CAPTUREFIT

EVENT MANAGERS GUIDE

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# Contents

Introduction

This is a guide to serve as a reference for event managers that uses **CaptureFit** to manage online registrations and event scoring. **CaptureFit** is very flexible and you can choose to use the online registration component or the leaderboard functionality independently.

Accessing the Admin Area

Once your event has been setup, you'll be given access to the administrative side of CaptureFit. Once you've logged in, you'll see a new menu item **Admin Area** appear:
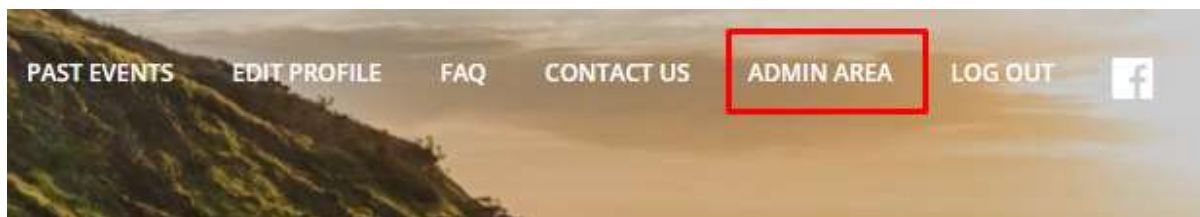
Once you've clicked on it you should see your event listed.
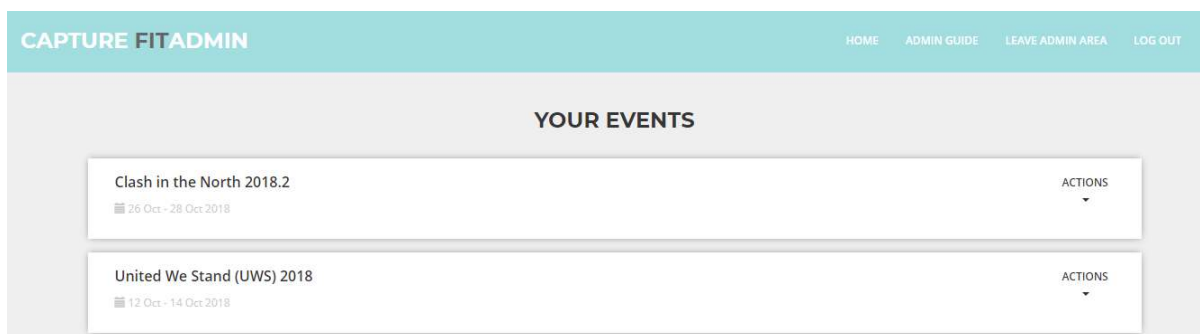
If you do not see the menu item or you event is not listed, please email us at info@capturefit.co.za.

The registrations flows for athletes and teams

Here is a short overview of everything that happens and need to happen in the sign-up process.

An event could be an individual (individual athletes) event, team event (team of any size) or it could be both.

Individuals Event

The individual sign up is pretty straight-forward.

1. The athlete decides to sign up for an event by clicking on the sign-up link.
2. If the athlete is not registered on CaptureFit, they're required to register. If they're already registered, they just need to sign in.
3. If the athlete completed registration, they will receive a confirmation email of their registration.
4. Once they've signed in they will be taken to the event's entry form to complete. It will just ask their Gym Name, Shirt Size and it will ask them to sign the waiver. If they do not sign the waiver, they **cannot** complete the registration.
5. After they've completed the form the entry will be saved and they will be taken to a payment page. After signing up they will receive an event registration confirmation email. They do not have to complete payment at the stage, they can also come back to this page at a later stage.
6. Depending on the event the user will have the option to pay via EFT or PayFast.
7. If the user decides to pay via EFT, they will need to send proof of payment to the event manager, whom will manual mark them as paid. See Manage Registations for more information on this.
8. Once they've been manually marked as paid, they will receive a confirmation email of the payment confirmation.
9. If the user paid via PayFast, they'll get a confirmation email from PayFast and PayFast will mark their entry as paid automatically on CaptureFit.

After the user has signed up for the event, the event will be listed on the **Your Events** section on your home page after you've signed in. If you've haven't completed payment, it will show that the payment is still outstanding and you can click on **Pay Now** to complete payment.

Team Event

The team event sign up works a bit different:

1. The team captain decides to sign up for an event by clicking on the sign-up link.
2. If the team captain is not registered on CaptureFit, they're required to register. If they're already registered, they just need to sign in.
3. If the team completed registration, they will receive a confirmation email of their registration.
4. Once they've signed in they will be taken to the event's entry form to complete. The form will just require their Team Name, Gym Name, Shirt Size and it will require them to sign the waiver. If they do not sign the waiver, they **cannot** complete the registration.
5. After they've completed the details, the entry will be saved and they will be taken to a payment page. After signing up they will receive a confirmation email of the event registration. They do not have to complete payment at the stage. They can also come back to this page at a later stage.

6. Depending on the event the user will have the option to pay via EFT or PayFast for the whole team.
7. If the user decides to pay via EFT, they will need to send proof of payment to the event manager, whom will manually mark them as paid. See Manage Registations for more information on this.
8. Once they've been manually marked as paid, they will receive a confirmation email of the payment marked as paid.
9. If the user paid via PayFast, they'll get a confirmation email from PayFast and PayFast will mark their entry as paid automatically on CaptureFit.

After the user has signed up for the event, the event will be listed on the **Your Events** section on your home page after you've signed in. If you've haven't completed payment, it will show that the payment is still outstanding and you can click on **Pay Now** to complete payment.

From the home page, the user can then invite his/her team members.
IMPORTANT: Only the team captain signs up for the event and **NOT** the team members.

10. Once the team captain has invited his/her team members, the team members will be notified via email. If the team member is already registered with the same email address, the team member will be automatically linked to the team, otherwise the team member needs to sign up with the same email provided by the team captain. If the email address is incorrect, the team captain can always remove and re-add the team member with the correct email address.
11. If the team member has been linked to the team correctly, it will be displayed on their logged-in home page and your events. They will be able to see their other team members and a **Finalize Your Entry** button.

Click here to finalize your entry for United We Stand (UWS) 2017

YOUR E

United We Stand (UWS) 2017

UWS is a team competition with teams from across Africa and South Africa CrossFit affiliates able to participate in a weekend long, multi-disciplined event. The more exposure you get to functional training around all disciplines the better you will fair.

13 Oct - 15 Oct 2017

| VIEW EVENT | VIEW YOUR TEAM |

FINALIZE YOUR ENTRY

Manage Registrations

As the event manager, you can manage the registrations for your event. Click on the **Admin Area** link as explained in Accessing the Admin Area.

It will show you a **View Registrations** button, which you can click:

This screen will show you all the registrations for the event. You can filter/sort the registrations with the filter/sorting controls at the top.

The following fields are displayed:

1. Entry Number – A unique number to identify them, which could be used when checking-in athletes at the event and it could also assist judges capturing scores
2. Entry Type – Individual/Team
3. Athlete Name / Team Name + Team Captain Name
4. Team Captain email address
5. Category entered
6. Gym Name
7. Paid Status
8. Date Registered

The event manager can mark the registrations as paid here, if they've received the proof of payment.

The event manager can also **update the team name** as the team captain do not have access to change their name after registration and **change the category**.

The event manager can also delete the registration.

Exporting Entries or Team Members

The event manager can also export entries (for teams this only contains the team captain's information) and team members.

The entries export file contains the following fields, but this can be customizable:

1. Entry Number
2. Gym Name
3. Entry Type
4. Category
5. Team Name (if Team Entry)
6. Athlete/Team Captain Name
7. Gender
8. Email address
9. Contact No
10. Date of Birth
11. Paid Status
12. Entry Date
13. Emergency Contact Name
14. Emergency Contact No
15. T-Shirt Size

The team members file will contain all the team members and the following fields:

1. Gym Name
2. Entry Type
3. Team Name
4. Team Member Name
5. Gender
6. Date of Birth
7. Email Address
8. Contact No
9. T-Shirt Size
10. Team Captain? Yes/No
11. If they've signed the waiver
12. Emergency Contact Name
13. Emergency Contact No

Manage Volunteers and Judges

You can also export volunteers and judges that signed up for your event. If the sign-up links for judges and volunteers is not showing up for your event on the CaptureFit website, please email info@capturefit.co.za to activate these links.

NOTE: Once the volunteer or judge signed up they will receive a confirmation email of their volunteering sign up.

You can export the volunteers or judges from the admin area, by clicking on the **Export Volunteers** and **Export Judges** independently.

The export volunteers will contain the following fields:

1. Name
2. Area 1st Preference
3. Area 2nd Preference
4. Days available
5. Gender
6. Email Address
7. Contact No
8. Shirt Size
9. Short Size
10. Shoe Size
11. Signed Up Date

The export judges will contain the following fields:

1. Name
2. Qualifications – eg Level 1 CrossFit, CrossFit Judges Certificate
3. Days available
4. Gender
5. Email Address
6. Contact No
7. Shirt Size
8. Short Size
9. Shoe Size
10. Signed Up Date

Manage Leaderboards

The event manager can manage the athletes and teams displayed on the leaderboard.

If you're using the online registration functionality you can automatically populate the leaderboard from the registrations, by clicking on the **Populate Leaderboard** button.
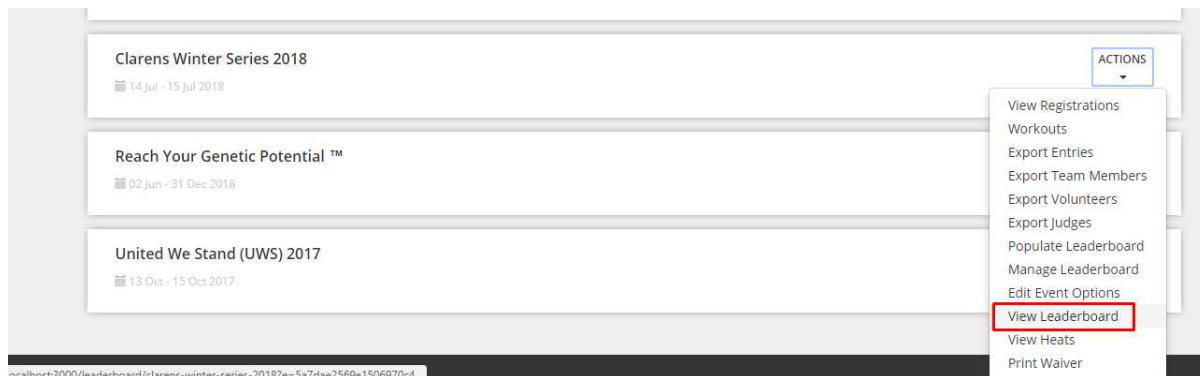
IMPORTANT: It will only add the entries that is marked as paid. You can press the button more than once, it will just add the entries that has not already been added.

After that you can click **Manage Leaderboard**, to view the athletes displayed on the leaderboard.

If you're not using the online registration process, that you can manually add athletes to the leaderboard.

You can also bulk import entries onto the leaderboard:

Select the entry type and category that you wish to import the athletes to and just paste the athletes/team names in the text box.
IMPORTANT: Only one entry per line. The name imported will be displayed in the leaderboard.

Setting up workouts

You can setup workouts, by clicking on the **Workouts** button in the Admin area.
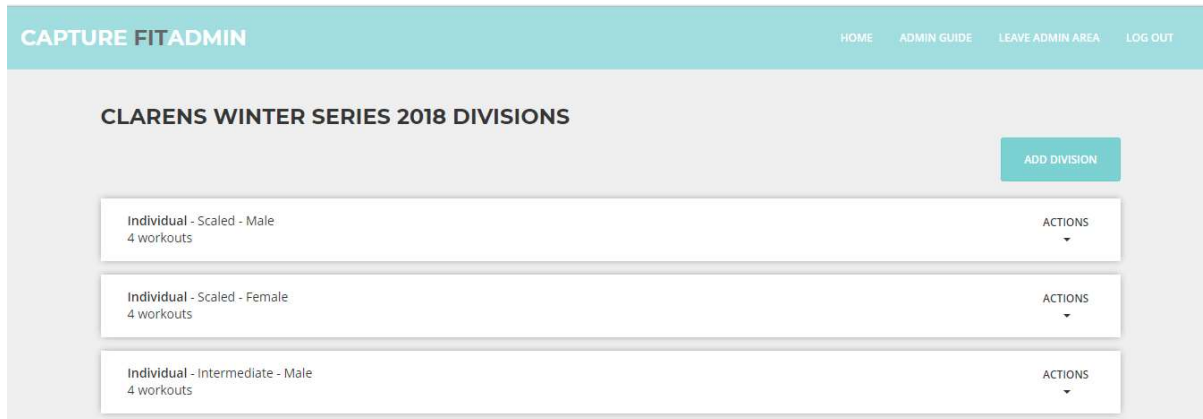
The first thing that you need to setup is the divisions. A division needs to be setup for each entry type (Team/Individual) – category combination e.g. Individual – Male – RX and Individual – Female – RX and for teams Team – RX Males, Team – RX Mixed etc.

Click on **Add Division** to setup a division.

Select the Entry Type, Category and Scoring Type. The scoring type will be for the workouts of the division. CaptureFit supports 2 scoring types:

- **CrossFit Games Scoring**

This is the scoring that is used for the CrossFit Games. It won't work well, if the division has more than a 100 entries. The workouts score can have a weight of 50 or 100.

- **Position is Score Lowest Score Wins**

The scoring type works best for larger events. You score is your ranking, for example. If you're ranked 1st in an event you'll get a score of 1. After completing a few events, the winner will be the athlete/team with the lowest score. There is also a multiplier/weighting option that you can set on the workout itself, which will simulate a similar scenario as the 50 and 100 points of the CrossFit Games Scoring.

You can also edit and delete divisions.

After you've finished setting up the divisions, you can setup the workouts for each division.

Click on the **Workouts** button and it will show you a list of workouts for the division.

You can add a workout by clicking on the **Add Workout** button or copy workouts from another division, if the division have the same workouts.

When adding a workout, you need provide the following fields:

- Workout Name
- Workout Content – The workout description
- Ranking Type
    - Highest wins – for example this will work well for weight or reps as the highest weight or rep wins.
    - Lowest wins – for example this works well with timed workouts where the lowest time wins.
- Weighting – if the division is a scoring type of CrossFit Games scoring.
    - 50
    - 100
- Weighting – if the division is a scoring type of Position is Score Lowest Score Wins.
    - 0
    - 1
    - 2
    - 3
    - 4
    - 5

- Format
    - Time
    - Points
    - Weight
    - Reps
- Tiebreaker – Enable if you have another score to capture to deal with tied scores.
    - Tiebreaker format – Same as format above
    - Tiebreaker ranking type – Same as ranking type above
- Hide on leaderboard? – If you want to hide the workout from the leaderboard. You can pre-capture the workouts before the event and just hide them until they've happened.
- Make use of heats? – By clicking this the workout will be display on the heats page.
- Heat number to start with? – You can change this to start every category with 1 or if the category should follow on each other.
- Number of athletes/teams per heat – The number of athletes/team per heat
- Only take top N of leaderboard – If you only want to take the top 10, you need to set the number here.

NOTE: You can also add workouts as they happen and the scores will automatically be adjusted.

When the list of workouts is displayed, you can drag-n-drop the order of the workouts in the order that they should be displayed.

You can also update and delete workouts and as previous mentioned, you can copy workouts from another division to prevent you from having to recapture the same workouts for each division.

Managing scoring for the workouts

Once your workouts have been captured as per Setting up workouts, you can start capture scores. On each workout, a **Capture Scores** button is displayed.

After clicking on **Capture Scores** button, it will display all the athletes/teams on the leaderboard for that division.

You can enter the score and click **Update** for each entry. Every time you click **Update**, it will save the score and once you go to the leaderboard it will recalculate the results. You can search for the athlete/team in the top filter bar.

Timed workouts have 3 text boxes for each athlete/team. The time needs to be provided in a format of minutes:seconds:milliseconds.
IMPORTANT: Please keep the number of digits for milliseconds consistent per workout. If you decide to only use one digit for milliseconds, this needs to be used throughout the workout.

NOTE: For workouts with a time-cap and reps that needs to be completed. If the athlete/team didn't complete the workout in the given time-cap, add the missing reps as seconds to the time-cap when capturing the time.

Questions or suggest an improvement?

If you have any questions or suggestions on making CaptureFit easier to use, we would love to hear from you.

You can email us at info@capturefit.co.za.