

## EVENT UPDATES

By using the information below you should be able to login using your AllSportCentral Network coordinator account, update your event listing, enter offline registrants, upload ad banners, monitor online reports and enable online services if you choose. We have included links below that should help you with this process:

### EVENT SETUP & LOGIN:

<http://www.allsportcentral.com/ec/addCoordinator.cfm>

### FORGOT PASSWORD:

<http://www.allsportcentral.com/forgotpass/forgotPassword.cfm>

- (1) Login using Coordinator Account
- (2) Select View My Events
- (3) Select Desired Event to Update form Drop Down list
- (4) Click on underlined event name
- (5) Update event information and select continue to go to the races panel
- (6) Select edit next to the race you wish to edit (dates, prices, age groups, etc..)
- (7) Continue updating race info until complete
- (8) Continue to Online Services section and select desired services
- (9) Continue to Online Merchandise area to update information on meals, chips, apparel and more.
- (10) Select Continue when completed then "Done" this should return you to "My Events"
- (11) Congratulations!!

### EVENT LISTING & COORDINATOR HELP AREA:

[http://www.allsportcentral.com/help/help\\_coordinators.cfm](http://www.allsportcentral.com/help/help_coordinators.cfm)

If you have any other questions contact [CustomerService@AllSportCentral.com](mailto:CustomerService@AllSportCentral.com) at 605 331 0030.

We would be happy to help out..

Steve  
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Registration. Results. Relax.  
<http://www.AllSportCentral.com>

A Monumental Challenge..  
<http://www.MtRushmoreMarathon.com>