

1. Sign-up as a race director.
2. Log-in to your race director account.
3. Select "Add Races" from menu bar.
4. Select date, day, and time.
5. In "Name" type name of race.
6. In "Distance" type race distance(s).
7. In "Address" type location of event.
8. In "City" type city where event is being held.
9. In "State" type state where event is being held.
10. In "Zip" type the zipcode where the event is being held (optional).
11. In "Country" type the country where the event is being held (optional).
12. In "Heading" type the heading (optional).
13. In "Description" type additional info, such as contact phone number and/or email address.