

## NEW EVENTS INSTRUCTIONS

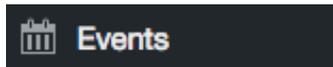
To upload your event(s) to the Triathlon Scotland website, visit

[www.triathlonscotland.org/admin](http://www.triathlonscotland.org/admin)

Enter your username and password. If you have forgotten your username or password, please contact [morvenfountain@triathlonscotland.org](mailto:morvenfountain@triathlonscotland.org) for assistance.

## ADDING AN EVENT

To add your event(s), select



If your events have previously been listed on the Triathlon Scotland website, you should see a list of these here.

Click . There is also an option to 'duplicate' this year's listing. **Please ensure you are creating a new listing i.e. do not 'edit' a past listing.**

Give your event a title:



Add New Event  
Kinross Triathlon

## EVENT LINKS

Here is where you should add the event links to take people to your event website, and crucially where to sign up e.g. EntryCentral / Active etc

When you add the address you don't need to include the http:// at the start of the web address.



Event Details

Website URL: http://

Event Signup URL:

http://

## COMPETITOR NOTES

If you have a PDF file, you can upload your competitor notes here so that your participants can find out essential information about your race.

Once you have selected a file from your computer you will see the name of the file appear to the right of the Browse button.

Competitor Notes (PDF File)

URL

Upload Files

Choose File no file selected

## EVENT DESCRIPTION

In the next box add a little description about your event. This is your chance to tell us all about your race, what makes it special, and why everyone should enter your event! This is the first thing people will see when Triathlon Scotland share your event on social media so make sure you get the information you wish across.

Event Description

Tell us a short paragraph about your event

## EVENT EXPERIENCE

Here you have the option to upload a YouTube video of your event. To add a video link go to your video on YouTube and copy the last piece of text after the = sign in the web address bar.

[https://www.youtube.com/watch?v=wL\\_quxxCPGc](https://www.youtube.com/watch?v=wL_quxxCPGc)

Paste this into the Video Link box.

Event Experience

Video Link:

wL\_quxxCPGc

## EVENT TIMES AND LOCATION

Give your event a date and select the check box that it is an 'all day' event. You do not need to add times or an end date as these will not be displayed on the website.

Times & Location

Start Date/Time:

03-10-2016

Go to the Venue box and click on the arrow and select a venue from the list.

Venue:

No Venue

Aberdeen University Aquatics Centre

You can also start typing the venue name into the box and suggestions will appear.



A search box containing the text "Dollan" with a dropdown menu open below it. The dropdown menu lists three options: "No Venue", "Dollan Aqaua Centre", and "Brouster Hill, East Kilbride, G74 1AF".

## CONTACT DETAILS

Enter the event contact details into the appropriate boxes as below:



A form titled "Contact Details" with four input fields. The fields are labeled "Organiser", "Name", "Email", and "Phone:". The values entered are "OurClub", "John Smith", "john@smith.com", and "012345978" respectively.

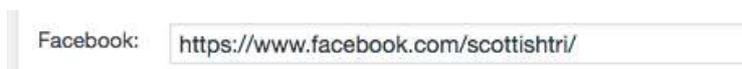
## FACEBOOK AND TWITTER

The Facebook link is the web address of the facebook page associated with this event.

For example this is the Triathlon Scotland facebook web address:



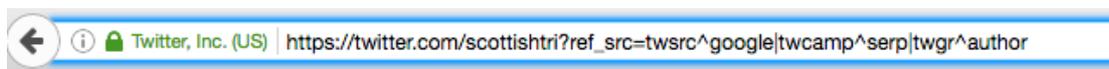
Copy the address from the web address bar into the Facebook box keeping the https://



A form labeled "Facebook:" with an input field containing the URL "https://www.facebook.com/scottishtri/".

The Twitter link is the web address of the Twitter page associated with this event.

For example this is the Triathlon Scotland Twitter page address:



Copy the address from the web address bar into the Twitter box keeping the https://



A form labeled "Twitter:" with an input field containing the URL "https://twitter.com/scottishtri?ref\_src=twsrc%5Egoogle".

The frontend of the website won't display the full address, but will display links like this:

[Facebook - Like Us](#)

[Twitter - Follow Us](#)

Now scroll back up to the top of the page and turn your attention to the right-hand side of the screen where there are a number of further information boxes.

## AGE GROUPS

Tick the boxes required (more than one can be selected).

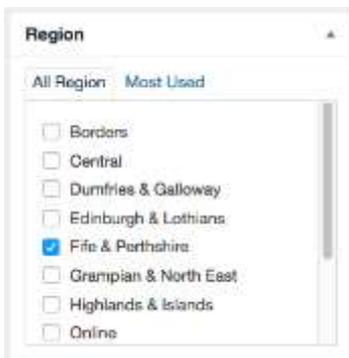


The screenshot shows a selection box titled "Age Groups" with a dropdown arrow. It has two tabs: "All Age Groups" and "Most Used". Below the tabs is a list of four age groups, each with a checkbox:

- Adult (20+)
- Junior (17-19)
- Youth (13-16)
- Youth (8-16)

## REGION

Tick the box required.

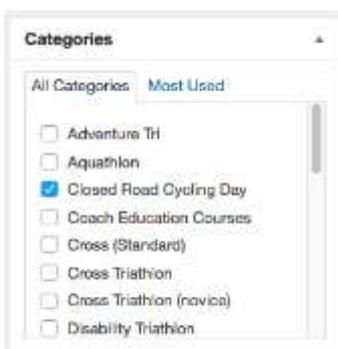


The screenshot shows a selection box titled "Region" with a dropdown arrow. It has two tabs: "All Region" and "Most Used". Below the tabs is a list of eight regions, each with a checkbox:

- Borders
- Central
- Dumfries & Galloway
- Edinburgh & Lothians
- Fife & Perthshire
- Grampian & North East
- Highlands & Islands
- Online

## CATEGORIES

Tick the required categories (more than one can be selected).

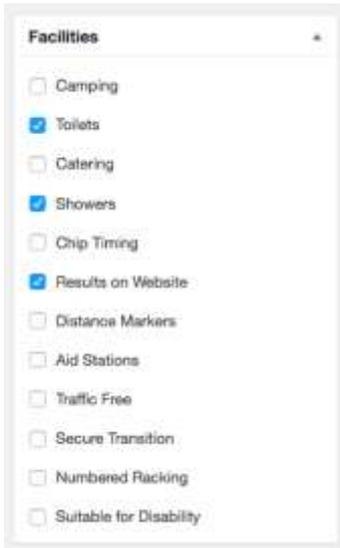


The screenshot shows a selection box titled "Categories" with a dropdown arrow. It has two tabs: "All Categories" and "Most Used". Below the tabs is a list of eight categories, each with a checkbox:

- Adventure Tri
- Aquathlon
- Closed Road Cycling Day
- Coach Education Courses
- Cross (Standard)
- Cross Triathlon
- Cross Triathlon (novice)
- Disability Triathlon

## FACILITIES

Tick the available facilities for this event (more than one can be selected).



A form titled "Facilities" with a list of options, each with a checkbox. The checked options are Toilets, Showers, and Results on Website.

- Camping
- Toilets
- Catering
- Showers
- Chip Timing
- Results on Website
- Distance Markers
- Aid Stations
- Traffic Free
- Secure Transition
- Numbered Racking
- Suitable for Disability

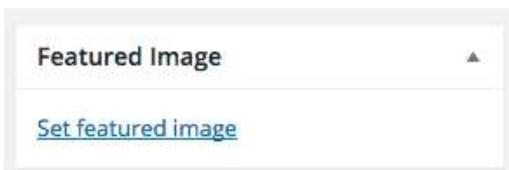
The facilities will be displayed on the website like so:

### Event Facilities

▶ Toilets                      ▶ Showers                      ▶ Results on Website

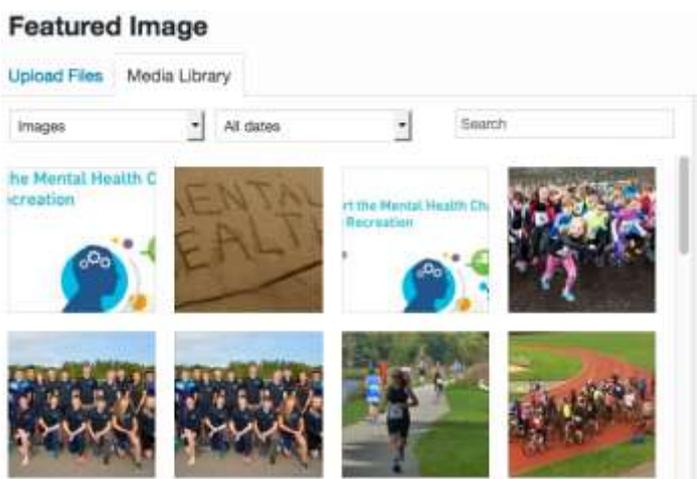
### FEATURED IMAGE

To add a featured image to your event, go to the Featured Image box on the right hand side of the screen and click on Set featured image. This image will be shared alongside the event link on Triathlon Scotland social media. This could be a photo from a previous event, a photo of the location, or even your club or event logo.



A box titled "Featured Image" with a small upward arrow icon. Below the title is a blue link that says "Set featured image".

This will open a box showing you images that have already been uploaded to the site.



A gallery titled "Featured Image" with two tabs: "Upload Files" and "Media Library". Below the tabs are filters for "Images", "All dates", and a search box. The gallery displays a grid of eight images: a logo for "The Mental Health C...", a photo of a person holding a sign that says "MENTAL HEALTH", another logo for "The Mental Health Ch Recreation", a group of people in colorful costumes, a group of people in blue athletic gear, a person running on a path, and a group of people on a red track.

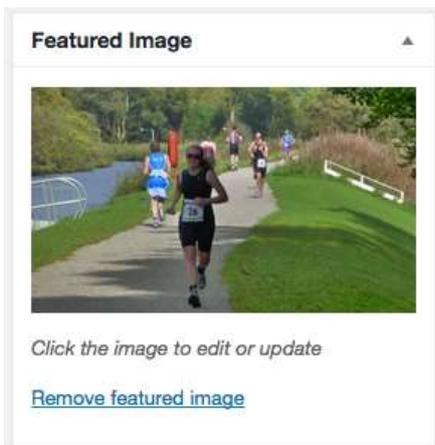
To upload a new image, click on **Upload Files** on the top left.



Click on [Upload Files](#) or drag files onto this screen from your computer.

Ideally, you should upload an image that is around 840px wide, or edit the image in the image editor.

Once uploaded you should see your chosen image in the featured image box. To remove it click on remove featured image.



## SAVE EVENT

To save your changes click on Submit for Review. An email will then be sent to Triathlon Scotland notifying them of the new event, they will review, and then approve.

When approved, the event will show in our event search functions.

You will see a notification appear. If you want to see what your new event looks like click on Preview event and check the information that you have entered.



You can also click on the Preview button in the Publish box on the right hand side of the screen.

