Managing Club Events on The CTT Website

Club officials Guide

We are pleased to announce the updated development of club events on the CTT website. This latest release introduces a simple means of using the CTT website to promote club events, accept online entries, payment online (club levy deducted) and provision for contactless sign-on for riders.

Club events added to the CTT website will also automatically synchronise to the relevant district website to help increase exposure.

What's changed?

1. Clubs can now add their club events to the website (requiring district approval - however, preferably uploaded en masse by the District). Please contact your support or your district for information on how to add club events.
2. Clubs can now optionally choose to manage their club events using the CTT system. This includes allowing riders to register online and a new admin interface to manage riders, add a start sheet and publish results.
3. If a club is managing their club events on the CTT website, they can also utilise the new wireless sign-on process which enables riders to sign on in a contactless way utilising a new QR code scanning process (a smartphone and internet connection is required).

Club Officials Guide

This guide assumes that you have a club officials account and can access your clubs admin panel via the CTT website. If you are unsure how to access the club admin panel, please contact support. Note: It is the same process as when paying for affiliation

1/ Prepare your events

The first step in managing your club events on the CTT website is to load them into the system. At present, this can be done in 2 ways:

- Create a CSV file with your club events and send this to your district secretary who will then be able to upload them in bulk to the CTT website. As soon as the events are loaded, you can then begin managing them. The headers are as follows (red = mandatory). DO NOT amend or delete column headers.

- **Date** - The date of the club event (in the format dd/mm/yyyy)
- **Time** - The time the club event starts (in the format hh:mm)
- **Name** - The name of the club event
- **Club Name** - Name of the club (exactly as it appears in the CTT database.)
- **Course** - The course code the club event will be run on
- **Backup Course** - The course code the club event will be run on in the event the primary course can't be used.
- **Distance** - The distance of the club event (written in miles i.e 10 miles. Even 1 mile needs to be 1 'miles')
- **Details** - A description about the club event i.e. Where the HQ is located etc..
- **Price** - The price of the event written in a decimal i.e. 5.00 for £5
- **Capacity** - The capacity of the club event
- **Come And Try** - True or False (or 1, 0) if this is a come and try it event
- **Sign on location** - Sign on location
- **Online Entries** - If the event allows online entries i.e. people can pay via the CTT website (recommended) [Levies are deducted at source]

- The second option is to add club events manually via your club admin panel: https://www.cyclingtimetrials.org.uk/club/club-events/add This method is considered slower than the option above and will require a district official to "approve" each individual club event before it is displayed on the CTT website and district sites.

2/ Managing club events

Once your club events have been loaded onto the CTT website, you will then be able to manage them. To view all your club events, you can click "Club Events", on the left menu when logged in as a club admin: https://www.cyclingtimetrials.org.uk/club/club-events

To manage a particular club event, simply click the blue ⬚Manage button.

When managing a club event, there are 5 key screens to note:

1. **Event Details** - This shows an overview of the configuration for your club event. You can perform actions (within reason before district approval is required), by clicking the "Actions" > "Edit" button in the top right corner

Edit: Edit the club event details e.g. the system defaults to the club secretary so this can be amended as required.

Close: Closes online entries and shows the event as "closed" on the front website

Cancel: Marks the club event as cancelled

Delete: Removes the club event - This is only possible if there have been no entries

1.1 Online Payments

Online Payments

If you want enable online payments using the CTT payment system (which will automatically reconcile payments and save admin time), you need to tick the boxes "Allow Online Entires" and "Use The CTT Payment System".

As of 1st March 2023 - Any new club events will have this option auto enabled

The above image highlights how to enable online payments. You can get to this screen by clicking the edit button "as shown above"


Online Payments - Bulk Setting

You can enable online entries in bulk when adding club events via a district upload. Simply write TRUE in the online_entries column

1.2 Transfer Of Funds

When an event is over, to complete the event for payment, add any riders that turned up on the day (manual entries) and add them to the 'sign Ups' panel. When the organiser agrees that the list on the 'Sign Ups' is correct select 'Submit Levy Report'. This will then automatically be listed as an event payment due for payment to the bank details listed. This should only be done after the event.

To ensure that the CTT can pay your club for any online entries (less levies), please ensure that you have updated your bank account details. To to this, simply click "Bank Account" on the left menu when logged in as a club official
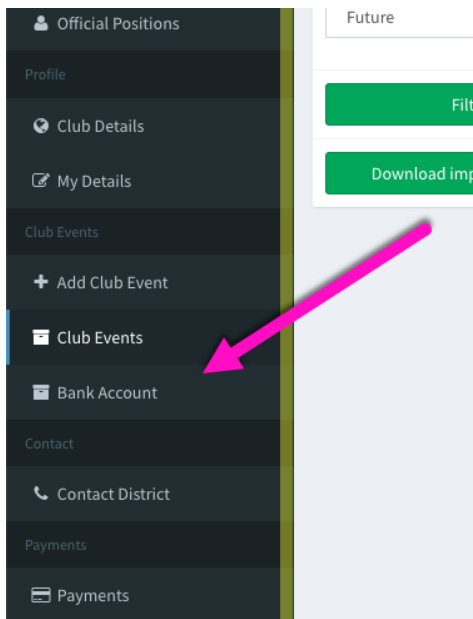
2. **Sign ups** - This shows a list of CTT registered users who have entered the club event on the CTT website. You can track if the user has paid (and change their payment status accordingly) or if entry fees are outstanding. You can export the list (which will include LTS information) or click "view" for a given participant to view more information. Note: You will see the addition of a QR code which will be explained in section 2.5


If a rider needs to withdraw. They can either do this themselves or you can do this by "viewing" their entry and clicking "withdraw"

3. **Startsheet** - This enabled a startsheet to be uploaded. Unlike open events, there are no processing requirements and a file such as PDF can be uploaded. This is then visible for riders to download when looking at the club event

4. **Results Sheet** - Similar to the startsheet, there are no processing requirements. Any file representing the results can be uploaded i.e. A PDF file.   This is then visible for riders to download when looking at the club event

5. **Check-in Kiosk** - The check in kiosk is an exciting new feature which allows club officials to sign riders at their events "on" and optionally sign them "off". A requirement for this to work is an active internet connection and a smart phone with a camera.

Club officials simply need to navigate to the check in kiosk on their smartphone when they are at their event and select the QR code scanning option in "check in" mode. When a rider wants to sign on, they simply need to present their QR code and then a club official holds their smartphone over the QR code whilst in the kiosk. The system will then register the participant as "signed on".

If a club official wishes to sign someone off, they can repeat this process ensuring that that they are in checkout mode.
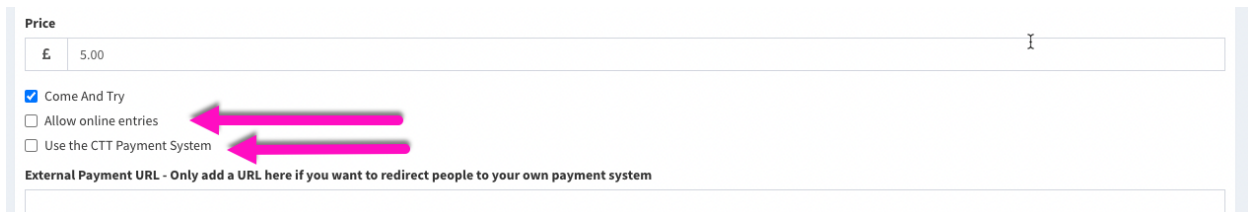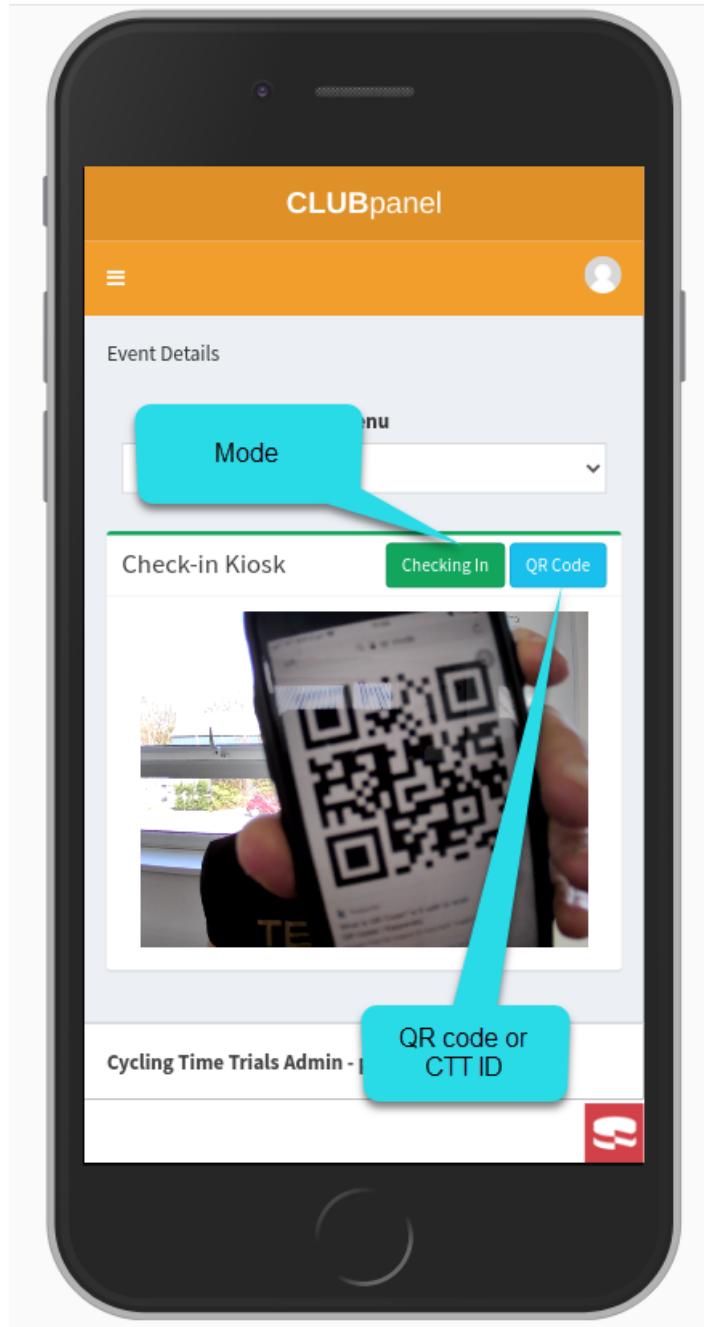
Common Questions:

1/ Can we accept online payments:

Yes, to enable to online payments, simply edit the the event and tick the two boxes as outlined below. This will ask participants to pay during the signup process. The system shall then reconcile payments and clearly indicate if someone has paid.

The CTT will transfer any money owed directly to your nominated club bank account

2/ Can people still turn up on the night without pre-registering?

Yes, this system is 100% optional to use and you may use as much or as little as you see fit. If a rider turns up on the night, you can register them for your event by simply scanning their QR code or entering the CTT ID in "sign on" mode in the check in kiosk.Particularly if your club is using the CTT payments system add the rider to the sign ups so the correct amount is refunded to the club.

If the rider does not have a CTT account, they can either register for one on their smartphone and then sign on, or you can register them in your normal way, ensuring they accept the terms and conditions.

3/ How do we add a bank account and sort code

These details can be added on the 'Club Panel' where it shows 'Bank Details'.