those, you need to cancel, go back to the main registration screen, and create a new entry. The only exception is if the person is in a Pax Class like T2 or X. Then they can change the main class. Ex: T2-OSP 174 is okay to change to T2-STX 174.

5. Slide the "Check In?" switch to "Yep".

6. Click "Save and Print Label".

C. Registering a new person

1. From the Main Event Page click Registration and you'll end up here:

The screenshot shows the 'Registration' page for the 2014 SFRSCCA #12 event on 11/20/2014. At the top, there's a 'Menu' button and a 'Help' icon. Below the header, there are three main buttons: 'Lookup' (with a magnifying glass icon), 'New' (with a plus icon), and 'Import' (with a download icon). A blue bar below these buttons says 'Assign Run Groups by Class'. The main section is titled 'Participants (0)'. Below this, there's a 'Sort By' section with buttons for 'Car #', 'Name', and 'Run Group'. A 'Filters' section includes buttons for 'Checked In', 'Not Checked In', 'Paid', 'Not Paid', 'Techd', 'Not Techd', and a red square icon labeled 'Red'. A search bar labeled 'Filter items...' is also present. At the bottom, there's a summary for 'Isaac Acks' with details: '2006 Mitsubishi Lancer Evolution', 'NOT PAID', and a large '71' indicating the SM number. A status indicator shows 'SM Checked In'.

2. Click the “New” button to bringup this screen:

The 'Create New Participant' form has several input fields and dropdown menus. On the left, there are fields for 'First Name', 'Last Name', 'Member Number/ID', 'Email', 'Car Number', and 'Car Year'. On the right, there are dropdowns for 'PAX Class' (set to 'None'), 'Class' (set to 'SELECT CLASS'), and 'Run Group' (set to 'Red'). Below these, there's a 'System Role' section with radio buttons for 'No Role, Just having fun' (selected), 'Event Admin', and 'Time Keeper'.

3. Enter all the user data. You don't need email. For member number, make one up if they're not a member. If you don't enter one it won't save their info for future events.

4. Slide the “Check-In” switch to “Yep”.

5. Click “Save and Print Label”. If the car Class and Number are already in use, you'll get a warning message and need to choose a new number. If that Class and Number are free then you won't see this message box.

Here's what happens when someone tries to use SM-71, which is already in use.

The error message box has a title bar that says 'Error Saving Info'. The message text reads: 'Isaac Acks is already registered for this event with SM #71. Please choose a different number.'

D. Modifying someone's entry on-site

Note: Almost everything is okay to modify. You may not change someone's car number ever. You also may not change the class unless you're modifying someone in a pax class. For Ex: T2-SM 8 is okay to change to T2-CS 8.

If you need to change the car number, you need to make a brand new entry. So go to section C of this document. If you don't, the person will lose ownership of that particular class/number combo.

1. If the person already registered and needs something changed, click in the filter box and begin typing the name. Then click the person's name to bring up the registration window. Otherwise click the "Lookup" button. Begin typing in the box to find the person and click his/her name.

Already reg'd:

Tsa			
Justin Tsang 1995 BMW 325i NOT PAID	88	T2-DSP NOT Checked In	
Mack Tsang 2013 Subaru BRZ NOT PAID	188	X-STX NOT Checked In	

Did not reg yet:

Member Lookup			
Dan			
Daniel Adams Member: 111	NS-STX 7		➔
Andrew Avendano Member: 11	NS-STX 121		➔
Daniel Bibyk Member: 11	NS-DS 10		➔

2. You'll get to this screen. Modify the pertinent information, slide "Check In?" to "Yep", and click "Save and Print Label".

Create Participant

First Name:

 Dan

PAX Class:

None

Last Name:

 Pellow

Class:

OSP

Member Number/ID:

 34888

Run Group:

Red

Email:

 Email Address

System Role:

No Role, Just having fun

Car Number:

 174

Cars:

Select One or Input Below

Car Year:

 Car Year

Car Make:

 Car Make

Car Model:

 Car Model

Car Color:

 Car Color

Paid?:

Nope

Check In?:

Nope

Retroactive?

☐ Apply to existing runs

Save Driver

Cancel