

INFORMATION TO COMPETITORS

- 1) Use the PORTAL > Event > Check-in option.
 - There you'll find a <Send General Email> button.
 - o Click on it make your message to inform about your intention and send it to all.

CANCELLATION

- 2) If you **cancel** the event simply change the status of registration. To do it :
 - a. Go on PORTAL > Event > Competition
 - b. Button <Change status>, select "All competitions" in the list
 - c. Select "Cancelled" in the option menu box and click on <Change status of selected>

THAT'S ALL if you simply CANCEL the event

The result of this action is : No **<Register for this event>** button available anymore.

POSTPONEMENT

- 3) If you **prefer to reprogram** the event to another date, SKIP step 2 here above and :
 - a. Go on PORTAL > Event > Event detail
 - i. <Basic Info> tab
 1. Go to "Event Days" field and change the date of the event according to your new program.
 2. Go to "Registration Days" and extend the period of registration (second date) by only changing the last date limit for registration (usually, the same day as the first date of the "Event Days")
 - ii. **<Save>**
 - b. Go on PORTAL > Event > Document & Logo
 - i. Go to "Document" field and add a **NoR change** (Notice of race) document that only mention the following changes :
 1. Title of event (no change)
 2. Date of event (up-dated)
 3. NoR 4.1 - Late entry fees (according to your new program)
 4. NoR 5 (all dates according to your new program)
 5. NoR 7 set a new date
 - ii. **<Save>**