

## UNSUBSCRIBE-EVENT UPDATES

To edit online/offline registrations already in the event database, we have included some basic instructions below:

### UNSUBSCRIBE FEATURE:

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

### EVENT DATABASE PARTICIPANT DATA UPDATES:

(1) Login with coordinator account

### COORDINATOR LOGIN & SETUP:

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

(2) Select "View My Events"

(3) Select the number next to the race name

(4) Navigate to the proper race/division by using the available drop down lists

(5) Search for the participant(s) name using the available fields and drop down lists or sort thru the list by clicking on the column headers to sort the database by which ever column header you click

(6) Click on the participants name within the event database to update their information or add notes

(7) Update the participants data and update notes at bottom with the reason for the change and the name of the event staff how made the update (subscribe/unsubscribe to event updates from coordinator)

You can also visit the Coordinator Help area and download and watch the Event Database Overview video for additional pointers.

### EVENT DATABASE OVERVIEW HELP VIDEOS:

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

Contact [CustomerService@AllSportCentral.com](mailto:CustomerService@AllSportCentral.com) at 605 331 0030 if you have any questions. We would be happy to help out..

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