1) To aid and ensure organisers provide the front cover sheet to the rider list on the website, there are now two options.

   Organisers can upload their own version in a PDF file or use the online start sheet cover template and complete the details.

   These can both be found via step 4 of the organiser dashboard, the template can ONLY be accessed after the event closing date and the riders have been accepted and the start sheet building has commenced.
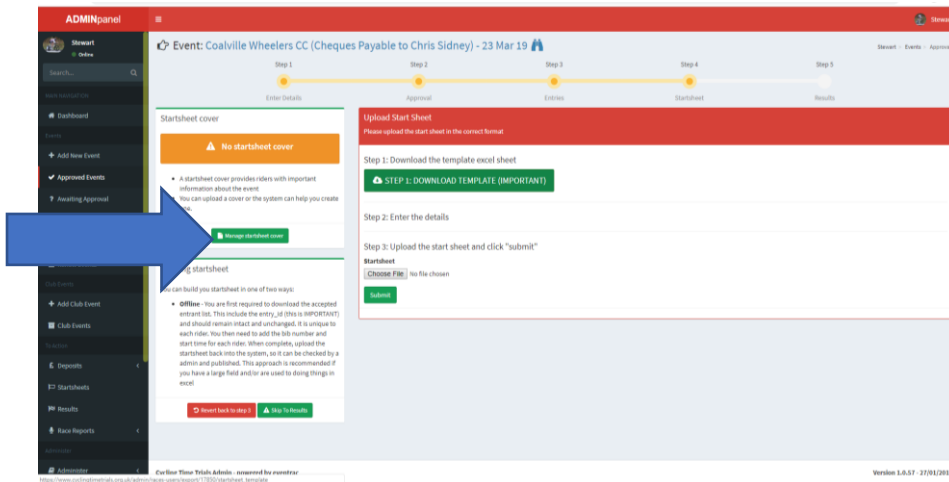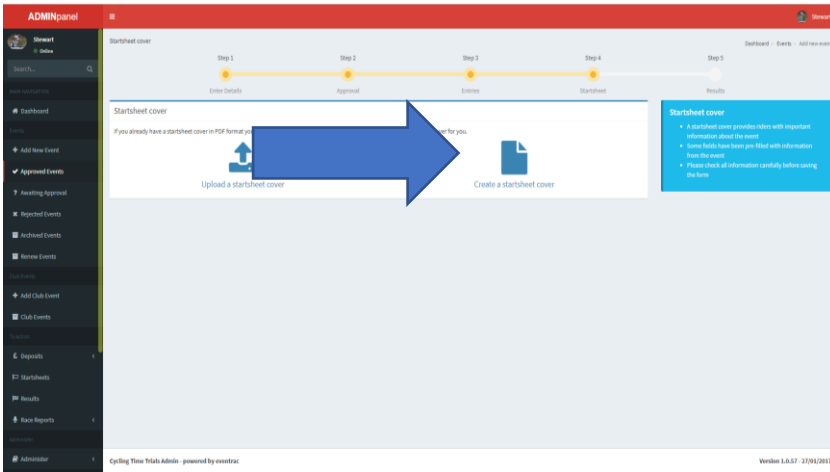

Organisers should click the green "Manage start sheet cover" button and the screen below becomes visible:
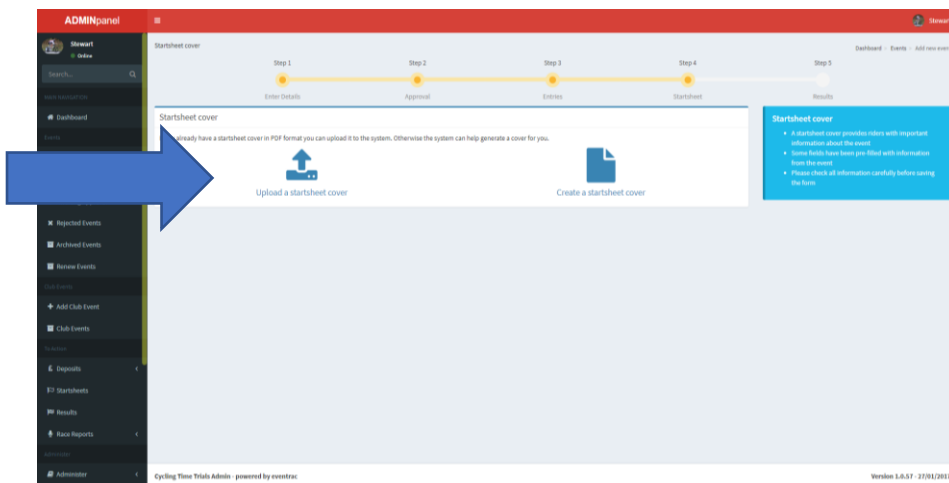

If you wish to upload your own front cover, simply click the "Upload a start sheet cover" button and complete
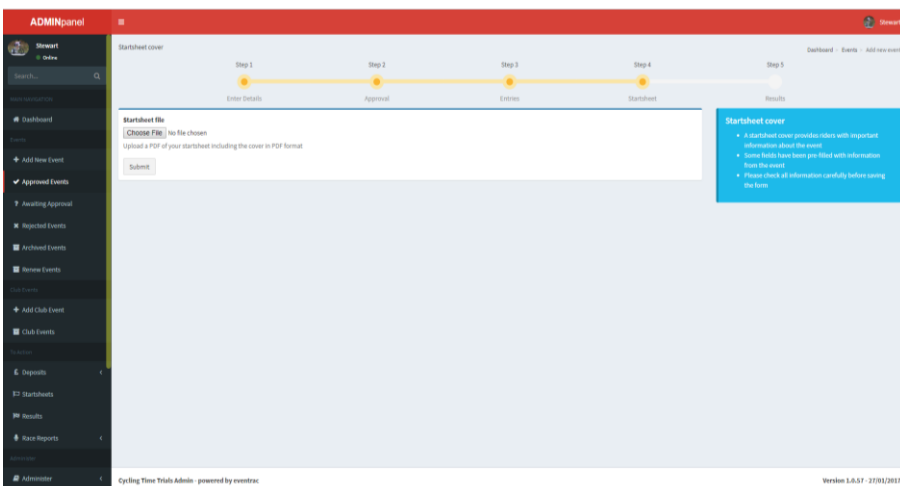
If you wish to use the online start sheet cover template, click the "Create a start sheet cover" button:

The name of the event, date and time, course code and organiser contact details will automatically be populated but can be edited if required. Images can also be added to each field if required.
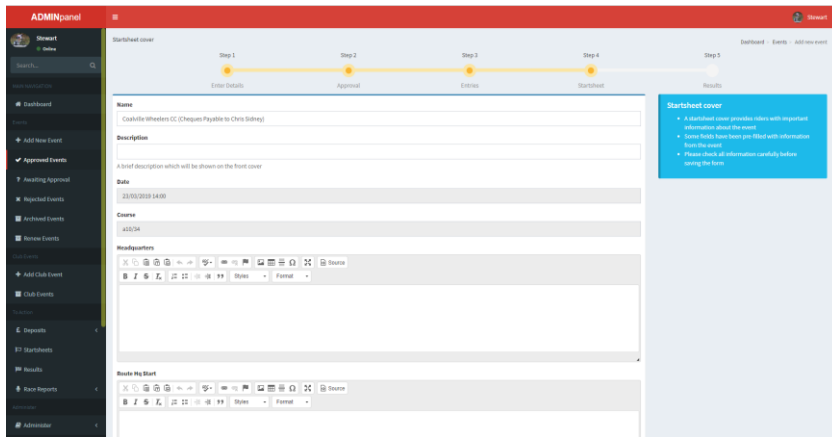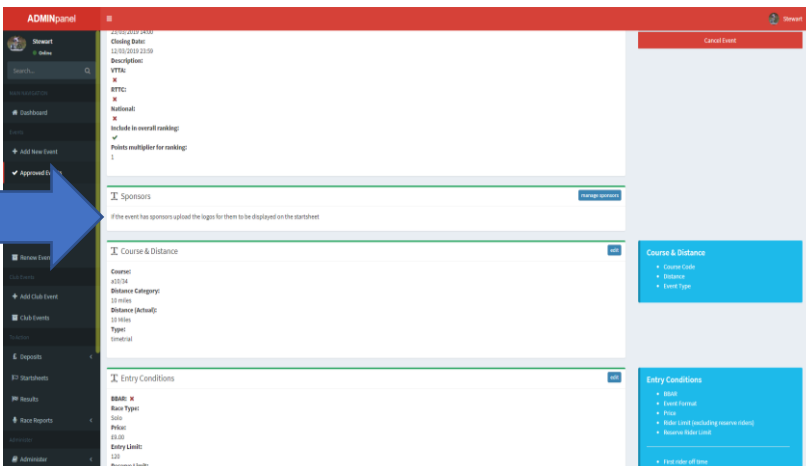

Fields to complete are

Description
Headquarters
Route from HQ to start
Course Details
Local Regulations
Officials
Course records
Awards.

When completed click "submit"

If your event has sponsors, their logo(s) can also be uploaded via step 1 of the event dashboard

2) If you promote more than one event (road bike, solo, medium gear, middle marker etc) on the same day, these are separate events and <u>must</u> be kept so. The website is very specific with the start / result entries and will only accept the riders in that event. Merging these events into a combined event will also affect the ranking system (and other automations) and may give riders the incorrect points.

They are listed as separate events and must be kept as separate events.

Please ensure that all entrants are in the correct event before the start sheet is submitted for approval on the website.

The website will only accept the official start / result templates with rider number, start time or finish time, position and if a DNF, DNS, DNSA or a DQ added. Any extra information will confuse the site and force the rejection of the file.

3) <u>Message from Rachael Elliott – VTTA National Secretary.</u>

Event organisers who produce event results and/or award prizes on veteran standard should be aware that the Veterans' Time Trials Association has updated the standards this year following its AGM. The previous standards, particularly for more senior riders and women, were based on a limited data set. The new standards are based on a richer data set and allow riders of all ages to compete on an even more level playing field than previously. The VTTA is therefore encouraging all event organisers to adopt the new standards when calculating the results in events. These standards are available to download on the VTTA website:

Individual standards: https://www.vtta.org.uk/standards

Tandem standards: https://www.vtta.org.uk/standards/tandems

Please email any specific questions regarding the new standards to the VTTA National Secretary, Rachael Elliott (secretary@vtta.org.uk).

Please note – the VTTA standards are different to the ones that CTT use.