

#### UPDATE REGISTRATION TIPS

To update existing online/offline registrations within the event database, we have included some basic instructions below:

#### UPDATE REGISTRATIONS:

- (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) Make necessary edits within registration data in the proper fields and click "Save & Exit"
- (7) Click on the participants name within the event database to update their information or add notes

NOTE: When moving someone from an individual event to a team event with sub-categories you may need to first move them to the team hit submit then go back in to edit and put them in the sub-category.

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..

Steve  
AllSportCentral  
(tel) 605 331 0030  
(fax) 605 338 2768  
[CustomerService@AllSportCentral.com](mailto:CustomerService@AllSportCentral.com)

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