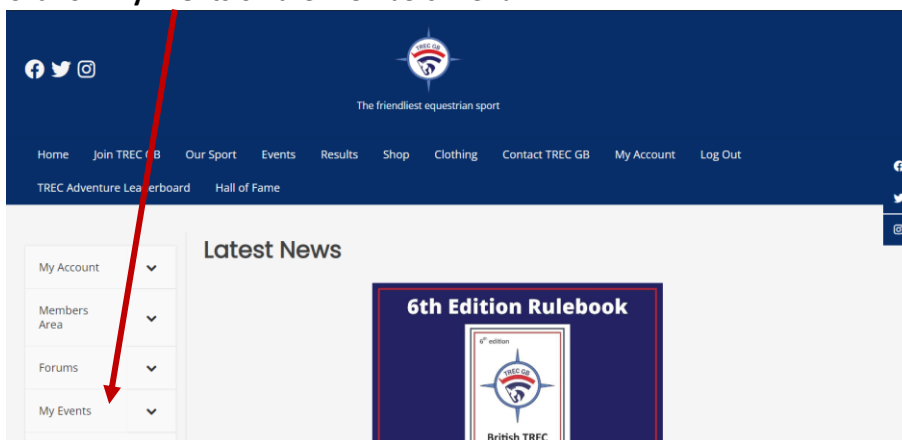


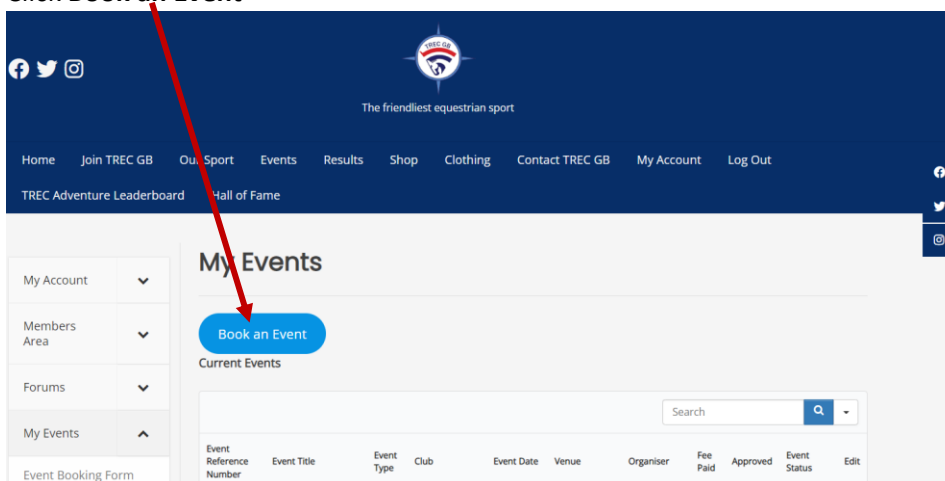


How to Book an Event on the TREC GB Website

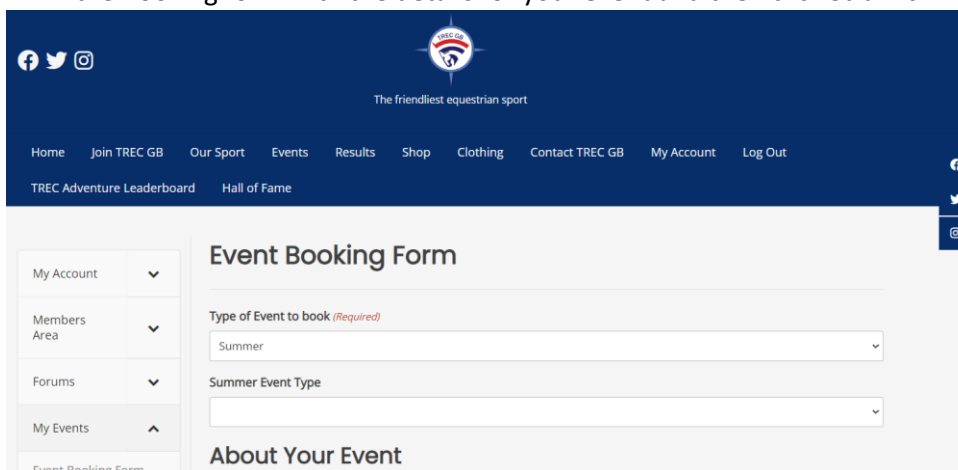
1. Log in to the TREC GB Website
2. Click on **My Events** on the Members Menu



3. Click **Book an Event**



4. Fill in the Booking form with the details for your event and then click **Submit**



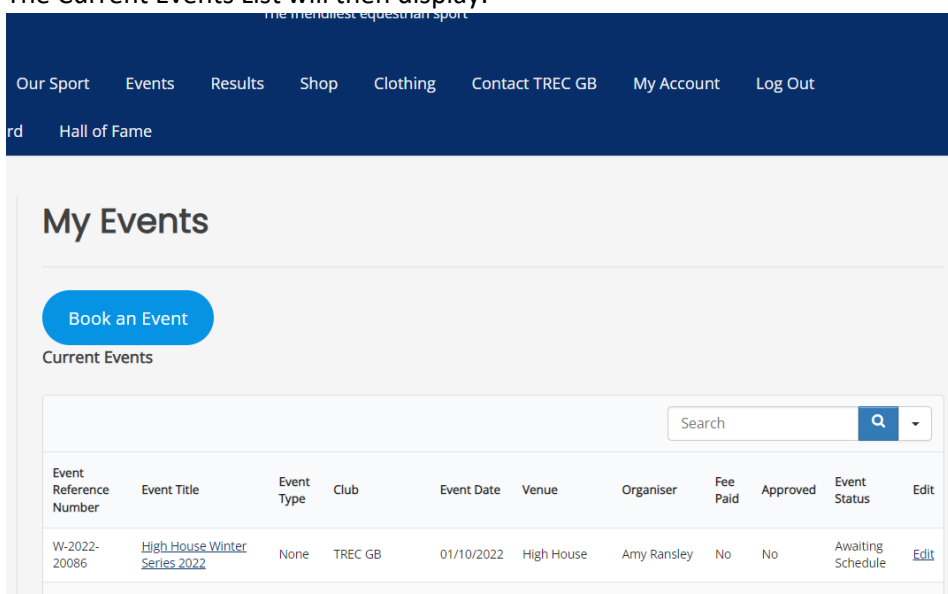
Note: The options on the form will change depending on the type of event being booked. (i.e. Summer Events will ask for TD, Traceur, Levels; Winter Events will ask for Winter Classes; Training will ask for the Trainer's information)

5. Once you have completed the form and clicked Submit, the booking confirmation will display and you will receive a copy of the Booking notification email from TREC GB (a copy is also

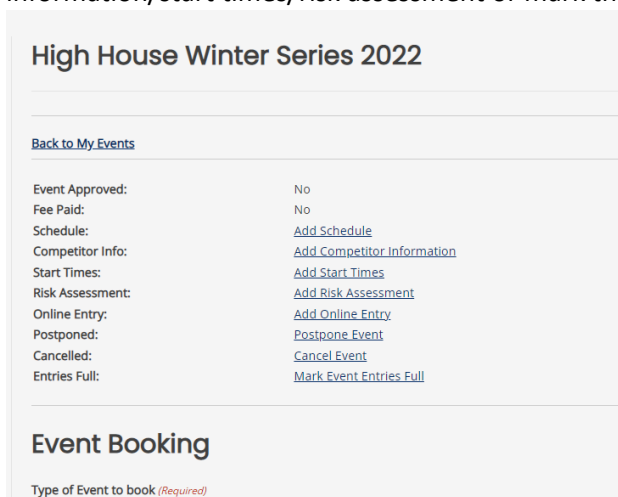
sent to Admin). Please arrange for your club treasurer to pay the booking fee. Your event will only appear on the Events List once confirmation of the booking fee has been paid and your event has been approved.

How to Update Your Event

1. Click on My Events from the Members Menu
2. The Current Events List will then display:



3. To view the event as it would appear on the Events Listing available to all on the TREC GB Website, click on the **Event Name** in the list
4. To update an event, i.e. to amend details, add the event schedule/competitor information/start times/risk assessment or mark the event as postponed, click **Edit**



The booking details for the event are then displayed, along with the options to add Schedules, Competitor Information, Start Times, Risk Assessment, Online Entry forms or to mark the event as Postponed, Cancelled or Entries Full. Summer Events will also display Date Clash information.

5. To edit the event booking details, scroll down to the booking section, amend as necessary and then click Submit. A copy of the updated information will then be sent to both yourself and Admin.
6. To add a schedule to the event, click **Add Schedule**
 - a. Click **Choose File** to select the schedule file from your computer.

- b. Click **Open** once you have selected the file to upload.
 - c. Click **Submit** to add the schedule to the event.
7. To add Competitor Information, click **Add Competitor Information**
- a. Click **Choose File** to select the Competitor Information file from your computer.

- b. Click **Open** once you have selected the file to upload.
 - c. Click **Submit** to add the Competitor Information to the event.
8. To add Start Times, click **Add Start Times**
- a. Click **Choose File** to select the Start Times file from your computer

- b. Click **Open** once you have selected the file to upload.
 - c. Click **Submit** to add the Start Times to the event.
9. To add a Risk Assessment, click **Add Risk Assessment**
- a. Click **Choose File** to select the Risk Assessment file from your computer.

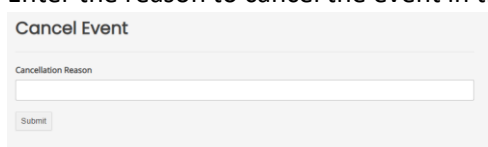
- b. Click **Open** once you have selected the file to upload.
 - c. Click **Submit** to add the Risk Assessment to the event.
10. To add a link to an Online Entry Form, click **Add Online Entry**
- a. Enter the link to the Online Entry form into the box (remember to include the https:// at the beginning of the link)

- b. Click **Submit** to add the Online Entry Form link to the event.
11. To postpone an event, click **Postpone Event**
- a. Enter the reason for postponement into the box and then click **Submit**

- b. The event will then be marked as postponed in the event status on the Events List.

12. To cancel an event, click **Cancel Event**

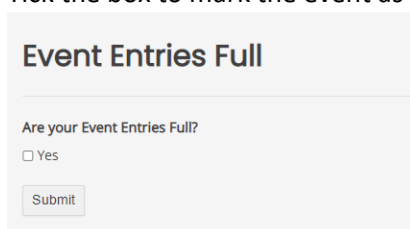
- a. Enter the reason to cancel the event in the box and then click **Submit**



- b. The event will then be marked as Cancelled in the event status on the Events List.

13. To mark an event as Entries Full, click **Mark Event Entries Full**

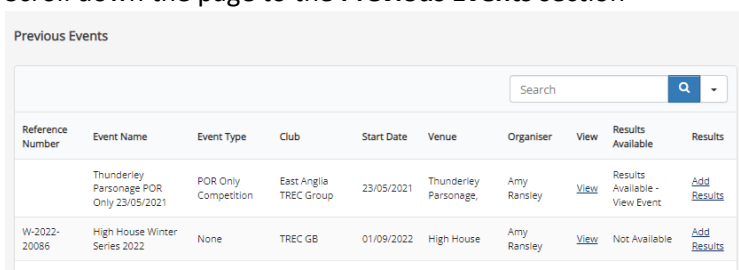
- a. Tick the box to mark the event as Entries Full, then click **Submit**



- b. The event will then be marked as entries full

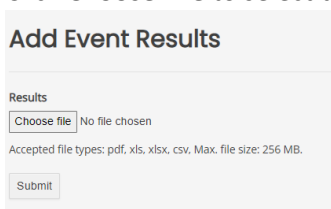
How to add Results to an Event

1. Go to My Events on the TREC GB website
2. Scroll down the page to the **Previous Events** section



Reference Number	Event Name	Event Type	Club	Start Date	Venue	Organiser	View	Results Available	Results
	Thunderley Parsonage PQR Only 23/05/2021	PQR Only Competition	East Anglia TREC Group	23/05/2021	Thunderley Parsonage,	Amy Ransley	View	Results Available - View Event	Add Results
W-2022-20086	High House Winter Series 2022	None	TREC GB	01/09/2022	High House	Amy Ransley	View	Not Available	Add Results

3. To view the event details as they are shown on the Events List for the event, click **View**.
4. To add Results for the event, click **Add Results**
5. Click **Choose File** to select the results file from your computer



6. Click **Open** to upload the results file.
7. Click **Submit** to add the results to the event.