



The process for Clubs to set up an event for Online Entry

To set up a race event to use the BMXV IMG Online Entry system, race organizers need to use the following procedures. Whilst online entry saves much work for Clubs and Entrants, there is a fair amount of work which has to be done in the background, so it is important that race organizers complete the following as early as possible. Clubs should aim to have their event flyer/entry form ready six weeks before the event.

STAGE 1

As with all race meetings, a flyer and entry form has to be compiled for the event, listing all the usual information including (but not confined to) the following:-

Venue address

Date of meeting & starting times for registration, practice & racing

Address , phone number, email address for contact person for postal entries and enquiries.

Closing date for postal entries ✕

“Online entry available at www.bmxv.com.au”

Closing date & time for online entry. ✕

Race classes offered

Entry fees payable

“BMXA rules as of 01/01/20xx* apply” (*= year of event)

Age determination is as 31/12/20xx* (*= year of event)

‘x’ number of riders comprise a class

Rider’s name

BMXA licence number

Date of birth

Race Number

Age & Class

✕ note that for major events it often pays to have an earlier closing date for the postal entries, compared to that for online entries.

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The final draft entry form has to be forwarded to the BMXV State Officiating Director (SOD) for approval. This is best done via email to officiating@bmxv.com.au . The SOD will inspect it and if OK will issue an approval number such as “(Approved CM 16/10)” which must be placed prominently on the entry form before distribution.

All the above is normal procedure for all race meetings apart from the reference to online entry.

The race organizer/Club needs to appoint an Event Entry Coordinator for the event who will handle Postal entries, entry enquiries, be responsible for scoring of the event and to whom Online entries will be forwarded.

STAGE 2

The race organiser must create a BEM event file for the event following the correct procedure using the current BEM Toolbox and the latest version of the BEM Program. Remember to use the approved entry form and flyer as the guide. This is very important. The BEM event file must be created from scratch and cannot be a copy of a previous BEM event file. For help with this please contact the BMXV Registrar/ Scoring coordinator Diane Lacey registrar@bmxv.com.au

Give the BEM event file a name such as, for example, “Helltrack_2011.bem” which will easily identify it.

Once completed please forward the event file along with a copy of the approved entry form/flyer to the BMXV Registrar/Scoring Coordinator Diane Lacey registrar@bmxv.com.au for inspection.

She will check the file and make sure that it is correct.

Once checked by the Registrar and confirmed as OK , she will send a copy to BMXV’s Online Entry Coordinator onlinentry@bmxv.com.au along with a copy of the approved event entry form/ flyer.

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The BMXV Online Entry Coordinator will also check the Class names and BEM Event file for compatibility with the online system and then create an online entry link in the IMG online entry system.

Once the BMXV Online Entry Coordinator has finished setting up online entry for the event they will create three identical, versions of the BEM Event file with names such as:

1. Helltrack2011_Postal.bem *all postal or hand delivered entries go into this file*
2. Helltrack2011_Online.bem *all online entries go into this file*
3. Helltrack2011_Master.bem *the entry coordinator for the event imports the above two files into the BEM Master Event file. A copy of this file will be used for Scoring at the event.*

The BMXV Online Entry Coordinator will then email copies of these files to:

1. BMXV Scoring Coordinator registrar@bmxv.com.au
2. BMXV Administration admin@bmxv.com.au
3. The Event Entry Coordinator

Note: because the BMXV Online Entry Coordinator (BOEC) sometimes has to make changes to the original BEM Event file, it is essential that everyone processing entries subsequently is using the relevant BEM Event file as forwarded to them by the BOEC; not the BEM file they created in the first place.

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STAGE 3

Copies of the entry form in Word document format and the '_Online.bem' BEM event file must be forwarded to the following, *if not already done so*.

BMXV Secretary admin@bmxv.com.au
along with full contact details for the Club Entry Coordinator.

Once the BMXV Online Entry Coordinator has set up the event on the IMG system, they will arrange for the BMXV Webmaster webmaster@bmxv.com.au to create an online entry link to the event at www.bmxv.com.au under 'Events'

Clubs can readily copy this link onto their own website, forward it to other sites such as BMXULTRA or whatever.

The BMXV Secretary will organize a pdf of the entry form to be placed on the BMXV website under 'Events' for those wishing to use postal entry.

STAGE 4

As postal entries arrive, the Event Entry Coordinator will enter them into the Postal.bem. Contact the BMXV Registrar for a current Vic Riders list before adding any postal entries.

If it is a big event that will attract riders from Interstate, the Event Entry Coordinator can request BMXV admin to provide an up to date BEM National Rider list to use for checking entries instead of the Vic Riders list.

As entrants place online entries, BMXV Admin will download them from the BMXV/IMG system, process the information and import into the Online.bem BEM event file.

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BMXV Admin will then forward this to the Club Event Entry Coordinator to import into their copy of the Online.bem file

(Note: do not import these entries direct into the BEM Master event file; always import them into the BEM Online event file first then import the Online event file into the Master event file .)

The Club Event Entry Coordinator will then import both Postal and Online entries into the Event Master.bem file.

The Event Entry Coordinator should create an HTML 'Riders by Class' report from within BEM every time they process another batch of entries. They should then send a copy of this entry list to the BMXV Webmaster webmaster@bmxv.com.au who will add it to the BMXV web site, 'Events 2011' for checking by riders who have entered the event, for correct class and race number . This should be done each time new entries are downloaded to the Master file .

Note: Any changes that need to be made must be done in the postal or online entry files, NOT THE MASTER, as this file changes after each update. If an entrant reports a mistake in an online entry, they should report it to admin@bmxv.com.au or onlineentry@bmxv.com.au who will make the necessary changes online in the IMG system.

This final Master BEM event file will be the one used for Registration and Scoring at the event.

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NOTES.

Important: It is strongly recommended that the Club Entry Coordinator backs up the BEM event files on a regular basis, including off-site backups. The best way to do an offsite backup is to email the BEM event files to another person. This could be another club member and/or to admin@bmxv.com.au

If you look in the BEM 'Backup Events' folder on your computer after processing entries you will see files with names such as 'BU_event name_master/postal/online.bem' Email the most recent copies of these to someone else. This creates an extra backup on your own computer, in the 'Sent' folder of your email, plus a copy offsite.

Note: Do not trust USB memory sticks on their own for your backups, but do take a copy of the event_Master.bem file to the race meeting on a memory stick in case of computer failure. *In the run up to a major BMXV event the Registrar and Admin will email the BEM event files at least once per day, or every time that new entries have come in, classes have been merged, or lane draws set etc. etc.*

REIMBURSEMENT OF ONLINE ENTRY MONEY TO CLUBS

At the completion of the race meeting, once we have received the necessary reports

1. Race Director's report must be in electronic format, either Word document or pdf.
2. Race results must be in HTM format, generated from the BEM event file at the conclusion of the meeting.

the BMXV Treasurer accounts@bmxv.com.au will reimburse the club for the online entry money received after deducting the BMXV Race levies and the IMG online entry charges.

The BMXV levy is currently \$5.00 per rider, and the online entry charges are (1.6% of the entry fee + \$2.50 per transaction). *The \$2.50 transaction fee is "per credit card transaction" so that*

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could be for one rider, or for a whole group of riders if they are all entered and paid for on the one credit card transaction).

FURTHER QUESTIONS

If you have any queries about setting up your race event please contact the following:

Classes on offer, entry rules, approval of 'flyer' (entry form), anything to do with the rules of BMX etc. contact the State Officiating Director at officials@bmxv.com.au

BEM Event file set-up, importing of entries into BEM, updates for Vic Riders lists, procedures to use when adding entries into the BEM scoring program etc. contact the State Registrar/Scoring Coordinator at registrar@bmxv.com.au

Getting your approved event placed online, and anything else connected with this, contact the BMXV Online Entry Coordinator at onlineentry@bmxv.com.au

Purchase of, or upgrades to, BEM contact Lyndon Downing willah@bigpond.com

All other enquiries please contact admin@bmxv.com.au or phone 0448 400 423

Steve Hunter

4th September 2011

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