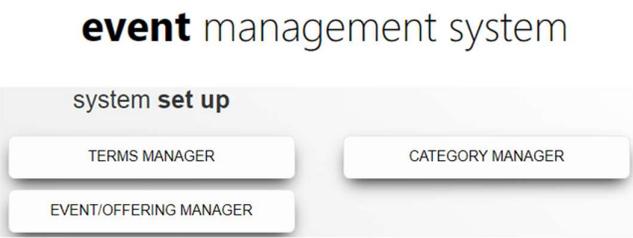
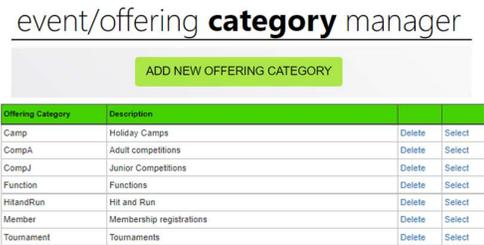


Administrator Functions – Event Administration

<p>Go to booking page</p>	<p>http://xyztennis.tennisbcs.com.au</p>																																
<p>In the bottom RHS of the screen (Footer pane) - Click Login</p>																																	
<p>Login screen appears Enter your Administrator credentials - Click Log in</p>																																	
<p>In the Footer pane - Click EVENTS</p>																																	
<p>EVENT CREATION & SCHEDULING</p>																																	
<p>event management system screen appears</p> <p>TERMS and CATEGORY MANAGER are reviewed prior to establishing your centre’s main calendar of events. Generally this is a yearly task.</p> <p>New TERMS are created to run through the new year. New offerings are setup within an existing Category and Term.</p>																																	
<p>event/offering category manager</p> <p>At the highest level, categories describe regularly recurring event types.</p> <p>The records shown are the categories your Centre has chosen to regularly offer players.</p> <p>Maintain existing records - Select or Delete</p>	 <table border="1" data-bbox="889 1115 1373 1255"> <thead> <tr> <th>Offering Category</th> <th>Description</th> <th>Delete</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Camp</td> <td>Holiday Camps</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>CompA</td> <td>Adult competitions</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>CompJ</td> <td>Junior Competitions</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>Function</td> <td>Functions</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>HitandRun</td> <td>Hit and Run</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>Member</td> <td>Membership registrations</td> <td>Delete</td> <td>Select</td> </tr> <tr> <td>Tournament</td> <td>Tournaments</td> <td>Delete</td> <td>Select</td> </tr> </tbody> </table>	Offering Category	Description	Delete	Select	Camp	Holiday Camps	Delete	Select	CompA	Adult competitions	Delete	Select	CompJ	Junior Competitions	Delete	Select	Function	Functions	Delete	Select	HitandRun	Hit and Run	Delete	Select	Member	Membership registrations	Delete	Select	Tournament	Tournaments	Delete	Select
Offering Category	Description	Delete	Select																														
Camp	Holiday Camps	Delete	Select																														
CompA	Adult competitions	Delete	Select																														
CompJ	Junior Competitions	Delete	Select																														
Function	Functions	Delete	Select																														
HitandRun	Hit and Run	Delete	Select																														
Member	Membership registrations	Delete	Select																														
Tournament	Tournaments	Delete	Select																														
<p>ADD NEW OFFERING CATEGORY</p> <p>New categories can be created within a predefined, system list of category types. Should you require an additional category not listed here, talk to BCS.</p> <ul style="list-style-type: none"> - Select ADD NEW OFFERING CATEGORY - Select new category from Category type list - Complete details, particularly <ul style="list-style-type: none"> - Category description - Confirmation message - ENTER RECORD 	<p>Category Type: <input type="text" value="(select category)"/></p> <ul style="list-style-type: none"> Coach Camp Tournament CompJ CompA Tour Member Function Special School Social 																																
<p>terms definition and maintenance screen</p> <p>Terms describe an overall period in which events run</p> <p>Maintain terms by adding new terms for each new year</p>																																	

- **ADD NEW TERM**
- **Add Description**
- **Add Start Date**
 - Start Date initiates when events will display on your web page (if connected)
- **ENTER NEW RECORD**

Term:

Description:

Start Date:

EVENT MANAGEMENT

In the Footer pane

- Click **EVENTS**



PLAYER REPORTS



Registration Detail

- Select **Category** and **Term**
- Enter **From** and **To** dates
 - dates apply to the event's run date and not to the date that players registered
- Select **PRODUCE REPORT**



PLAYER DETAILS

Maintain player registrations or add a new registration, within a category and term

- Enter details as shown
- [ADD NEW REGISTRATION](#) or
- [Delete](#) player registrations from grid or
- [Select](#) an existing record from grid to adjust
 - eg., additional comments added
 - contact details changed
 - changes are for one registration record only



ID	Player Name	Category	Term	Registration Date	Registration Description	Amount	Registration Status	Purchase Code	Phone	Mobile
275300	Edy	HitandRun	21T4	18/10/2021	HitandRun - Monday morning Open Doubles (Member) - 9:30-11:30 am	12	0	2016/0021	21T4	6294876136

player entry shortcut

Players register for events by linking to a specific web page. Those pages are available for you to edit here.

Page links are made available to players on your website & or other Socials.

Event links can auto populate a BCS web page based on **Start Registration Date** and **Last Registration Date**

- [HOLIDAY CAMPS](#)
- [ADULT COMPETITIONS](#)
- [JUNIOR COMPETITIONS](#)
- [FUNCTIONS](#)
- [HIT AND RUN](#)
- [MEMBERSHIP REGISTRATIONS](#)
- [TOURNAMENTS](#)

UPCOMING EVENTS

1/11/2021	2021 CV Doubles Cup	More...
1/11/2021	2021 CV Singles Cup	More...
6/11/2021	Saturday Junior Round Robin T4	More...

- Select a shortcut
- [Edit Content](#)
- [Save Changes](#)

Terms & Conditions

COVID

- o "Hit & Run" events are for FULLY VACCINATED members and guests only. By completing a registration form you acknowledge you are able to produce certification if required whilst at the Tennis Venues and agree to abide by the current NSW Health Public Health Orders imposed at the time of play.

REGISTER & PAY

- o Registrations for morning competitions close 2 days **PRIOR** to the event.
- o Registrations for evening competitions close 1 day **PRIOR** to the event.
- o Registrations will only be accepted with full payment.

Competition Fees: