

British Cycling Event Manager

Event Organiser Guide

www.britishcycling.org.uk/account/events

www.britishcycling.org.uk/events

Event Organiser Guide

British Cycling Event Manager

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www.britishcycling.org.uk/events

Event Organiser Guide

1. About British Cycling event manager

Overview

The British Cycling online event manager enables event organisers to create cycling events and submit them for regional and national approval via their membership account on the British Cycling website. For regional approvers, it means less paperwork, less postage and greater speed in handling regional event applications.

There are three elements to the system:

i. Online event creation

Through their membership account, event organisers can set up cycling events of all types, from races to sportives, and submit them for approval and inclusion on British Cycling's online event calendar. Using a simple wizard, the event organiser can

- ◆ create a new event
- ◆ open the event for online entry,
- ◆ review potential calendar clashes with other events
- ◆ choose open/close dates for entry
- ◆ Pay event registration fees online

ii. Electronic approval process

Every new event created using the British Cycling event manager goes through a process of electronic approval. Competitive road and track events are initially submitted for approval at regional level and then for final approval by British Cycling's national events team. Other types of event go straight for final approval by British Cycling's HQ events team. Once an event is approved and registration fees successfully collected, it appears live on the British Cycling online event calendar at www.britishcycling.org.uk/events

iii. Organisers manage entries online

Event organisers are able to set up their event to accept online entries via the British Cycling online event calendar. Races or rides can be set up as 'first-come-first-served', where all entrants are accepted into the field as they enter, or as a 'managed field', where the organiser selects the best field from the applications received. The organiser can add postal entries to their list of riders, reject or withdraw riders from their field, display a list of accepted entries on the British Cycling event calendar and communicate with individual riders via email.



Enter online where you see this button.

www.britishcycling.org.uk/events

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2. Charges for using the British Cycling event manager

Overview

British Cycling's online event manager operates at minimum cost to riders and event organisers and is non-profit-making.

Online entry system

There are no charges for event organisers using the online entry system. Instead, a small admin fee of 60p per race or ride entered is charged to all riders who apply online. The fee enables us to remain cost neutral while delivering a convenient, easy-to-use method of entering cycling events

Electronic event registration

The cost of registering and insuring events electronically is the same as the cost of registering events with British Cycling by post. When a new event is created and submitted for approval online, the organiser is required to pay a provisional event registration fee. The registration fee amount is automatically determined using the published table of fees in this guide. Only when an event receives final approval is the registration fee taken from the organiser's payment card.

Race levies

For competitive cycling events, the organiser is required to pay race levies to cover liability insurance for their event. Levies are payable within 7 days of the event ending.

The online system does not currently support the payment of post-event levies but it is something we hope to introduce in the future.

- ◆ For competitive Road and Track racing, levies are payable by BACS or cheque via the [region in which the event took place](#).
- ◆ For all other events, levies are payable directly to the HQ events team in England, Scotland or Wales using a [levy return form](#).

www.britishcycling.org.uk/events

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Registration fees

Year: 2011		HQ Registration Fee	Regional Registration Fee
Road	National A	£100.00	n/a
	National B	£20.00	£12.00
	Regional A/B	£20.00	£12.00
	Regional C+	£10.00	£12.00
	Regional C	£10.00	£12.00
Closed Road Circuit	National A	£100.00	£12.00
	National B	£20.00	£12.00
	Regional A/B	£20.00	£12.00
	Regional C+	£10.00	£12.00
	Regional C	£10.00	£12.00
Track	Track Meeting	£10.00	£12.00
	Track League	£10.00	£3.50*
Youth Only		£10.00	n/a
Go Race		£10.00	n/a
Mountain Bike	Cross Country & Downhill	£20.00	n/a
BMX	National Events	£12.00	n/a
Cyclo-Cross	Standard Events	£10.00	n/a
Cycle Speedway	Standard Events	£3.00	n/a
Sportives	per 100 riders and part thereof	£60.00	n/a

*For a single league the system will charge organisers £3.50 regional registration fee per event up to a maximum of £40 per year.

For competitive events, race levies to cover insurance payable in the normal way to the region within 7 days of the event end date.

www.britishcycling.org.uk/events

Event Organiser Guide

3. Getting Started

Overview

Use of British Cycling's online event manager requires that the person creating and managing events is listed as an official 'event organiser' with British Cycling. Current event organisers are already listed and should be able to start using the system immediately.

Want to be listed as an event organiser?

Contact our events team on 0161 274 2020 or events@britishcycling.org.uk

Sign in

Event organisers can sign into the British Cycling website by going to www.britishcycling.org.uk/uac/connect and typing in their username and password.

If you are an event organiser and sign in to the British Cycling website, you will be able to see a tab called 'Event Organiser' in the bottom left of your screen. If you cannot see this tab, contact our events team on 0161 274 2020 or events@britishcycling.org.uk

Event organisers not sure of their account details can follow the on-screen instructions to recover their password. Alternatively, contact the membership team on 0161 274 2010 or membership@britishcycling.org.uk

Register to receive online entries

Event organisers who wish to use British Cycling's online entry system for their events will first need to register their bank details with us. You can register your bank details securely via the 'Event Organiser' tab on your account.

British Cycling will require up to two working days to set up your account to receive online entries. Once your account is set up to receive online entries, you can set up your events to enable riders to enter them via the British Cycling website.

British Cycling will collect entry fees on your behalf for your events and forward them by weekly BACS to your bank account.

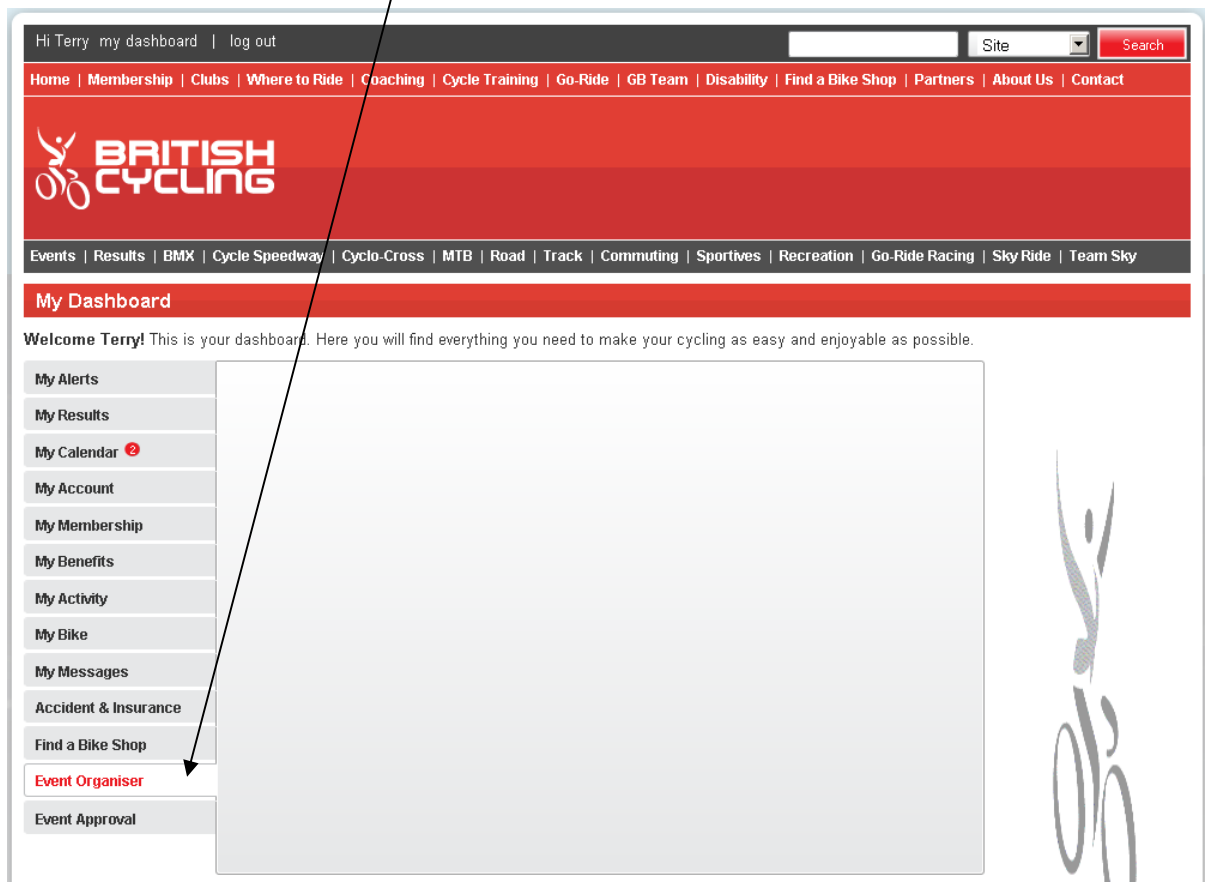
www.britishcycling.org.uk/events

Event Organiser Guide

3. Getting started (continued)

Member Dashboard

Once signed in, the organiser can access their event organiser dashboard in their main dashboard menu.



The screenshot shows the British Cycling member dashboard interface. At the top, there is a navigation bar with the user's name 'Hi Terry' and a 'log out' link. Below this is a main navigation menu with links for Home, Membership, Clubs, Where to Ride, Coaching, Cycle Training, Go-Ride, GB Team, Disability, Find a Bike Shop, Partners, About Us, and Contact. The British Cycling logo is prominently displayed in the center. Below the logo is another navigation menu with links for Events, Results, BMX, Cycle Speedway, Cyclo-Cross, MTB, Road, Track, Commuting, Sportives, Recreation, Go-Ride Racing, Sky Ride, and Team Sky. The main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome Terry! This is your dashboard. Here you will find everything you need to make your cycling as easy and enjoyable as possible.' On the left side of the dashboard, there is a vertical menu with the following items: My Alerts, My Results, My Calendar (with a red notification icon), My Account, My Membership, My Benefits, My Activity, My Bike, My Messages, Accident & Insurance, Find a Bike Shop, **Event Organiser** (highlighted in red), and Event Approval. An arrow points from the text above to the 'Event Organiser' link in the menu. On the right side of the dashboard, there is a large, stylized graphic of a cyclist.

www.britishcycling.org.uk/events

Event Organiser Guide


Getting started (continued)

Event Organiser Dashboard

Having clicked on the event organiser tab, the organiser is able to see details of their events and their organiser accounts for use with online entry. There are buttons on this page to create a new event and set up a new organiser account.

Hi Terry my dashboard | log out Site

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Event organiser dashboard

My Events (4) - [Click to hide](#)

Name	Status	Start date	Region	Notes	Actions
DHL/Meadowbank National Track Series	Active	06/09/2011	East of Scotland		<input type="button" value="Manage event"/>
wobbly whs 10	Draft	12/08/2011	North West		<input type="button" value="Manage event"/>
Fred Williams Cycles Track League	Active	10/08/2011	West Midlands		<input type="button" value="Manage event"/>
arfsefs	Draft	27/07/2011	North West		<input type="button" value="Manage event"/>

My organiser accounts (for use with our online entry system)

Status	Supplier code	Organisation name/alias	Name of bank	Branch name	Account holder name	Bank account no.
Live	111111	test organiser	test bank	test branch	test account holder	XXXX0001
Live		test front end organisation name	test front end organiser bank	test front end organiser branch name	test front end organiser account name	XXXX0001

Useful resources for organisers

- [Registering Your Event With British Cycling](#)
- [Online Entry System Guide for Organisers](#)
- [Online Entry System Guide for Riders](#)
- [Organiser Documents](#)

[Back to My Dashboard](#)

www.britishcycling.org.uk/events

Event Organiser Guide

4. Set up a supplier account


Submit your bank details

If an organiser wishes to accept online entries for their events, they must first register their bank details with British Cycling so that entry fees can be passed into their account by weekly BACS. To set up a supplier account, the organiser must fill in the supplier form.

Supplier applications normally require up to two working days to be processed by British Cycling's finance team. Once a supplier application has been approved, the event organiser receives an email notification and is able to begin using their account to receive online entries.

Hi Terry | [my dashboard](#) | [log out](#) Site

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Set up new organiser account

Bank account details

If you wish to use British Cycling's online entry system, you must first register your bank details with us in order to receive rider entry fees. Once your supplier account is set up, you will receive a confirmation email from our team.

Need help? - [contact our events team](#)

Organisation name/alias

Name of bank (eg. HSBC plc)

Branch name

Account holder name

Bank account no.

Bank sort code

[Back to Event organiser dashboard](#)

www.britishcycling.org.uk/events


Event Organiser Guide

5. Create a new event

Add event details. Use this section to add general information and links for riders to see when viewing your event on the British Cycling online event calendar. If the venue does not already exist in our database, create a new venue.

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Event Details
Event Settings & Contact Info
Add Races
Add Documents
Payment
Confirmation

Create Event

Event Details

Event type

Discipline *

Event name *

Start date *

End date *

Estimated number of riders *

Promoting Club / Organisation

Event Website

Link to Facebook

Link to Twitter

Link to Video

Entry fees payable to


Information for riders


Event Venue


Venue *


Add New Venue


www.britishcycling.org.uk/events

















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Create a new event (continued)

Event settings and contact info. Use this page to determine which of your contact details you want to be visible to people viewing your event on the British Cycling online event calendar.

If you wish to use British Cycling's online entry system with your event, you will need to decide whether your event will be open to riders on a 'first-come-first-served' basis or on the basis of you selecting the best field from those who have applied.

Hi Terry my dashboard | log out
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Event Details | Event Settings & Contact Info | [Add Races](#) | [Add Documents](#) | [Payment](#) | [Confirmation](#)

Event Settings & Contact Info

Event Settings

Online Entry I wish to use the British Cycling online entry system for this event

Entry Form URL (http://) i

Contact Information

Please select what contact details you wish to be made public. Please make at least one method of contact visible.

Email address: My email
 Alternative email

 Hide i

Telephone: My daytime telephone (016127420)
 My evening telephone (016127420)
 Alternative telephone

 Hide

Address:
 British Cycling, National Cycling Centre, Stuart Street, MANCHESTER, M11 4DQ
 Hide

www.britishcycling.org.uk/events

Event Organiser Guide


Create a new event (continued)

Add races or rides. You may set up races and rides in a variety of ways depending on who is eligible to participate, duration, entry methods and whether you want to use online entry.

Try to indicate in your race name the type of rider eligible to take part (Junior Women's Race, for example).

Hi Terry | my dashboard | log out
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[Event Details](#) | [Event Settings & Contact Info](#) | [Add Races](#) | [Add Documents](#) | [Payment](#) | [Confirmation](#)

Add Race

Race Details

Race Name *

Discipline * Closed Circuit

Start Date * 31/08/2011 Time: 00 : 00

Classifications * Please select

Men only Men only

Women only Women only

BC members only BC members only

Licence Categories * Elite 1st 2nd
 3rd 4th Junior
 A B C
 D E N/A

Duration 00 hr 00 min

Distance (miles)

Distance (km)

Laps

Race Fees

Online Fee (£) 0.00

Postal Fee (£) 0.00

On Day Fee (£) 0.00

Race Series

Associate series to race? Associate series to race

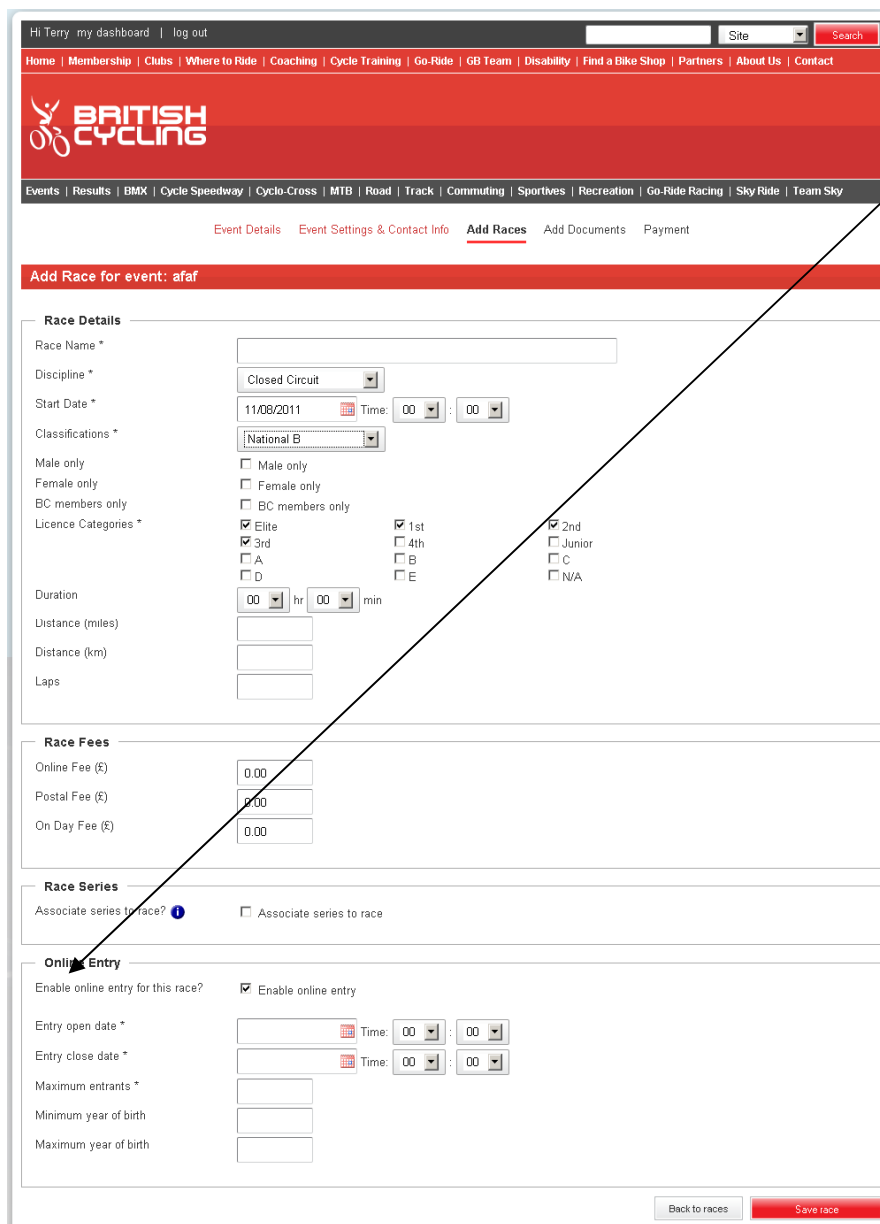
Back to races
Save race

www.britishcycling.org.uk/events

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6. Set up your race/ride to receive online entries

Set up conditions for online entry (optional). You can set open and close dates for each race within your event if you are using online entry. You can also set age restrictions for entrants. If you tick the 'enable online entries' button, your race or ride will be available to enter via the British Cycling event calendar as soon as the opening date is reached.



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Event Details | Event Settings & Contact Info | **Add Races** | Add Documents | Payment

Add Race for event: afaf

Race Details

Race Name *

Discipline *

Start Date * Time: :

Classifications *

Male only

Female only

BC members only

Licence Categories *

Elite 1st 2nd

3rd 4th Junior

A B C

D E N/A

Duration hr min

Distance (miles)

Distance (km)

Laps

Race Fees

Online Fee (£)

Postal Fee (£)

On Day Fee (£)

Race Series

Associate series to race? Associate series to race

Online Entry

Enable online entry for this race? Enable online entry

Entry open date * Time: :

Entry close date * Time: :

Maximum entrants *

Minimum year of birth

Maximum year of birth

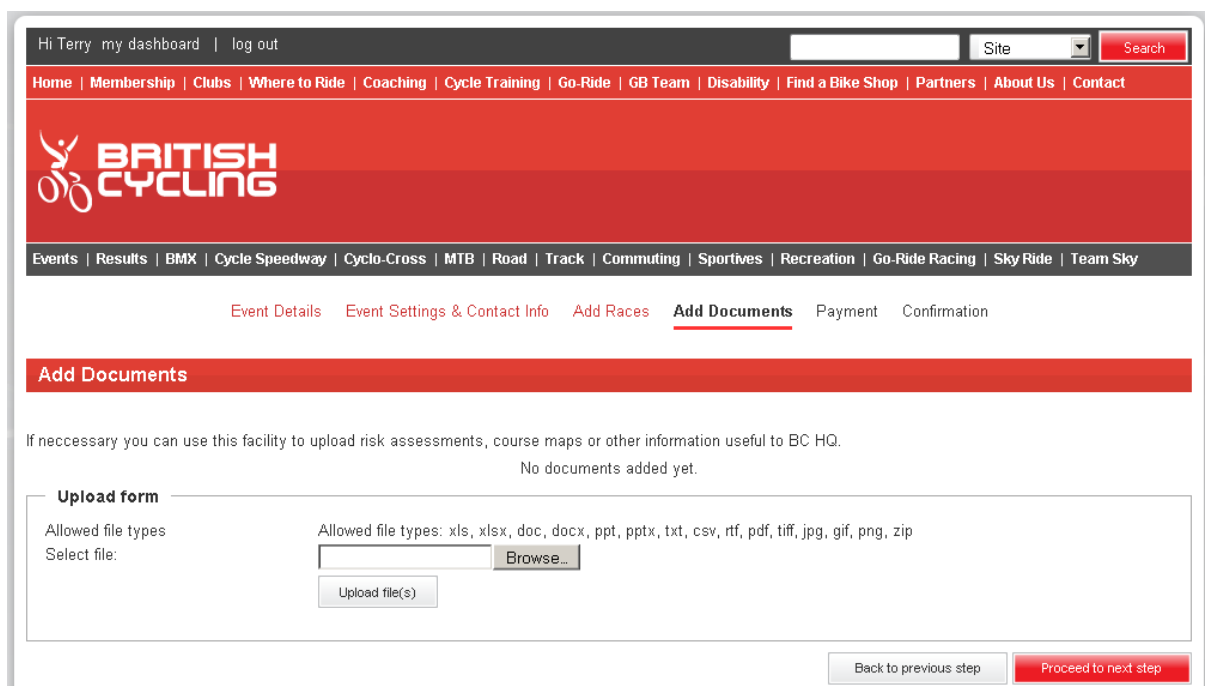
www.britishcycling.org.uk/events

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7. Upload supporting documents to your event

Upload supporting documents to your event. Use this page to add electronic files to support your event application.

Files such as a permit applications and scanned documents can be uploaded here and will be viewable to the person approving your event.



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Event Details | Event Settings & Contact Info | Add Races | **Add Documents** | Payment | Confirmation

Add Documents

If necessary you can use this facility to upload risk assessments, course maps or other information useful to BC HQ.

No documents added yet.

Upload form

Allowed file types: xls, xlsx, doc, docx, ppt, pptx, txt, csv, rtf, pdf, tiff, jpg, gif, png, zip

Select file:

www.britishcycling.org.uk/events

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8. Submit your event for payment of registration fee and approval

Submit card payment details using our secure provisional payment page. Your card will not be charged until your event receives final approval.

Please ensure that there are sufficient funds in your account to allow us to debit your event registration fees when approving your event.

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Payment details

This page is secure.

[Event Details](#) | [Event Settings & Contact Info](#) | [Add Races](#) | [Add Documents](#) | **[Payment](#)** | [Confirmation](#)

Registration fee

Registration fee total: **£10.00**

The registration fee is calculated according to the races you wish to have in your event. For details on how prices are calculated please see the Event Fees section of your British Cycling Handbook

Card details

Total to pay: **£10.00**

Card type *

Cardholder name *

Card number *

Start date *

Valid to *

Security code. *

Billing address

Billing address 1 *

Address 2

Town/City *

Country *

Postcode *

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Submit your event for payment of registration fee and approval (cont..)

Check on the progress of your event registration via your dashboard.

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Event organiser dashboard

My Events (6) - Click to hide

Name	Status	Start date	Region	Notes	Actions
DHL/Meadowbank National Track Series	Active	06/09/2011	East of Scotland		Manage event
arfsefs	Draft	31/08/2011	North West		Manage event
wobbly whs 10	Active	12/08/2011	North West	Notes (2)	Summary Manage event
REOs Demo Event	Active	12/08/2011	North West	Notes (2)	Summary Manage event
afaf	Pending HQ sign off	11/08/2011	North West	Notes (0)	Summary
Fred Williams Cycles Track League	Active	10/08/2011	West Midlands		Manage event

Create Event

My organiser accounts (for use with our online entry system)

Status	Supplier code	Organisation name/alias	Name of bank	Branch name	Account holder name	Bank account no.
Live	111111	test organiser	test bank	test branch	test account holder	XXXX0001
Live		test front end organisation name	test front end organiser bank	test front end organiser branch name	test front end organiser account name	XXXX0001
Pending		British Cycling	HSBC	Aston Old Road	British Cyclina	XXXX5678

Set up new organiser account

Useful resources for organisers

- Registering Your Event With British Cycling
- Online Entry System Guide for Organisers
- Online Entry System Guide for Riders
- Organiser Documents

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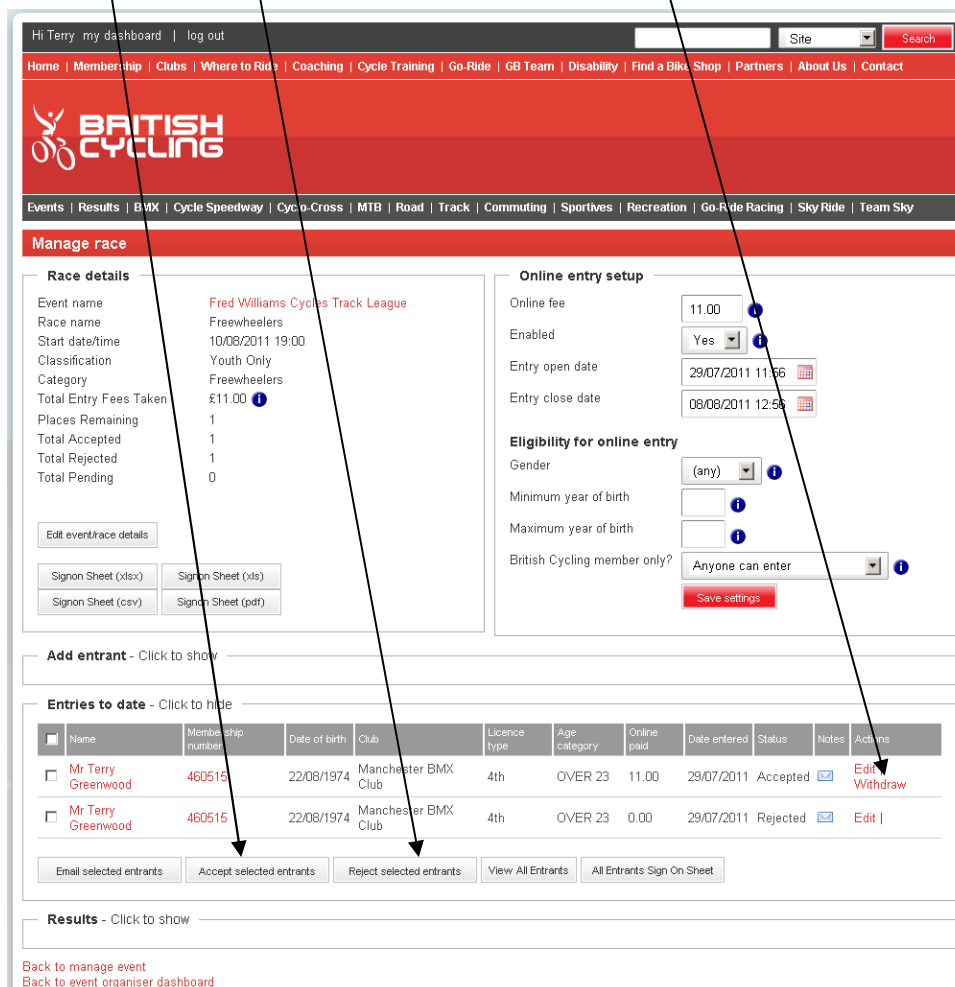
9. Accept/Reject/Edit/Withdraw entries

Accept Entries. If you have set up your event to select the best field from those who have applied, you can select riders and either 'accept' or 'reject' their application. Accepted riders have their payment cards debited and receive a confirmation email.

If your event is set up to receive entries on a first-come-first-served basis, entries are accepted automatically as the rider enters.

If you 'reject' an application, the entry fee is not debited from the rider's payment card and they receive an email informing them that they have not made it into the field.

If you 'withdraw' an already accepted entrant, you are able to choose whether to refund their entry fee (if they have paid online) or not.



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Manage race

Race details

Event name: Fred Williams Cycles Track League
 Race name: Freewheelers
 Start date/time: 10/08/2011 19:00
 Classification: Youth Only
 Category: Freewheelers
 Total Entry Fees Taken: £11.00
 Places Remaining: 1
 Total Accepted: 1
 Total Rejected: 1
 Total Pending: 0

Edit event/race details

Signon Sheet (xlsx) | Signon Sheet (xls)
 Signon Sheet (csv) | Signon Sheet (pdf)

Online entry setup

Online fee: 11.00
 Enabled: Yes
 Entry open date: 29/07/2011 11:36
 Entry close date: 08/08/2011 12:58

Eligibility for online entry

Gender: (any)
 Minimum year of birth:
 Maximum year of birth:
 British Cycling member only? Anyone can enter

Save settings

Add entrant - Click to show

Entries to date - Click to hide

Name	Membership number	Date of birth	Club	Licence type	Age category	Online paid	Date entered	Status	Notes	Actions
<input type="checkbox"/> Mr Terry Greenwood	460515	22/08/1974	Manchester BMX Club	4th	OVER 23	11.00	29/07/2011	Accepted		Edit Withdraw
<input type="checkbox"/> Mr Terry Greenwood	460515	22/08/1974	Manchester BMX Club	4th	OVER 23	0.00	29/07/2011	Rejected		Edit

Email selected entrants | Accept selected entrants | Reject selected entrants | View All Entrants | All Entrants Sign On Sheet

Results - Click to show

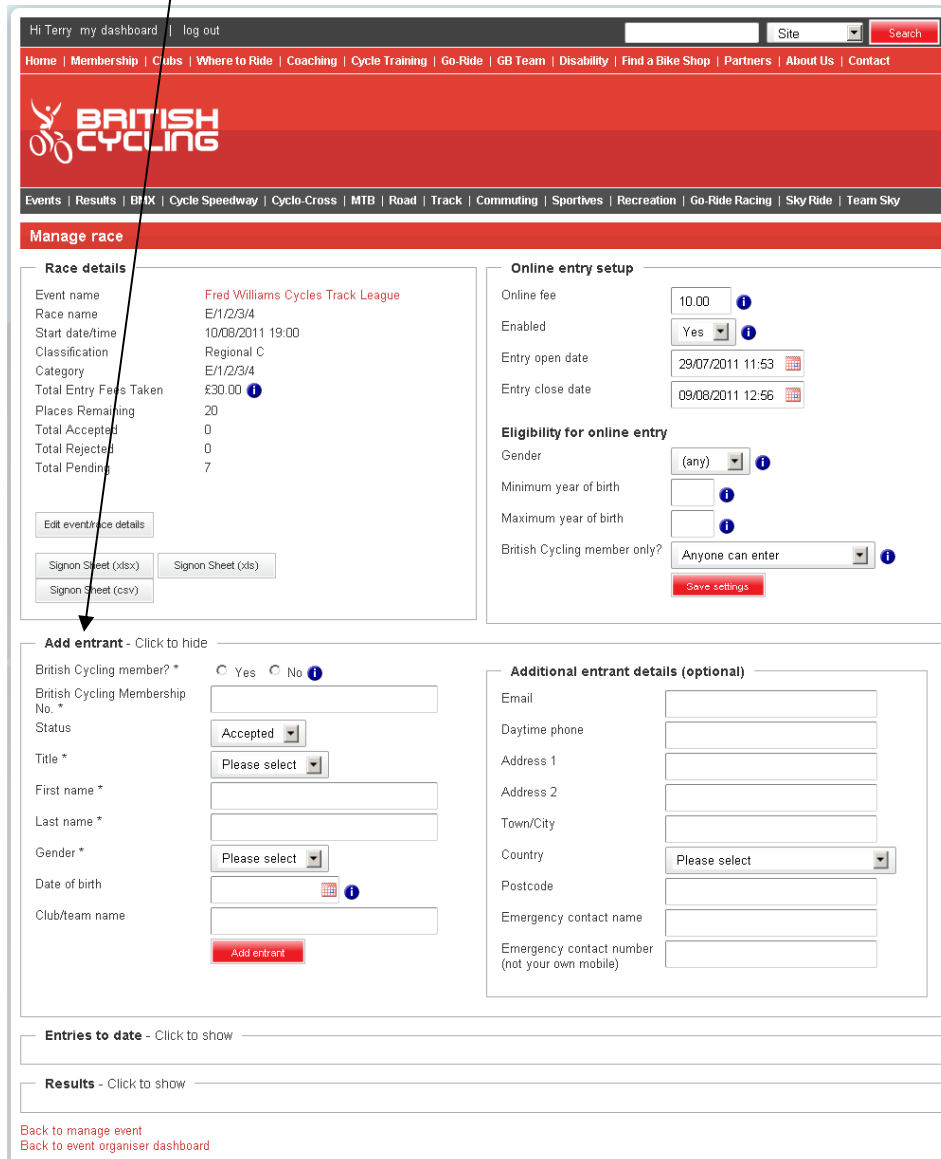
Back to manage event
 Back to event organiser dashboard

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Event Organiser Guide

10. Add a paper entry to your field

Click on the link 'add entrant' to add a rider to your field who has entered by post or on the day.



The screenshot shows the 'Manage race' interface for the 'Fred Williams Cycles Track League'. The 'Add entrant' section is highlighted with a red box and an arrow pointing to the 'Add entrant' button. The form includes fields for membership status, name, gender, date of birth, and contact information.

Race details

Event name	Fred Williams Cycles Track League
Race name	E/1/2/3/4
Start date/time	10/08/2011 19:00
Classification	Regional C
Category	E/1/2/3/4
Total Entry Fees Taken	£30.00
Places Remaining	20
Total Accepted	0
Total Rejected	0
Total Pending	7

Online entry setup

Online fee: 10.00
 Enabled: Yes
 Entry open date: 29/07/2011 11:53
 Entry close date: 09/08/2011 12:56

Eligibility for online entry

Gender: (any)
 Minimum year of birth:
 Maximum year of birth:
 British Cycling member only?: Anyone can enter

Add entrant - Click to hide

British Cycling member? * Yes No
 British Cycling Membership No. *
 Status: Accepted
 Title * Please select
 First name *
 Last name *
 Gender * Please select
 Date of birth
 Club/team name

Additional entrant details (optional)

Email
 Daytime phone
 Address 1
 Address 2
 Town/City
 Country Please select
 Postcode
 Emergency contact name
 Emergency contact number (not your own mobile)

Entries to date - Click to show

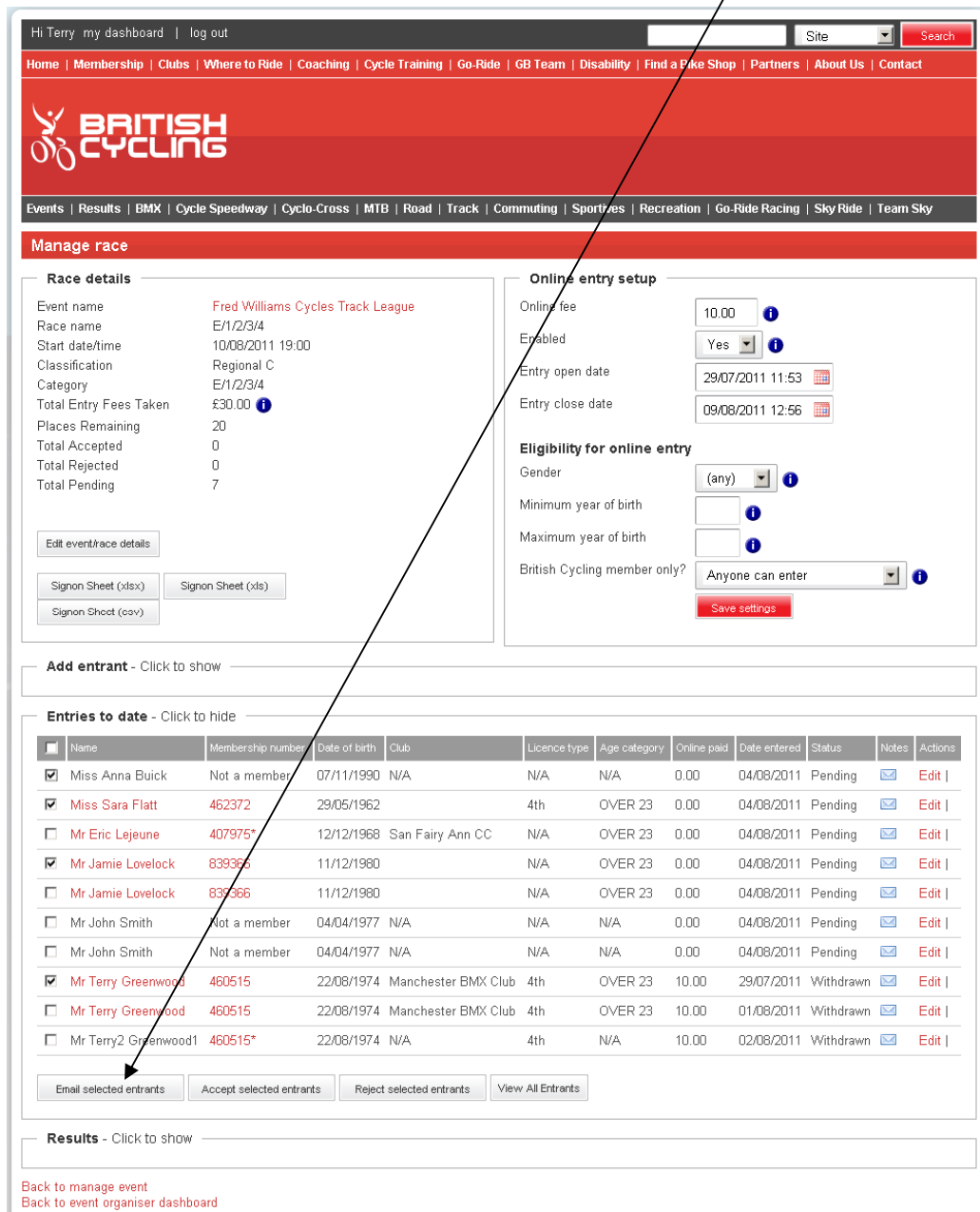
Results - Click to show

[Back to manage event](#)
[Back to event organiser dashboard](#)

Event Organiser Guide

11. Send emails to riders

Check the box for the riders you wish to select, then click on the 'email selected riders' button. You will be able to send a text email to these riders.



Hi Terry my dashboard | log out

Home | Membership | Clubs | Where to Ride | Coaching | Cycle Training | Go-Ride | GB Team | Disability | Find a Pike Shop | Partners | About Us | Contact

BRITISH CYCLING

Events | Results | BMX | Cycle Speedway | Cyclo-Cross | MTB | Road | Track | Commuting | Sport/res | Recreation | Go-Ride Racing | Sky Ride | Team Sky

Manage race

Race details

Event name: Fred Williams Cycles Track League
 Race name: E/1/2/3/4
 Start date/time: 10/08/2011 19:00
 Classification: Regional C
 Category: E/1/2/3/4
 Total Entry Fees Taken: £30.00
 Places Remaining: 20
 Total Accepted: 0
 Total Rejected: 0
 Total Pending: 7

[Edit event/race details](#)

[Signon Sheet \(xls\)](#) | [Signon Sheet \(xls\)](#)
[Signon Sheet \(csv\)](#)

Online entry setup

Online fee: 10.00
 Enabled: Yes
 Entry open date: 29/07/2011 11:53
 Entry close date: 09/08/2011 12:56

Eligibility for online entry

Gender: (any)
 Minimum year of birth:
 Maximum year of birth:
 British Cycling member only?: Anyone can enter

[Save settings](#)

Add entrant - Click to show

Entries to date - Click to hide

<input type="checkbox"/>	Name	Membership number	Date of birth	Club	Licence type	Age category	Online paid	Date entered	Status	Notes	Actions
<input checked="" type="checkbox"/>	Miss Anna Buick	Not a member	07/11/1990	N/A	N/A	N/A	0.00	04/08/2011	Pending		Edit
<input checked="" type="checkbox"/>	Miss Sara Flatt	462372	29/05/1962		4th	OVER 23	0.00	04/08/2011	Pending		Edit
<input type="checkbox"/>	Mr Eric Lejeune	407975*	12/12/1968	San Fairy Ann CC	N/A	OVER 23	0.00	04/08/2011	Pending		Edit
<input checked="" type="checkbox"/>	Mr Jamie Lovelock	839366	11/12/1980		N/A	OVER 23	0.00	04/08/2011	Pending		Edit
<input type="checkbox"/>	Mr Jamie Lovelock	839366	11/12/1980		N/A	OVER 23	0.00	04/08/2011	Pending		Edit
<input type="checkbox"/>	Mr John Smith	Not a member	04/04/1977	N/A	N/A	N/A	0.00	04/08/2011	Pending		Edit
<input type="checkbox"/>	Mr John Smith	Not a member	04/04/1977	N/A	N/A	N/A	0.00	04/08/2011	Pending		Edit
<input checked="" type="checkbox"/>	Mr Terry Greenwood	460515	22/08/1974	Manchester BMX Club	4th	OVER 23	10.00	29/07/2011	Withdrawn		Edit
<input type="checkbox"/>	Mr Terry Greenwood	460515	22/08/1974	Manchester BMX Club	4th	OVER 23	10.00	01/08/2011	Withdrawn		Edit
<input type="checkbox"/>	Mr Terry2 Greenwood1	460515*	22/08/1974	N/A	4th	N/A	10.00	02/08/2011	Withdrawn		Edit

[Email selected entrants](#) | [Accept selected entrants](#) | [Reject selected entrants](#) | [View All Entrants](#)

Results - Click to show

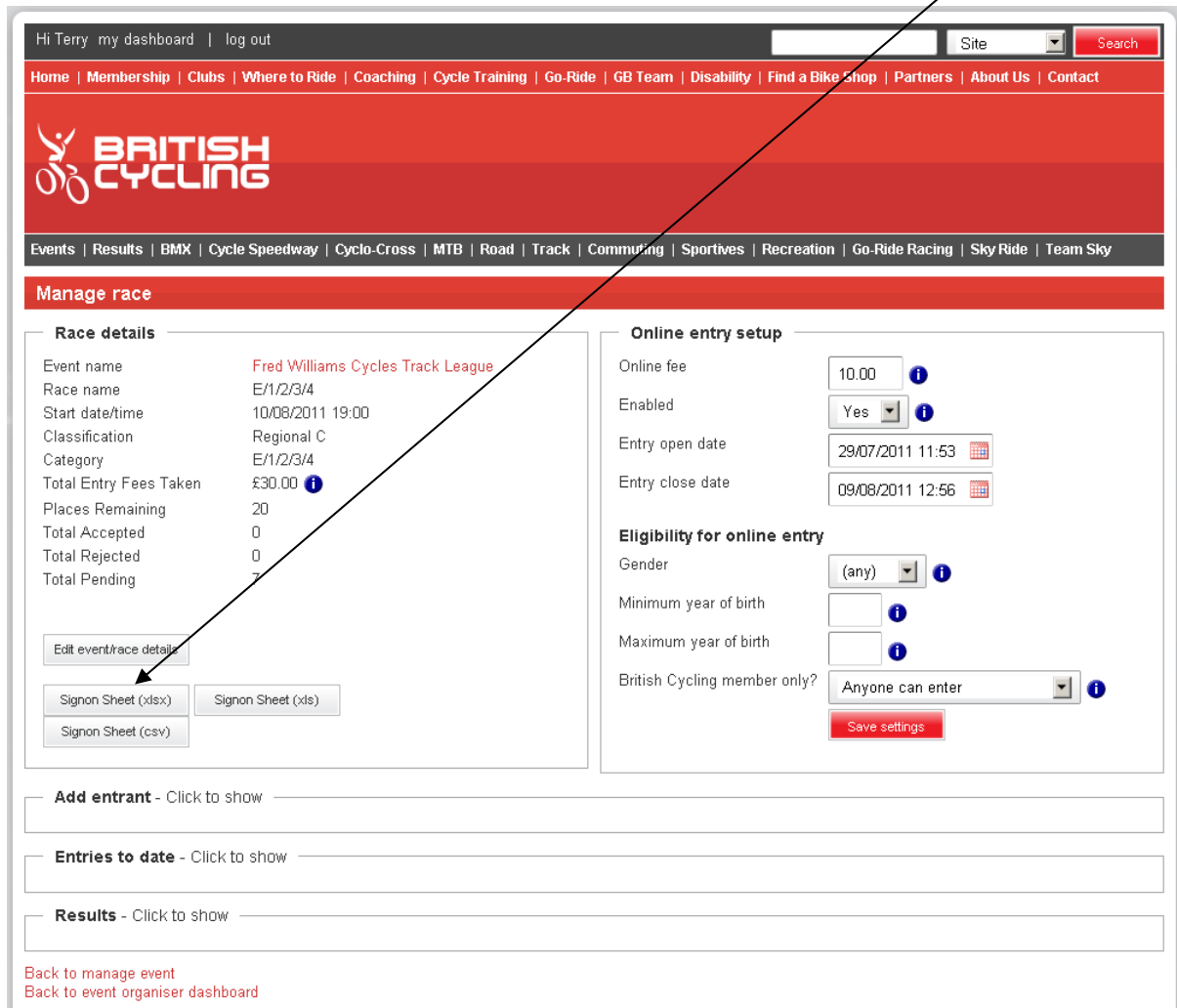
[Back to manage event](#)
[Back to event organiser dashboard](#)

www.britishcycling.org.uk/events

Event Organiser Guide

12. Signing on Sheets

Signing on sheet will be automatically generated by system. Click to download.



Hi Terry | my dashboard | log out

Home | Membership | Clubs | Where to Ride | Coaching | Cycle Training | Go-Ride | GB Team | Disability | Find a Bike Shop | Partners | About Us | Contact

BRITISH CYCLING

Events | Results | BMX | Cycle Speedway | Cyclo-Cross | MTB | Road | Track | Commuting | Sportives | Recreation | Go-Ride Racing | Sky Ride | Team Sky

Manage race

Race details

Event name	Fred Williams Cycles Track League
Race name	E/1/2/3/4
Start date/time	10/08/2011 19:00
Classification	Regional C
Category	E/1/2/3/4
Total Entry Fees Taken	£30.00
Places Remaining	20
Total Accepted	0
Total Rejected	0
Total Pending	7

[Edit event/race details](#)

[Signon Sheet \(xlsx\)](#) [Signon Sheet \(xls\)](#)

[Signon Sheet \(csv\)](#)

Online entry setup

Online fee:

Enabled: Yes

Entry open date:

Entry close date:

Eligibility for online entry

Gender:

Minimum year of birth:

Maximum year of birth:

British Cycling member only?:

[Save settings](#)

Add entrant - Click to show

Entries to date - Click to show

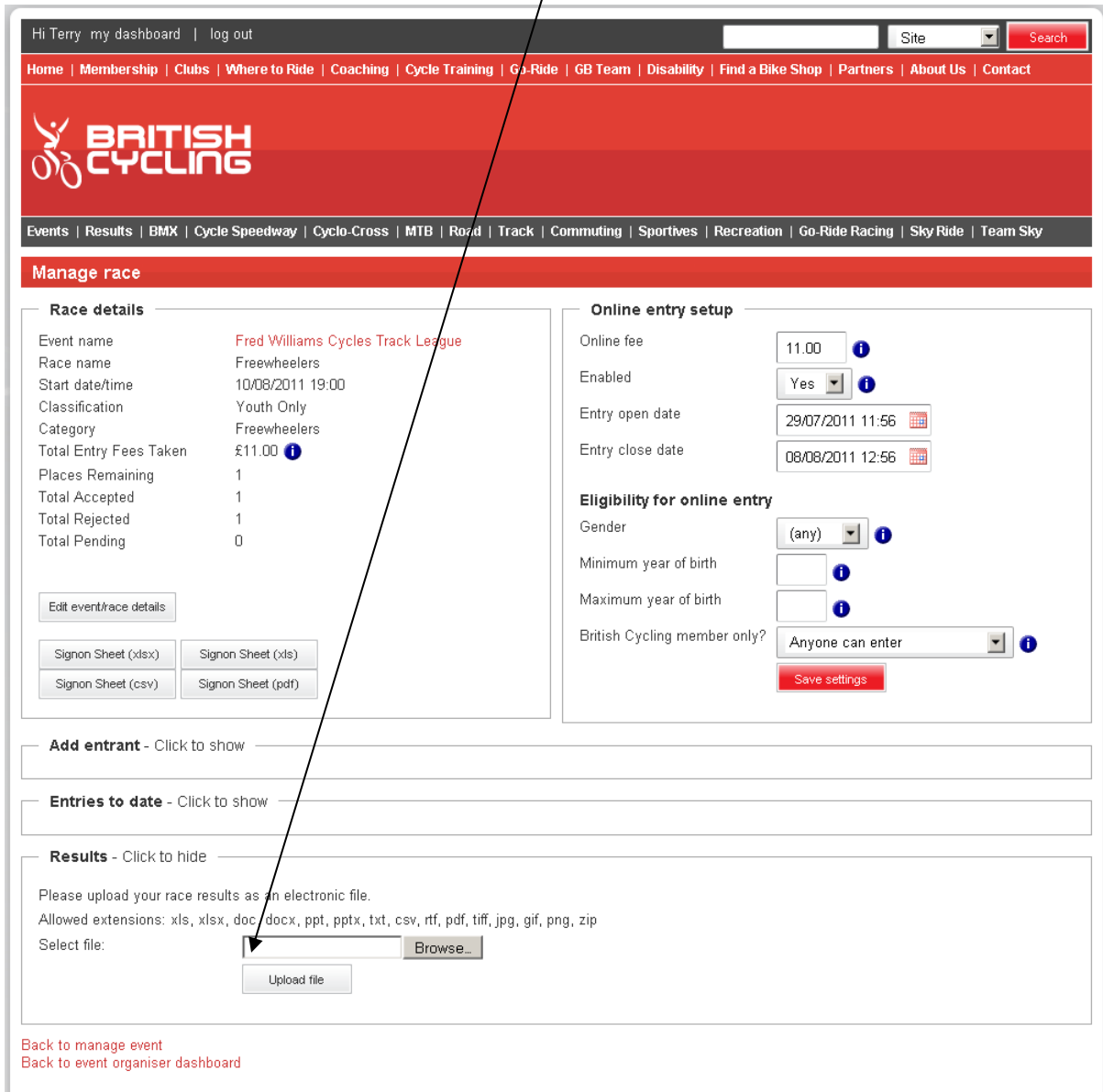
Results - Click to show

[Back to manage event](#)
[Back to event organiser dashboard](#)

Event Organiser Guide

13. Results submission

upload your results sheet as an electronic file



The screenshot shows the 'Manage race' interface for the 'Fred Williams Cycles Track League'. The 'Results' section is active, displaying instructions for uploading results as an electronic file. The allowed extensions are: xls, xlsx, doc, docx, ppt, pptx, txt, csv, rtf, pdf, tiff, jpg, gif, png, zip. A file selection field with a 'Browse...' button and an 'Upload file' button is present. A red arrow points from the text 'upload your results sheet as an electronic file' to the file selection field.

Race details

Event name	Fred Williams Cycles Track League
Race name	Freewheelers
Start date/time	10/08/2011 19:00
Classification	Youth Only
Category	Freewheelers
Total Entry Fees Taken	£11.00
Places Remaining	1
Total Accepted	1
Total Rejected	1
Total Pending	0

Online entry setup

Online fee	11.00
Enabled	Yes
Entry open date	29/07/2011 11:56
Entry close date	08/08/2011 12:56

Eligibility for online entry

Gender	(any)
Minimum year of birth	
Maximum year of birth	
British Cycling member only?	Anyone can enter

Results - Click to hide

Please upload your race results as an electronic file.
 Allowed extensions: xls, xlsx, doc, docx, ppt, pptx, txt, csv, rtf, pdf, tiff, jpg, gif, png, zip

Select file:

[Back to manage event](#)
[Back to event organiser dashboard](#)

Event Organiser Guide

14. Frequently Asked Questions

What disciplines are covered by the online system?

Answer:

The system can be used with any cycling event for event registration, from sportives to road and MTB races.

Will the online system replace the paper-based method of event registration?

Answer:

The online system will run alongside the current paper-based system of event registration

Do I need to submit paper event registrations if I use the electronic system?

Answer:

No. You will not need to submit a paper form or raise a cheque for registration fees.

Who will approve my events?

Answer:

The Regional Competition Administrator will approve road and track events at regional level. All other events and those already approved by the Regional Competition Administrators will be subject to a final approval by the events team at British Cycling headquarters.

What happens if my event registration is rejected?

Answer:

If your event registration is rejected, it will be returned to you by our team with some guidance notes to enable you to edit and resubmit your registration for approval. When this happens you will see the event is your dashboard with a status of 'returned to organiser'.

I've got a question about a potential clash of dates. Who do I speak to?

Answer:

Speak to your Regional Competition Administrator or the British Cycling HQ events team on 0161 274 2020 or events@britishcycling.org.uk if you have any queries regarding a potential clash of dates.

www.britishcycling.org.uk/events

Can I edit events once I have submitted them for approval

Answer:

It is not possible to edit events once they have been submitted for approval. If your event is returned to you (rejected) by the approver, you will be able to edit and resubmit it. Events still in draft mode (not yet submitted for approval) can still be edited.

Once an event is approved and 'live' on the British Cycling calendar, the organiser may submit a request to edit event details using the 'edit event' button on their event dashboard.

Will I be able to obtain printed copies of my electronic event applications?

Answer:

Yes. You will be able to print copies of electronic event applications for your own filing purposes using the print menu on your internet browser.

How are event registration fees collected?

Answer:

If the final approver accepts the event, the registration fee will be debited from the event organiser's payment card and the event becomes 'live' on the British Cycling online event calendar.

Will the online system deduct race levies and day licences from my organiser account?

Answer:

For now, race levies and day licences will remain payable in the normal way to regions or British Cycling Headquarters within seven days of the end of the event. It is intended that future versions of the system will be able to handle these types of transaction and distribute to regions accordingly.

Do I have to use the online entry system if I create and submit event registrations online?

Answer:

No. The online entry system is optional for event organisers. However, it is a very useful way to capture entries in advance of your event and is free to use for organisers.

What advice should I give to riders planning to enter my events online?

Answer:

The system is very simple for riders to use and most riders will not require any guidance. A click of the red 'Enter' button will begin the process of entering an event. For riders who require one, a copy of the Guide for Riders is available online via our website or through your Event Organiser dashboard, which is available on the British Cycling website or by email request from events@britishcycling.org.uk

www.britishcycling.org.uk/events

How will I be able to receive entry fees if I use the online entry system?

Answer:

Event organisers who wish to use British Cycling's online entry system for their events will first need to register their bank details with us. You can register your bank details securely via the 'Event Organiser' tab on your account.

How much will it cost riders to use the online entry system?

Answer:

Riders pay a 60p admin charge per race or ride entered, irrespective of the total cost of entry. If, for example, a rider puts two races into their shopping basket and checks out, the total charge to them will be £1.20. The admin charge is non-refundable and enables British Cycling to remain cost neutral in providing the most cost effective online entry system on the market.

If I accept a rider using the online entry system will they receive a confirmation email?

Answer:

Yes. Whenever a rider is accepted into an event, they will receive a confirmation email.

If I reject a rider using the online entry system will they receive a confirmation email?

Answer:

Yes. Whenever you reject a rider they will receive a confirmation email. Rejected riders will not have their card charged for the entry fee. Only the initial 60p admin charge.

What happens if I accept a rider and their card payment then fails?

Answer:

The rider will still be accepted into your field and will show as 'accepted'. However, you and the rider will receive an email explaining that the system was unable to collect their entry fee and that this should be paid in an alternative way.

If I withdraw a rider, will I need to refund them their entry fee?

Answer:

When withdrawing a rider from their field, the organiser is given the choice of whether or not to authorise a refund of entry fees to the card used to pay for the rider's entry. Refunds are processed by the British Cycling finance team every 2-3 days. All withdrawn riders will receive a notification email and you will get a copy in your own inbox.

www.britishcycling.org.uk/events

What happens if I withdraw a rider and their refund payment fails?

Answer:

Both the rider and organiser will receive an email confirming that the rider has been withdrawn, but their refund has not been completed. If this happens, a refund should be provided to the rider using an alternative payment method.

Can team managers use the online entry system?

Answer:

Yes. Our online entry system enables team managers to enter multiple riders at a time into an event. The system will remember the riders that the Team Manager has entered into the event, so that entering future events is quick and simple.

Are all financial transactions secure?

Answer:

Yes. Our online event management system uses a range of security features to protect data and keep financial transactions secure for riders and event organisers. These include 3D secure payment processing, protected web pages for personal data collection and use of an industry-leading Payment Service Provider. For full details see the section on payment security in our user guide.

What are my liabilities?

As per current practice, once an event is approved and 'live' on the British Cycling event calendar, all liabilities rest with the event organiser in respect of the running of the event.

Where an event uses the British Cycling Online Entry System, the event organiser will be required to deal with enquiries relating to individual entries into the event.

All correspondence and enquiries about the event and entries into the event will be channelled to the event organiser.

In keeping with all events registered with British Cycling, the organiser must follow [British Cycling's rules for cycling events](#).

Online Entry System

15. Privacy Policy

Usage of Information

British Cycling respects the importance of your privacy and will not collect personal information when you access the web site homepage and browse the web site contents, other than when you become a British Cycling registered user, enter an event online, or purchase a membership.

British Cycling will only use personal information to provide you with British Cycling services. Personal information will not be passed onto third parties.

Disclosure of Information

Your personal information will be retained by British Cycling for as long as you are a member or for three years after deciding not to renew your membership.

Cookies

The British Cycling website uses cookies. Cookies are files containing information about visitors to a web site (e.g. user name and preferences). This information is stored by your browser on your computers hard drive. This information is provided by the user during the first visit to a web site server. When you access the same web site again the server looks for the cookie and configures itself based on the information provided.

Internet Security

Confidential emails sent to British Cycling which are not encrypted may be subject to a possible security risk over the Internet for which British Cycling takes no responsibility.

Children

Children aged 16 or under wishing to provide personal details to British Cycling should get their parent/guardian's permission to do so.

Contact us and access to your information

You have the right to request a copy of the personal details that British Cycling holds about you and to have any alterations or inaccuracies amended. Please email: compliance@britishcycling.org.uk. In addition, please use this address if you have any questions or suggestions. There may be a charge of £10 for this service.

British Cycling's links to other websites

British Cycling's website may have links to other third parties websites, we can not accept any responsibility for the content of such links which do not necessarily represent the views or opinions of British Cycling.

www.britishcycling.org.uk/events

Online Entry System

16. Payment security

The British Cycling online event system uses a secure payment platform to process rider entry payments and event registration fees.

A secure BACS process is used to transfer rider entry fees to event organiser accounts.

For more information on British Cycling's payment platform, please visit paypoint.net

The following card types are accepted on our system:

- - VISA
- - VISA Delta
- - Mastercard
- - Maestro
- - Solo

The British Cycling system uses Verified By VISA and Mastercard Securecode for cards that are registered with the respective scheme.

Security features

In order to maintain maximum security, British Cycling uses Paypoint to process all rider entries.

- - [PCI \(Payment Card Industry\) Data Security Standard Level 1 certified](#)
- - The PayPoint.net platform is audited annually at all sites by both Visa- and MasterCard-approved security assessors
- - PayPoint.net networks are scanned quarterly by assessors
- - Monthly administration and testing is undertaken to ensure compliance in all aspects of payments processing
- - As part of a publicly listed FTSE company, PayPoint.net is audited regularly by Deloitte

www.britishcycling.org.uk/events

Online Entry System

Emails to Riders and Event Organisers

www.britishcycling.org.uk/events

www.britishcycling.org.uk/events

Online Entry System

Emails to Riders and Event Organisers

Online Entry System

- a. To Cardholder: Confirmation of payment
- b. To Rider: Application received - managed field only
- c. To Rider: Application accepted
- d. To Rider: Application accepted but payment failed
- e. To Rider: Application rejected - managed field only
- f. To Rider: Application withdrawn by organiser with refund
- g. To Rider: Application withdrawn by organiser with refund but refund failed
- h. To Rider: Application withdrawn by organiser without refund
- i. To Rider: Organiser has sent you a message
- j. To Organiser: Application received - managed field only
- k. To Organiser: Application accepted
- l. To Organiser: Application accepted but payment failed
- m. To Organiser: Application rejected - managed field only
- n. To Organiser: Application withdrawn by organiser with refund
- o. To Organiser: Application withdrawn by organiser without refund
- p. To Organiser: Event approved and active
- q. To Organiser: Event approved but payment failed
- r. To Regional Approver: Event not accepted

www.britishcycling.org.uk/events

a. To Cardholder: Confirmation of payment



**ORDER RECEIPT
ONLINE APPLICATION FOR EVENT ENTRY**

This is a receipt of provisional payment and not a guarantee of acceptance into the event.

In the event that an application requires the event organiser to decide on whether or not to accept it, payment will be taken only if the organiser accepts entry. For full terms and conditions, [click here](#)

[Test event 1](#)

Race 1, 12/08/2011 10:00

You have applied for the following riders to participate in this race:

Name	Date of birth	Additional details	Entry fee	Admin fee
Mr Jack Dee	22/08/1974	15 Smith Street, Wilmslow, GB, M12 4ff, Male, Club Member	£15.00	£0.60
Mr Joe Bloggs	22/08/1974	10 Acacia Ave, Wilmslow, GB, SK9 4BA, Male, Club Member	£15.00	£0.60
Mr Jon Smith	22/08/1974	12 Acacia Ave, Wilmslow, GB, SK9 4BA, Male, Club Member	£15.00	£0.60

TOTAL: £46.80

Paid by: Visa

Card no. ending: 1111

Card holder: Mr Terry Greenwood

Payment date: 08 Aug 2011

Payment time: 2:47pm

[View full terms and conditions of use of British Cycling online entry system.](#)

[Find out more about becoming a British Cycling member.](#)

British Cycling, Stuart Street, Manchester M11 4DQ

Tel 0161 274 2000 - Fax 0161 274 2001

info@britishcycling.org.uk

www.britishcycling.org.uk/events

b. To Rider: Application received - managed field only



Dear Jamie

Your application to ride in the following event using the British Cycling online entry system has been received:

Event Name: [Test event 1](#)
Race/Ride Name: **2/3/4**
Date: **23 Aug 2011 7:15pm**
Entry Fee: **£25**
Date Paid: **25/07/2011**
Paid By: **Online Card Transaction**

A few things you need to know:

- Your application is not a guarantee of acceptance into the event. British Cycling will pass your entry fees to the event organiser, who is solely responsible for accepting your entry.
- All liabilities rest with the event organiser in respect of the running of the event you have entered.
- British Cycling cannot deal with enquiries relating to individual entries into the event unless British Cycling is itself the named organiser of the event.
- All correspondence and enquiries about your event entry should be directed to the event organiser:

Mr Jon Smith
organiser345@testevent.co.uk
<http://www.testevent.co.uk>
[View full terms and conditions of use of British Cycling online entry system.](#)

Rider details:

Mr Jamie Jones
5 Smithy Green
Wilmslow
SK9 7UJ
jay@imp.org

Kind regards
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001

www.britishcycling.org.uk/events

c. To Rider: Application accepted



Dear Jack

We are delighted to confirm that payment has been received and your application to ride in the following event has been automatically accepted by the event organiser:

Event Name: [Test event 1](#)
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Entry Fee: **£15**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

Important information for accepted riders:

- All correspondence and enquiries about your event entry should be with the event organiser:
Mr Terry Greenwood
01612742000
organiser345@testevent.co.uk
<http://www.testevent.co.uk>
- Should you be unable to take part in the event, please contact the event organiser at your earliest opportunity.
- All liabilities rest with the event organiser in respect of the running of the event you have entered.
- This event is subject to the technical regulations and conditions set out by British Cycling, the National Governing Body of cycling in the UK.

[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:

Mr Jack Dee
15 Smith Street
Wilmslow
GB
SK9 4BA
Jackdee@brf.org.uk

Kind regards
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

d. To Rider: Application accepted but payment failed



Dear Jon

We are delighted to confirm that your application to ride in the following event has been accepted by the event organiser:

Urgent Notice: We were unable to collect your entry fee from the card details you provided when you entered. Please contact the event organiser at your earliest convenience to settle your outstanding entry fee. **Total outstanding: £250.00**

You will need to pay this amount directly to the event organiser in order to participate in the event.

Event Name: [Test event 1](#)

Race/Ride Name: **2/3/4**

Date: **06 Sep 2011 7:15pm**

Entry Fee: **£250.00**

Important information for accepted riders:

- All correspondence and enquiries about your event entry should be with the event organiser:
Mr Jamie Jones
organiser345@testevent.co.uk
<http://www.testevent.co.uk>
- Should you be unable to take part in the event, please contact the event organiser at your earliest opportunity.
- All liabilities rest with the event organiser in respect of the running of the event you have entered.
- This event is subject to the technical regulations and conditions set out by British Cycling, the National Governing Body of cycling in the UK.

[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:

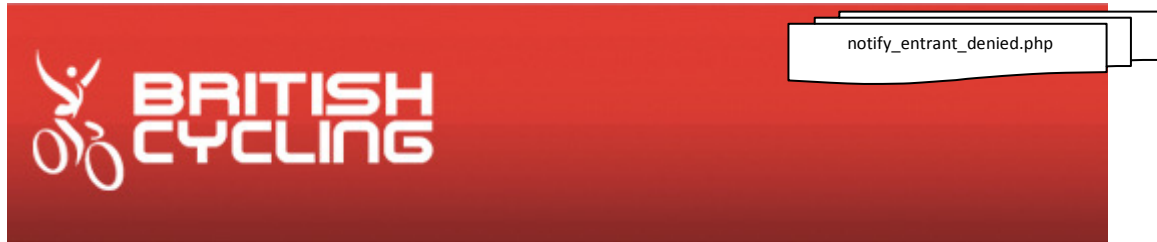
Mr Jon Brown
5 Smithy Green
Wilmslow
SK9 4BD
jay@ifgbv.org

We wish you the best of success in the event!
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001

www.britishcycling.org.uk/events

e. To Rider: Application rejected - managed field only



Dear Jon

I am sorry to inform you that your application to ride in the following event has not been accepted by the event organiser:

Event Name: [Test event 1](#)
Race/Ride Name: **2/3/4**
Date: **06 Sep 2011 7:15pm**
Entry Fee: **£0**
Date Paid: **22/06/2011 13:51**
Paid By: **Online Card Transaction**

Should you have any further queries relating to your application or entry fee, please contact the event organiser:

Mr Jamie Jones
organiser345@testevent.co.uk
<http://www.testevent.co.uk>

Rider details:
Mr Jon Brown
5 Smithy Green
Wilmslow
SK9 4BD
jay@ifgbv.org

[Visit the British Cycling event calendar for details of alternative events.](#)

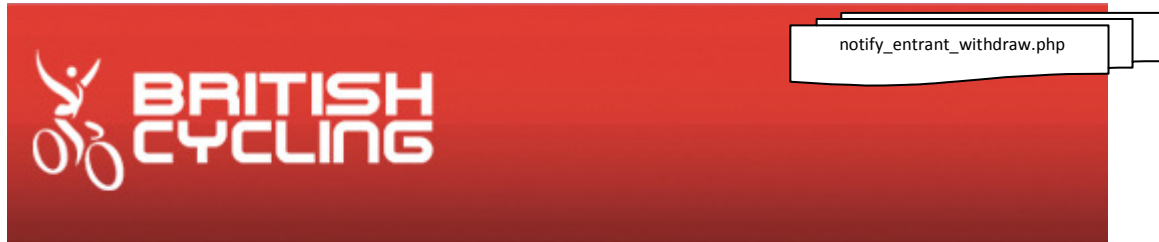
Yours sincerely

The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

f. To Rider: Application withdrawn by organiser with refund



Dear Jack

Your entry into the event below has been withdrawn by the event organiser.

The organiser has authorised a refund to the card used for entry for £15.00. You will receive a notification once the refund is processed.

If you have any further enquiries regarding your withdrawal please contact the organiser directly using the details below.

Event Name: [Test event 1](#)
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Entry Fee: **£15**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

- All correspondence and enquiries about your event entry should be directed to the event organiser:

Mr Jamie Jones
organiser345@testevent.co.uk
<http://www.testevent.co.uk>

[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:

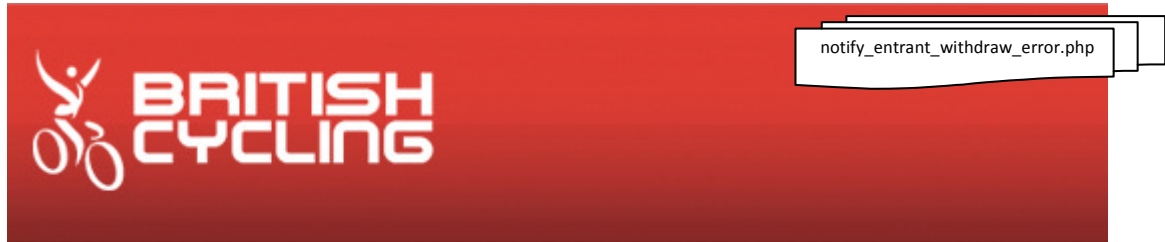
Mr Jack Brown
5 Smithy Green
Wilmslow
SK9 4BD
jay@ifgbv.org

Kind regards
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001

www.britishcycling.org.uk/events

g. To Rider: Application withdrawn by organiser with refund but refund failed



Dear Jack

Your entry into the event below has been withdrawn by the event organiser.

The organiser has authorised a refund to the card used for entry for £15.00. However, there was a problem in processing the refund to the payment card originally used to pay the entry fee.

You will need to contact the event organiser using the details below to arrange a refund using an alternative method.

Event Name: [Test event 1](#)
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Entry Fee: **£15**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

• All correspondence and enquiries about your event entry should be directed to the event organiser:

Mr Jamie Jones
organiser345@testevent.co.uk
<http://www.testevent.co.uk>
[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:

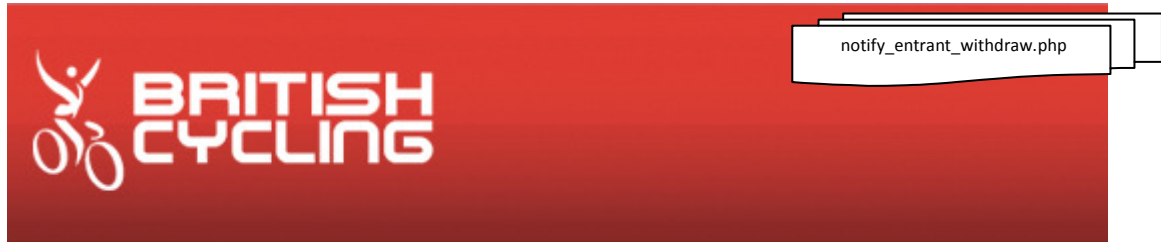
Mr Jack Brown
5 Smithy Green
Wilmslow
SK9 4BD
jay@ifgbv.org

Kind regards
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

h. To Rider: Application withdrawn by organiser without refund



Dear Jack

Your entry into the event below has been withdrawn by the event organiser.

If you have any further enquiries regarding your withdrawal please contact the organiser directly using the details below.

Event Name: [Test event 1](#)
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

- All correspondence and enquiries about your event entry should be directed to the event organiser:

Mr Test Organiser
01612742000
organiser345@testevent.co.uk
<http://www.testevent.co.uk>

[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:

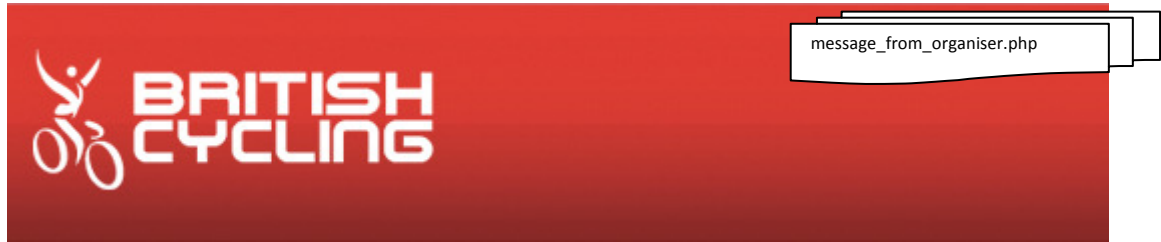
Mr Jack Dee
15 Smith Street
Wilmslow
SK9 4RR
Jack123@britishcycling.org.uk

Kind regards
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

- i. To Rider: Organiser has sent you a message



The following message has been sent to you by the organiser of

[Test event 1](#)

THIS IS WHERE THE TEXT APPEARS FROM THE ORGANISER

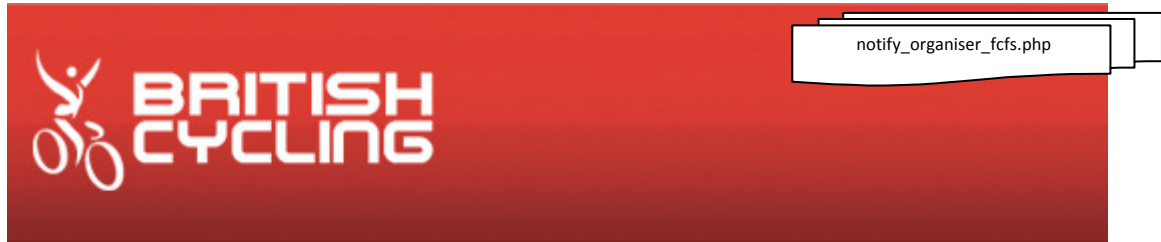
This email has been delivered to you via the British Cycling online entry system.

If you wish to send a reply, please respond to testorganiser@britishcycling.org.uk

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

j. To Organiser: Application received - managed field only



Dear Event Organiser

The following application has been received using the British Cycling online entry system:

Event Name: [Test event 1](#)
Race/Ride Name: **2/3/4**
Date: **23 Aug 2011 7:15pm**
Entry Fee: **£15**
Date Paid: not yet paid
Paid By: **Online Card Transaction**

Rider details:

Mr Jack Dee
15 Smith Street
Wilmslow
SK9 4RR
Jack123@britishcycling.org.uk

[To manage your event entries, sign in to your British Cycling account and go to the Event Organiser Dashboard.](#)

Kind regards

The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

k. To Organiser: Application accepted



Dear Event Organiser

The following application has been received and accepted using the British Cycling online entry system:

Event Name: **Test event 1**
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Entry Fee: **£15**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

Rider details:

Mr Jack Dee
15 Smith Street
Wilmslow
SK9 4RR
Jack123@britishcycling.org.uk

[To manage your event entries, sign in to your British Cycling account and go to the Event Organiser Dashboard.](#)

Kind regards

The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

I. To Organiser: Application accepted but payment failed



Dear Event Organiser

There was an error securing funds for the following entry:

The rider has been accepted BUT you will need to collect the entry fee directly.

Event Name: [Test event 1](#)
Race/Ride Name: **2/3/4**
Date: **06 Sep 2011 7:15pm**
Entry Fee Due: **£250**
Entry Fee Paid: **£0.00**

Rider details:

Mr Jack Dee
15 Smith Street
Wilmslow
SK9 4RR
Jack123@britishcycling.org.uk

[To manage your event entries, sign in to your British Cycling account and go to the Event Organiser Dashboard.](#)

Kind regards

The British Cycling Team

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Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

m. To Organiser: Application rejected - managed field only



Dear Event Organiser

You have sent the following message to Jon brown confirming his application to ride in the event below:

Dear Jon

I am sorry to inform you that your application to ride in the following event has not been accepted by the event organiser:

Event Name: [Test event 1](#)
Race/Ride Name: **2/3/4**
Date: **06 Sep 2011 7:15pm**
Entry Fee: **£0**
Date Paid: **22/06/2011 13:51**
Paid By: **Online Card Transaction**

Should you have any further queries relating to your application or entry fee, please contact the event organiser:

Mr Jamie Jones
organiser345@testevent.co.uk
<http://www.testevent.co.uk>

Rider details:

Mr Jon Brown
5 Smithy Green
Wilmslow
SK9 4BD
jay@ifgbv.org

[Visit the British Cycling event calendar for details of alternative events.](#)

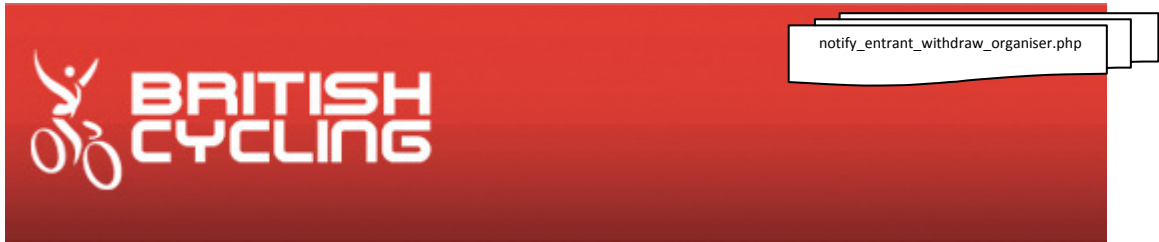
Yours sincerely

The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001

www.britishcycling.org.uk/events

n. To Organiser: Application withdrawn by organiser with refund



Dear Event Organiser

You have sent the following message to Mr Jack Dee regarding their entry into your event:

Your entry into the event below has been withdrawn by the event organiser.

The organiser has authorised a refund to the card used for entry for £15.00. You will receive a notification once the refund is processed.

If you have any further enquiries regarding your withdrawal please contact the organiser directly using the details below.

Event Name: [Test event 1](#)
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Entry Fee: **£15**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

• All correspondence and enquiries about your event entry should be directed to the event organiser:
Mr Terry Greenwood
organiser345@testevent.co.uk
<http://www.testevent.co.uk>

[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:

Mr Jack Dee
15 Smith Street
Wilmslow
SK9 4BA
Jack@britishcycling.org.uk

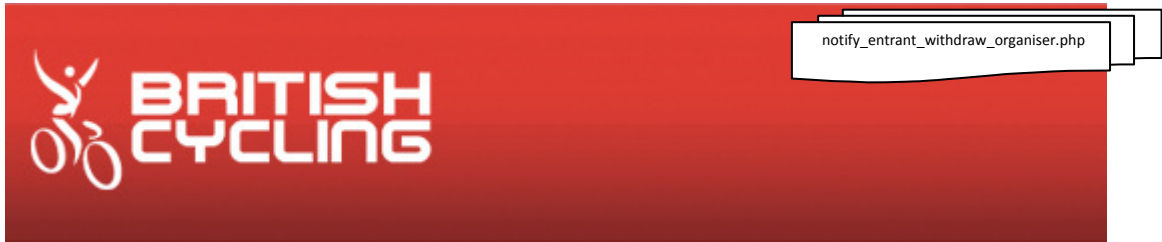
[To manage your event entries, sign in to your British Cycling account and go to the Event Organiser Dashboard.](#)

Kind regards
The British Cycling Team

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

- o. To Organiser: Application withdrawn by organiser without refund



Dear Event Organiser

You have sent the following message to Mr Jack Dee regarding their entry into your event:

Your entry into the event below has been withdrawn by the event organiser.

If you have any further enquiries regarding your withdrawal please contact the organiser directly using the details below.

Event Name: [Test event 1](#)
Race/Ride Name: **REO Race 1**
Date: **12 Aug 2011 10:00am**
Entry Fee: **£15**
Date Paid: **08/08/2011 14:47**
Paid By: **Online Card Transaction**

• All correspondence and enquiries about your event entry should be directed to the event organiser:
Mr Terry Greenwood
01612742011
organiser345@testevent.co.uk
<http://www.testevent.co.uk>
[View full terms and conditions of use of British Cycling online entry system](#)

Rider details:
Mr Jack Dee
15 Smith Street
Wilmslow
SK9 4BA
terrygreenwood@britishcycling.org.uk

[To manage your event entries, sign in to your British Cycling account and go to the Event Organiser Dashboard.](#)

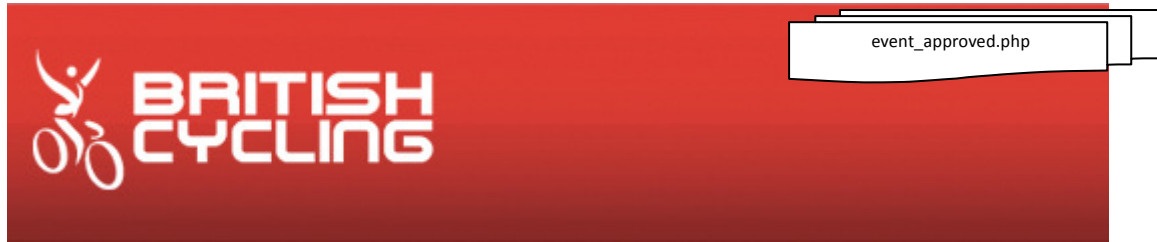
Kind regards

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info@britishcycling.org.uk

www.britishcycling.org.uk/events

p. To Organiser: Event approved and active



Your event has been approved and is now active

Event: [Test event 1](#)

Date: 21/08/2011

We have collected payment of the registration fee for this event from the card details you provided to us

Registration Fee Total: **£180.00**

Thank you for using our online event creation system to create your event

British Cycling, Stuart Street, Manchester M11 4DQ
Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

q. To Organiser: Event approved but payment failed



Your event has been approved but we were unable to collect payment

Event Name: [Test event 1](#)

Event Date: **01/08/2011**

We were unable to collect payment using the card details you have provided to us. This may be because there are insufficient funds available in your account.

Your event will not be made active until we have received payment for the outstanding amount of **£100.00**

Please sign in to your event [organiser dashboard](#) to resubmit payment.

If you have any difficulties or require assistance, please call the events department on **0161 274 2020** quoting **event number: 238217**

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Tel 0161 274 2000 - Fax 0161 274 2001
info@britishcycling.org.uk

www.britishcycling.org.uk/events

r. To Regional Approver: event not accepted



We were unable to approve this event

Event: [Test event 1](#)

Date: 12/08/2011

An event has been approved at regional level but could not be approved by British Cycling HQ. The event has been returned to the organiser to make amendments and re-submit if they wish to do so.

Note from HQ:

There is a clash of dates with the regional road race championships

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