



Event Creation Cheat Sheet

Below is a list of all the information you will need to setup your organization and first event.

Organizer Information

This is the information that we will use to send your organization your registration fees.

The payout option is set to check by default, but you can choose Direct Deposit to receive your money a few days faster

- Organizer Name
- Mailing Address
- Phone Number
- Payee Name
- Payout Type

Event Information

Step 1: Details

Inform your participants of the specifics of your event

- Event Name
- Start Date
- Event Location
- Event Address

Step 2: Registration

Plan out how long your online registration will be available and create the different divisions of your event (5K, 10K, Half Marathon, etc.)

- Opens on date
- Closes on date
- Categories
- Participant Limits

Step 3: Pricing

Indicate how much you would like to charge for your event and how this charge will appear on your participants' billing statement.

- Billing Name
- Category Pricing & Fees

Step 4: Form Designer

Create your actual registration form to collect pertinent participant

- All events have required basic questions
- Customize your event with additional questions

Step 5: Finish

You're Done!

Questions?

Contact us for help **1 (866) 972-2348**

Set up a demo today!

Our sales team would be happy to give you a demo of our platform.

Talk to an expert