

ASSIGN BIB NUMBERS

To assign bib numbers within the event database, we have included some basic instructions below:

UPDATE BIB NUMBER FOR INDIVIDUAL REGISTRANT :

- (1) Login with coordinator account
- (2) Select "View My Events"
- (3) Select the number next to the race name
- (4) Search for participant within "Entire Event" using event database search features
- (5) Select the participant you wish to edit by clicking on participants name
- (6) Update BIB number field within registration data and click "Save & Exit"
- (7) Update the participants notes to indicate changes

NOTE: When changing a bib number to a new number be sure to update participant notes to indicate both old and new bib numbers.

ASSIGN BIB NUMBERS FOR ENTIRE RACE/EVENT:

- (1) Login with coordinator account
- (2) Select "View My Events"
- (3) Select the number next to the race name
- (4) Select "Bib Assignment" link
- (5) Select the Bib Assignment options as appropriate

Contact AllSportCentral if you have any questions about services or event day preparation.

REVIEW NEW COORDINATOR HELP AREA:

<http://www.allsportcentral.com/content.cfm?ContentID=46>

REVIEW NEW COORDINATOR FAQs AREA:

<http://www.allsportcentral.com/content.cfm?ContentID=24>

ALLSPORTCENTRAL CONTACT INFORMATION:

<http://www.allsportcentral.com/feedback.cfm>

We would be happy to help out..

Steve

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Registration. Results. Relax.

<http://www.AllSportCentral.com>