

Nota voor **Belgische clubs met een beperkt aantal activiteiten die gratis gebruik maken van de account van WWSV/Belgiansailing**: jullie kunnen zelf geen bijkomende gebruikers of nieuwe evenementen aanmaken, de nationale wedstrijden van uw club worden door de federatie aangemaakt. De module online betalingen (Mollie en PayPal) is ook niet toegankelijk voor jullie. Richt u voor een nieuwe account of bij vragen aan [bs@manage2sail.info](mailto:bs@manage2sail.info).

**Maar jullie kunnen en zouden idealiter jullie evenementen wel moeten aanpassen, het juiste IBAN-rekeningnummer opgeven waarop kan overgeschreven worden, de juiste datum van wanneer kan ingeschreven worden, of deelnemers een mail-bevestiging van hun inschrijving krijgen, het inschrijfgeld, eventueel verkoop items of maaltijden toevoegen, dus raadpleeg zeker deze handleiding, alleen de knop <New Event> is niet zichtbaar voor jullie.**

## EVENEMENTEN AANMAKEN

Als je je login en paswoord gekregen hebt, kan je naar <http://portal.manage2sail.com> surfen en inloggen. Je ziet nu een lijstje van de reeds aangemaakte evenementen op je vereniging.

The screenshot shows the top navigation bar with 'Club Profile', 'Dirk Sledsens', and 'Help'. Below the navigation bar is a search area with a dropdown for the year '2024', a search input field, and a checkbox for 'Show finished events too'. A yellow arrow points to the 'New Event' button. Below this is a table of events:

Event	From ^	To	Status
DECATHLON Dover Strait Race OOSTENDE - RAMSGATE - OOSTENDE	09/05/2024	11/05/2024	New
COPPER CUP	18/05/2024	20/05/2024	New

Om een nieuw event aan te maken klik je op <New Event>. Vul de schermen in, velden met een rode \* zijn verplicht in te vullen.

The screenshot shows the 'Create new event' form. At the top, there are 'Continue' and 'Cancel' buttons. Below is a red warning box with text about data protection. The form fields are:

- Name \* (required): Name is required
- Club \* (required): Royal North Sea Yacht Club

Below the form is a blue button labeled 'Continue' and a link: 'Interested in Live Tracking of the boats during the event? Visit here.'

Onderstaand voorbeelden van de schermen;

- Basic Info, pagina 2
- Documents and Logos, pagina 3
- Payments, pagina 4
- Boat team related, pagina 5
- Check-in Settings, pagina 6

## Voorbeeldscherm &lt;Basic info&gt;

← ZATERDAG ZEZILEN
Event
Check-In
Tools

Event Details
Competitions
Fees
Merchandise Items
API

Cancel Save **Modify Regatta Event: ZATERDAG ZEZILEN**

Basic Info
Documents & Logos
Payments
Boat team related
Check-in Settings

**Basic Info**

Name \*  Event logo No file uploaded...

Alias for Info

Only alphanumeric characters and no spaces

Event Days \*

Registration Days \*

Timezone

Is visible in Info   VINK AAN ALS JE WIL DAT JE EVENT GEZIEN KAN WORDEN OP DE PUBLIEKE SITE

Entry import enabled   VINK AAN ALS JE DEELNEMERS UIT EEN EXCEL LIJST WIL KUNNEN TOEVOEGEN

Xrr import enabled

Hide tracking provider logo on Info   VINK AAN ALS JE NIET MET TRACTRAC TRACKING WERKT

Hide registration button

Is club event   VINK AAN ALS HET EVENT ENKEL TRRUG TE VINDEN MAG ZIJN DOOR OP CLUB TE ZOEKEN

Send email when registrator's note changes   VINK AAN ALS JE PER MAIL WIL VERWITTIJD WORDEN ALS EEN DEELNEMER IETS WIJZIGT

Send registration confirmation   VINK AAN ALS JE WIL DAT IEMAND DIE INSCHRIJFT EEN BEVESTIGING PER MAIL ONTVANGT

Send registration cancellation Email   VINK AAN ALS JE PER MAIL VERWITTIJD WIL WORDEN ALS IEMAND ZICH TERUGTREKT

Registrations Email  HET MAILADRES WAAR INSCHRIJVINGEN OP MOETEN TOEKOMEN, INDIEN VERSCHILLEND VAN HET ADRES IN UW CLUBPROFIEL VERPLICHT IN TE VULLEN ALS JE MET WWSV-BELGIANSAILING ACCOUNT WERKT

**Place**

Use one of recent

Name of Place

Street / House Nr.

Postal Code / City

Country

Region

GPS

**Co-Organising Clubs**

**Organizing Committee Contact**

Use one of recent

Email  Web

Phone  Fax

Facebook  GooglePlus

Voorbeeldscrem &lt;Documents &amp; Logo's&gt;

← COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT
Event
Check-In
Tools ▾

Event Details
Competitions
Fees
Merchandise Items
API

Cancel
Save
Modify Regatta Event: COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT

Basic Info
Documents & Logos
Payments
Boat team related
Check-in Settings

**Documents** ? Add new document

NOTICE OF RACE	215.29 kB	<a href="#">Edit</a> <a href="#">Download</a>
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**Sponsors** ? Add new sponsor

Name	Size	↑ ↓	Sponsor Group	Edit	Download
GROEP LINDEN: PEUGEOT - CITROEN - D S	222.38 kB	↓	Sponsor	<a href="#">Edit</a>	<a href="#">Download</a>
GRANDO KEUKENS	27.04 kB	↑ ↓	Sponsor	<a href="#">Edit</a>	<a href="#">Download</a>
DE LIJT	7.94 kB	↑ ↓	Sponsor	<a href="#">Edit</a>	<a href="#">Download</a>
SNICKERS WORKWEAR	191.24 kB	↑ ↓	Sponsor	<a href="#">Edit</a>	<a href="#">Download</a>
EUROPECLASS	99.64 kB	↑ ↓	Partner	<a href="#">Edit</a>	<a href="#">Download</a>
FINN CLASS	27.92 kB	↑ ↓	Partner	<a href="#">Edit</a>	<a href="#">Download</a>
SNIPE CLASS	66.38 kB	↑	Partner	<a href="#">Edit</a>	<a href="#">Download</a>

Event Logo For ORM ? Edit image

Club Logo For This event ? Edit image

**Legal texts**

**Privacy Info for Sailors** ?

By registering for this race, you allow the RNSYC to display your and your crews name, gender, date of birth in Entry lists, crew lists and results. By participating in this regatta a competitor automatically grants to the organizing authority and its sponsors the right in perpetuity to make, use and show, from time to time at their discretion, any motion or still pictures and live, taped or filmed television and other reproductions of him or her during the period of the competition without compensation.

Copy from club profile

**Limitation of Liability** ? \*

1) Due to the outbreak of the Coronavirus disease (Covid-19) additional rules apply for this event to protect the health of both the participants and officials. We urge everyone to read the NOR and Sailing instructions carefully and to adhere strictly to the rules. Exceptions shall not be accepted. It is in our general interest to put aside our "pre-corona habits" and adjust them to the current situation of controlling the spread of the virus and the disease. The team of the Royal North Sea Yacht Club and the Race Committee will do everything possible

Copy from club profile

**Disclaimer** ?

Due to the outbreak of the Coronavirus disease (Covid-19) additional rules apply for this event to protect the health of both the participants and officials. We urge everyone to read the NOR and Sailing instructions carefully and to adhere strictly to the rules. Exceptions shall not be accepted. It is in our general interest to put aside our "pre-corona habits" and adjust them to the current situation of controlling the spread of the virus and the disease. The team of the Royal North Sea Yacht Club and the Race Committee will do everything possible to

Copy from club profile

**Sponsors for reporting** ?

Sponsors for reporting (Size: W194, H30 millimetres)

Edit image

Sponsors for reporting (Landscape Size: W281, H30 millimetres)

Edit image

Voorbeeldscherm <Payments>

← COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT
Event
Check-In
Tools

Event Details
Competitions
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Merchandise Items
API

Cancel
Save
Modify Regatta Event: COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT

Basic Info
Documents & Logos
Payments
Boat team related
Check-in Settings

Accepted Currency ? \* EUR Default VAT ? 0 Invoice due days ?  

Event number ? 13404

Order prefix ? 2022COPP If changed, existing orders will keep old codes with old prefix!

Up to 10 alphanumeric characters (no spaces)

Bookkeeping Code ? 2022COPPERN313404XXXXX

Payments accepted by ?

- ? Cash
- ? Bank wire
- ? Mollie

Specific PayPal Email ?  

Specific Mollie ProfileId ?  

**Invoice texts ?**

Invoice Address \*

Royal North Sea Yacht Club  
Montgomerykaai 1  
8400 Oostende, Belgium

regatta@rnsyc.be  
www.rnsyc.be  
+32 59 43 06 94

Copy default text

Bank-wire Information ?

Additional text

Voorbeeldscherm &lt;Boat team Related&gt;

← COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT
Event
Check-In

Event Details
Competitions
Fees
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API

Cancel
Save
Modify Regatta Event: COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT

Basic Info
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**Event Approvals**

	Used Approvals	Needed for ORM
<input checked="" type="checkbox"/>	Checked	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Paid	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Insured	<input type="checkbox"/>
<input type="checkbox"/>	Disclaimer	<input type="checkbox"/>
<input type="checkbox"/>	Inspected	<input type="checkbox"/>
<input type="checkbox"/>	License	<input type="checkbox"/>
<input type="checkbox"/>	Custom 1	<input type="checkbox"/>
<input type="checkbox"/>	Custom 2	<input type="checkbox"/>
<input type="checkbox"/>	Custom 3	<input type="checkbox"/>

**SailorApp Settings**

Is Allowed

**Gathered National IDs**

<input type="checkbox"/>	Swiss Sailing Number
<input type="checkbox"/>	Dutch Sailing ID
<input checked="" type="checkbox"/>	Belgium Sailing ID
<input type="checkbox"/>	Other

Hier heeft u de mogelijkheid verschillende opties aan te vinken aan dewelke voldaan moet worden alvorens een deelnemer zijn inschrijving goedgekeurd wordt (linkse kolom) en alvorens hij kan overgedragen worden naar het gedeelte ORM (Online race management) waarmee onder andere de scoring beheerd wordt.

© Dirk Sledsens (<mailto:help@manage2sail.info>)

jan 2024

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Voorbeeldscherm <Check-in Settings>

← **COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT** Event Check-In Tools

Event Details Competitions Fees Merchandise Items API

Cancel Save **Modify Regatta Event: COPPER CUP SNIPE - EUROPE & FINN SPRING EVENT**

Basic Info Documents & Logos Payments Boat team related **Check-in Settings**

**Sailor info documents**

Enable info documents

Sailor can download those documents::

- Checkin report
- Disclaimer
- Route card

**Document texts**

Route card info text

**On-Site Self Check-In**

Enable On-Site Self Check-In

Send Self Check-In Card upon Registration

**Online Self Check-In**

Enable Online Self Check-In

Bij de optie <Check-in Settings> kan je in de linker kolom extra documenten aanduiden dewelke zeilers kunnen raadplegen met daarbij een "Route card" waarmee je extra informatie die je onderaan de kolom geeft aan de zeilers kan sturen, de rechter kolom laat toe elektronisch inchecken in te stellen. "On-site self check-in" maakt dat mogelijk door een unieke QR-code mee te sturen met de inschrijving die dan op de wedstrijdlocatie gelezen wordt door een QR-scanner, met de optie "Online self check-in" kan dat door opnieuw in te loggen met de gebruikersnaam en het paswoord waarmee de inschrijving gebeurde (dat vele zeilers niet ter beschikking hebben eens ze op de regatta-locatie aangekomen zijn), dus raad ik deze optie af.

**VERGEET NIET OP SAVE TE DRUKKEN ALVORENS AF TE SLUITEN!!**

## WEDSTRIJDKLASSEN TOEVOEGEN.

Event Details
Competitions
Fees
Merchandise Items
API

Back
Save
Competition: Europe

**Basic data**

Scoring options ? One design v

Additional Scoring ? v

Class \* Europe x v

Name \* Europe

Alias for info ?

Only alphanumeric characters and no spaces

Status ? New v

Ext. Registration URL ?

Sort Order

Gender Gender open v

Scope International v

Is Invitational ?

Sailors minimal count ? 1

Sailors maximal count ? 1

Entries soft limit ?

Order by registration date on

INFO ?

Mandatory Payment ?

Unpaid Teams on INFO Show v

Is seminar ?

Supports PARA racing

Hide on INFO ?

Disable SailorApp ?

Prefer teamname over Sail

number ?

Allow Custom Team Flag ?

Specific Days ?

← Hier kan je kiezen uit

- ✓
- ORC
- IRC
- YS
- SW-Handicap
- SRS+
- DH Scoring
- Triple Number RPL
- Custom open class
- One design
- ECHO

Staat de door jou gewenste handicap er niet tussen, kies dan <custom Open Class>

Je kan dan later in de ORM-module (waarmee je onder meer de resultaten gaat maken) de juiste berekingswijze of formule voor jouw handicap definiëren.

## Info Settings

When configuring visibility of the personal data please make sure that you have a good reason to do so (ie. it is important to have that information visible by public) and you have proper agreements with the sailors to public such data

Show Birthday on INFO

## Custom configuration

When configuring data fields requirement and visibility, please be aware that for each type of personal data type you set 'visible' or 'required' you should have a good reason to collect it. Set fields that are not necessary for the registration as hidden in order to comply with privacy data regulations (e.g. GDPR).

### Crew Member-wide settings

WS ID	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
WS Category	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Club	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input checked="" type="radio"/>	Hidden <input type="radio"/>
National ID	Visible <input checked="" type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input type="radio"/>
Date of Birth	Visible <input type="radio"/>	Skipper Required <input checked="" type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input checked="" type="radio"/>	Hidden <input type="radio"/>
Gender	Visible <input type="radio"/>	Skipper Required <input checked="" type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input type="radio"/>
Id / Passport Number	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Travel Insurance status	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Email	Visible <input type="radio"/>	Skipper Required <input checked="" type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Not applicable
Person Emergency Contact Name	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Person Emergency Contact Relationship	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Person Emergency Contact Phone	Visible <input type="radio"/>	Skipper Required <input checked="" type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input type="radio"/>
Person Emergency Contact Email	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Medications being taken	Visible <input type="radio"/>	Not applicable	Not applicable	Not applicable	Hidden <input checked="" type="radio"/>
Medical - Allergies	Visible <input type="radio"/>	Not applicable	Not applicable	Not applicable	Hidden <input checked="" type="radio"/>
Relevant Medical History	Visible <input type="radio"/>	Not applicable	Not applicable	Not applicable	Hidden <input checked="" type="radio"/>
Last Tetanus Vaccination Date	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Medical - Insurance status	Visible <input type="radio"/>	Skipper Required <input type="radio"/>	Skipper & Crew Required <input type="radio"/>	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>

### Contacts

Skipper phone	Visible <input type="radio"/>	Not applicable	Not applicable	Required <input checked="" type="radio"/>	Hidden <input type="radio"/>
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### Team-wide settings

Country part of Sail Number	Visible <input checked="" type="radio"/>	Not applicable	Not applicable	Required <input type="radio"/>	Hidden <input type="radio"/>
Tactician selected	Visible <input type="radio"/>	Not applicable	Not applicable	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Parent/Coach selected	Visible <input checked="" type="radio"/>	Not applicable	Not applicable	Required <input type="radio"/>	Hidden <input type="radio"/>
Skipper filled in	Visible <input type="radio"/>	Not applicable	Not applicable	Required <input checked="" type="radio"/>	Hidden <input type="radio"/>
Represented Country of Boat	Visible <input type="radio"/>	Not applicable	Not applicable	Required <input checked="" type="radio"/>	Hidden <input type="radio"/>
AIS number of Boat	Visible <input type="radio"/>	Not applicable	Not applicable	Required <input type="radio"/>	Hidden <input checked="" type="radio"/>
Note from registrar	Visible <input checked="" type="radio"/>	Not applicable	Not applicable	Required <input type="radio"/>	Hidden <input type="radio"/>

### Instruction to sailor's note

Placement of the note  Contacts

Note Change Notification   
Email

### Confirmation Email settings

#### Confirmation E-Mail Free Text

**VERGEET NIET OP SAVE TE DRUKKEN ALVORENS AF TE SLUITEN!!**



## BELANGRIJK

Als je de competities en klassen allemaal ingegeven hebt

Order	Competition	Scoring options	Gender	Days	Registration Counts											
					Approved	Pending	Registered	Refused	Cancelled	Paid	Published	Status				
	Cadet	One design	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
	Camper parking for event	Custom open class	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
	Coach or support boat	Custom open class	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
	Europe	One design	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
	Finn	One design	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
	RS Aero	One design	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
	Snipe	One design	Gender open	18/05 - 20/05	0	0	0	0	0	0	0	New	Edit	Requested Files	Check-In	Delete
					0	0	0	0	0	0	0					

Moet je de status nog aanpassen of bevestigen om deze zichtbaar te krijgen op de publieke site [www.manage2sail.com](http://www.manage2sail.com)

All / No	Competition	Days	Current status
<input checked="" type="checkbox"/>	Cadet	18/05 - 20/05	New
<input checked="" type="checkbox"/>	Camper parking for event	18/05 - 20/05	New
<input checked="" type="checkbox"/>	Coach or support boat	18/05 - 20/05	New
<input checked="" type="checkbox"/>	Europe	18/05 - 20/05	New
<input checked="" type="checkbox"/>	Finn	18/05 - 20/05	New
<input checked="" type="checkbox"/>	RS Aero	18/05 - 20/05	New
<input checked="" type="checkbox"/>	Snipe	18/05 - 20/05	New

1. Daartoe vink je eerst de competities aan of klik je op "All"
2. Daarna klik je op <Change status of Selected>
3. Vervolgens kies je de gewenste status
4. Klik je nogmaals op <Change status of Selected>

Voeg nu de entry fees toe

Name	Fee is for	Payment Category	Registration prices timeline (add date)		
<b>COACH - SUPPORT BOAT</b>			Until 01/09/2020	Until 12/09/2020	+
Registration	Registration	For all categories	25 €	25 €	Edit
<b>Europe</b>			Until 01/09/2020	Until 12/09/2020	+
Registration	Registration	For all categories	80 €	100 €	Edit

Voeg nu desgevallend extra items toe die je wil verkopen

Item No	Name	Supplier	Price	VAT	Max	Ordered	Paid	Delivered	Limit	Balance		
1	CAMPER PARKING DURING EVENT		25	0		10	6		20	14	Edit	Make unavailable ?
11	HOODY boy/man size Small		0	0		2	1		20	19	Edit	Make unavailable ?
12	HOODY boy/man size Medium		0	0		13	7		30	23	Edit	Make unavailable ?
13	HOODY boy/man size Large		0	0		8	5		20	15	Edit	Make unavailable ?
14	HOODY boy/man size X-Large		0	0		4	2		15	13	Edit	Make unavailable ?
15	HOODY boy/man size XX-Large		0	0					10	10	Edit	Make unavailable ? Delete
16	HOODY girl/lady size X-Small		0	0		2	1		10	9	Edit	Make unavailable ?
17	HOODY girl/lady size Small		0	0		2			10	10	Edit	Make unavailable ?
18	HOODY girl/lady size Medium		0	0		5	3		15	12	Edit	Make unavailable ?
19	HOODY girl/lady size Large		0	0					10	10	Edit	Make unavailable ? Delete
20	HOODY girl/lady size X-Large		0	0					10	10	Edit	Make unavailable ? Delete
25	SUPPLEMENTAL HOODY		25	0		1					Edit	Make unavailable ?

**VERGEET NIET OP SAVE TE DRUKKEN ALVORENS AF TE SLUITEN!!**

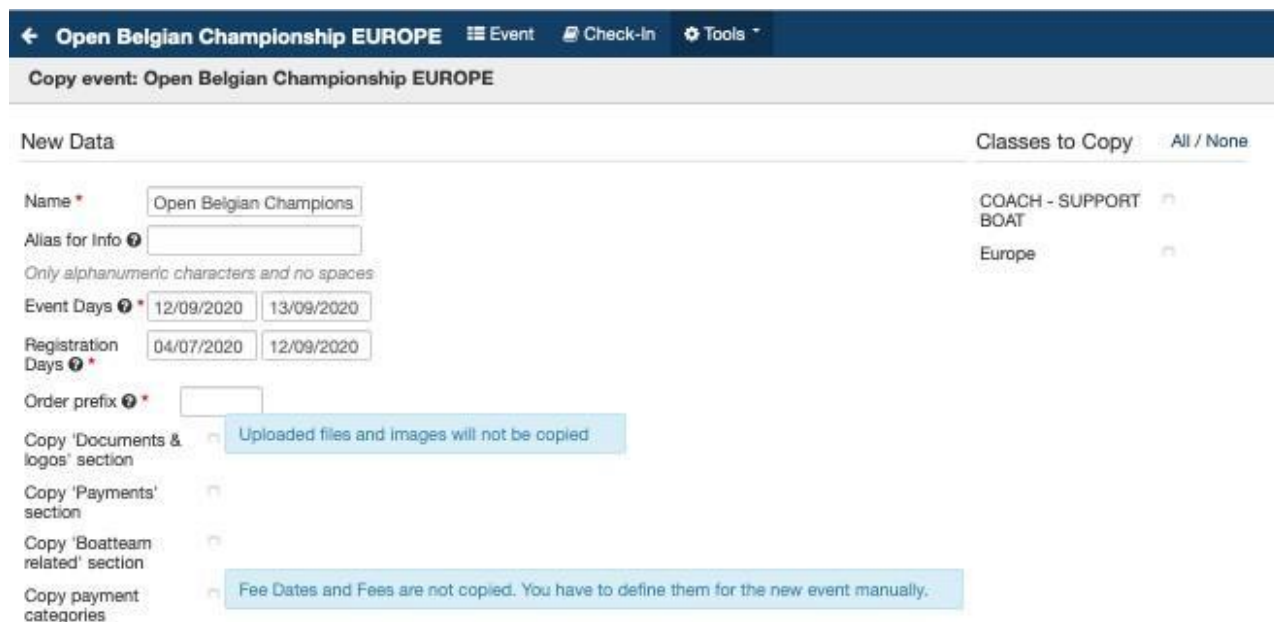
#### ENTRY IMPORT VIA EXCEL TABEL

Als je in de <Event Details> de optie <Entry Import Enabled> aangevinkt hebt, vind je in de bovenste blauwe balk onder <Tools> de optie <Entry Import>

Je kan rechts bovenaan de lege Excel template downloaden, deze invullen en opslaan (naam niet wijzigen) en vervolgens in het voorziene import kader droppen.

**EVENTS KOPIËREN**

Wanneer je nog soortgelijke wedstrijden hebt in je vereniging, kan je tijd winnen door gebruik te maken van de functie <Copy Event>. Open het event dat je wil kopiëren en kies onder <Tools> op <Copy Event>



The screenshot shows the 'Open Belgian Championship EUROPE' event page. At the top, there is a navigation bar with 'Event', 'Check-In', and 'Tools' options. Below this, the event name 'Open Belgian Championship EUROPE' is displayed. The main section is titled 'New Data' and contains several input fields: 'Name' (filled with 'Open Belgian Champions'), 'Alias for Info' (empty), 'Event Days' (12/09/2020 and 13/09/2020), and 'Registration Days' (04/07/2020 and 12/09/2020). There are also checkboxes for copying various sections: 'Documents & logos', 'Payments', 'Boatteam related', and 'payment categories'. A 'Classes to Copy' section on the right shows 'COACH - SUPPORT BOAT' and 'Europe' with checkboxes. Two blue informational boxes are present: one stating 'Uploaded files and images will not be copied.' and another stating 'Fee Dates and Fees are not copied. You have to define them for the new event manually.'

Dan kom je hier terecht waar je de nodige correcties doet en de gevraagde opties aanvinkt en daarna op <Create Copy> klikt

Laad hierna je logo's en documenten op en stel je <entry fees> in (datums en bedragen) en voeg eventueel <Marchandise items> toe. Deze rubrieken worden niet overgenomen uit het de wedstrijd die je kopieert.

**SNELLE LINKS NAAR HANDIGE EXPORT LIJSTEN**

In de bovenste blauwe balk vind je onder <Tools> een aantal <Info Links> die reeds toegevoegd zijn.

Nota's: