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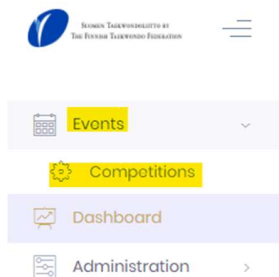
## HOW TO SETUP AND PUBLISH EVENT OR COMPETITION ON PORTAL

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### Creating a competition

Login to portal, and your tenant, at <https://revelage.net> or <https://www.revelagesports.com>

1. Go to “Events -> Competitions”. (see Pic1)



Pic1

2. Click “+ Create New Event” to start creating new event/competition. (see Pic2)



Pic2

3. Pop-up window aka “Wizard” opens, where you can start filling-in details of your competition or event. (see Pic3)

Pic3

## Filling the competition info, meaning of fields

All field that has asterisk on front of the field name is mandatory, i.e. “\*Title”. (see Pic4)



Pic4

### Event tab

- **\*Title** = Title of the event, *example = Ambassador’s Cup 2022*
- **\*Description** = Description of the event
- **\* Event Type** = Described the type of the event, *example = “National (Open)”, targeted mainly for residents of the country of your organization, but also open globally.*
- **\* Publishing Date** = Date when event is published for everyone to see it on portal and public website
- **\* Max registrants** = Maximum number allowed to register to event
- **\* Contact person** = Populated automatically, name of the person creating the event. Can be changed.
- **\* Contact person, e-mail** = Populated automatically, email of the person creating the event. Can be changed.
- **\* Contact person, phone number** = Populated automatically, number of the person creating the event. Can be changed.

### Basic information tab

- **\* Competition name** = Populated automatically from the “Title”, cannot be changed here, change the “Title” on the previous page.
- **Allow enlistment from other tenants** = Allows or disallows members outside your Tenant to enlist to this event. Select or unselect the check box in front of the text to change.  
*Example, if you want to allow others than Finnish Taekwondo Federation members to enlist, check the box*
- **\* Organizer** = Name of the organization which is organizing and managing the event. *Example, Finnish Taekwondo Federation*
- **\* Country** = Country where the event takes place

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- \* **City** = City where the event takes place
- \* **Venue location name** = Example: Wimbledon Arena, Centre Court
- \* **Address** = Street address of location
- \* **City/county, postal code** = Add relevant value, for finding this location
- \* **Admission fee** = Possible entry fee for spectator's. If no fee, enter 0(zero)
- \* **Participation fee** = Fee for participating the event, if multiple fees, you could separate them like this : 35/45/85, or any other way that is feasible.
- \* **Start date and time** = Start date and time of the event.
- \* **End date and time** = End date and time of the event.
- \* **Registration start date and time** = When the registration to the event starts.
- \* **Registration end date and time** = When the registration to the event ends.
- \* **Min age** = Minimum Age to register to competition
- \* **Max age** = Maximum Age to register to competition
- \* **Max teams** = Maximum number of Teams able to register
- \* **Max competitors per team** = Maximum number of participants able to register, per team
- \* **Areas** = How many areas/venues/rooms/tatami's/etc. are available for use, if applicable.
- \* **Area prefix** = Prefix for areas/venues/rooms/tatami's/etc., if applicable.
- \* **Categories allowed** = To how many categories participant is able to enroll
- \* **Weight classes allowed** = To how many classes, under the categories, participant is able to enroll
- \* **Gender categories** = gender categories, if applicable
- \* **Rest time** = Rest time between matches/games/fights, before next one should start, used for planning.

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- \* **Rest matches** = How many matches/games/fights, should there be, in between, before next match begins, per participant, used for planning.

### Categories and Classes tab

- **1.Templates** = Select templates, which contains ready-made settings for categories and classes. Templates are maintained by your organization.

### Rules and Officials tab

- **Default fight time in minutes** = disregard, setting comes from Templates
- ***[Insert only ones]*** = work in progress, disregard
- ***Individual finals can start at anytime*** = work in progress, disregard
- ***Starts with fight number*** = work in progress, disregard
- ***Finals starts at predefined time*** = work in progress, disregard
- **Officials**
  - i. **Weigh-in officials** = You can add, existing users, who has “Weigh-in” role set.
  - ii. **Competition editors** = You can add, existing users, who has “Team Admin” role set.

### Rules and Officials tab

On this tab you can check all settings and values you set, before saving and publishing event

**NOTE!** At bottom of the tab, you need agree to terms and conditions before you can save and publish event. Read EULA and click the check box and click “Edit” to enable “Save” button.

- ✓ **Agree to terms and conditions** - <https://revelage.net/eula>