



## EVENT-ROADSTER

The complete end-to-end event management system, originally designed for motoring events, now supports multi-event and multi-location festivals.

- Applications & Registrations: Selection process.
- Event Judging: Classes, Judges, and Awards.
- Inventory: Control, on-hold, wait-lists.
- Sales: Digital and physical, PayPal.
- email: Auto email on applications, sales, and registrations. Staff editable auto emails, group and individual emails.
- Multi-events: Motoring, gala, car show, music, multi-locations.

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# EVENT-ROADSTER

## OVERVIEW

Originally developed to support the Motoring Festival, EVENT-ROADSTER is a web-based application that provides complete oversight of any type of event requiring attendance management, sales, ticketing, plus judging and awards for single or multiple locations. For motoring events, the application provides management of the motoring event from patron application through event registration, creating and assigning classes and judges, and the creation and issuing of awards. The system also provides user management, security levels, communication, and auto-messaging.

The screenshot displays the Administrator Dashboard interface. At the top left is the Highland's Motoring Festival logo. The top navigation bar includes a hamburger menu, the word 'Dashboard', and user information for 'matthew Eberz Admin User'. A left sidebar lists 'QUICK LINKS' with icons for Dashboard, Users, Events, Store Admin, Reports, Store, My Cart, and My Order History. The main content area features a large heading 'Administrator Dashboard' and a personalized greeting 'Hello, matthew' next to a circular profile icon. Below this is a call to action: 'Select a system administration task from the links below to get started!' followed by a sub-header 'Manage Events' and a large blue button labeled 'Manage Events'. A 'Global Settings' section contains several colored buttons: 'Vehicle Makes' (orange), 'Awards' (green), 'Groups' (teal), 'Parking' (light blue), 'Judges' (dark grey), 'Site Settings' (pink), and 'System Emails' (light blue).

EVENT-ROADSTER is uniquely capable of managing multiple events within a festival, such as creating a car show, motoring tours, galas, and performances as individual events, all under the umbrella of a single Festival. EVENT-ROADSTER does not limit you to the type of event. Additional capabilities include managing the number of cars, seats, and performances in the event, placing a hold on a specific amount, keeping a record of reservations or sales, and placing potential eventgoers on Waitlists.

EVENT-ROADSTER also allows for associating fees with events and processing credit card payments. Additionally, there are store capabilities for managing physical and digital sales of items. Another unique feature of EVENT-ROADSTER is its management of all types of users, including purchasers and contacts, across multiple events and years. This feature is especially useful for communicating with previous attendees to encourage their participation in subsequent events.

EVENT-ROADSTER offers several categories of use: Staff, Users (including Applicants and Participants), and Contacts. Within the Staff category, there are levels of accounts that provide access to specific functions within EVENT-ROADSTER, including Admin, Super Admin, Reviewer, and Basic. Admin can execute all functions with EVENT-ROADSTER, except for deleting Festivals and Events, which is the sole responsibility of the Super Admin, thereby preventing accidental data removal. The Reviewer can do just that: review data and execute reports.

The Basic category is for participants in an event. Use of the EVENT-ROADSTER requires an account for each user, applicant, and purchaser. Upon first contact, either application for an event or the purchase of an event ticket or merchandise, the user creates an account and profile that can be used throughout the system and for any other current or future event.

EVENT-ROADSTER is the complete event management application.

## EVENTS AND DATA

EVENT-ROADSTER has been developed over the years as a manager of Motor Festivals, including car shows, car road rallies, with special events, such as a Gala Dinner, and merchandise sales. A managed event can be a single event or a festival comprising multiple events, each with distinct ticketing requirements, attendees, and locations.

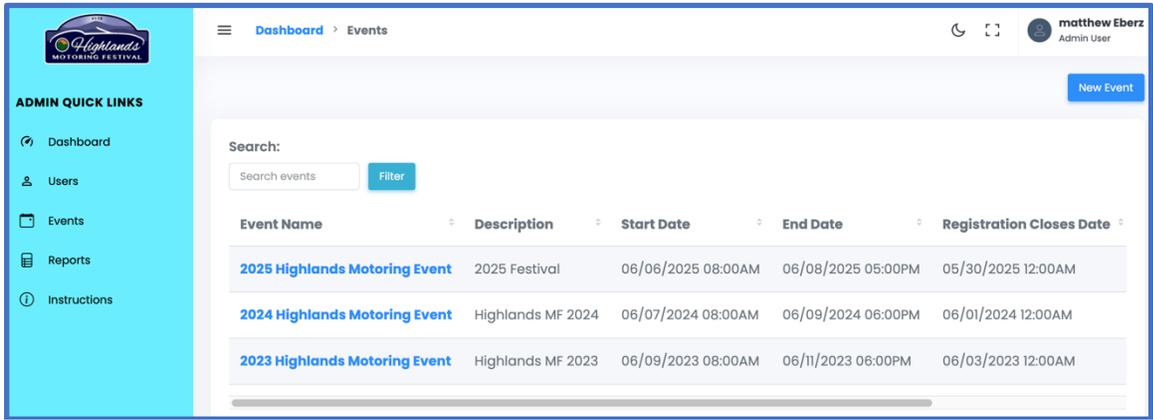
EVENT-ROADSTER provides data options for the current event (in-use events) and data that can be reused from event to event, year to year (Global data) to facilitate ease of event development and consistency of data from event to event. The staff is presented with a dashboard to move between global and current events (STAFF DASHBOARD).

The center section of the Dashboard provides access to the global data, which is the stored data available for all events. In this area, the staff can create and edit vehicle makes and models, group names, and awards. All of these data elements can be selected for use in any current event.

The left side of the staff dashboard provides access to events, reports and users, which can be staff or participants,.

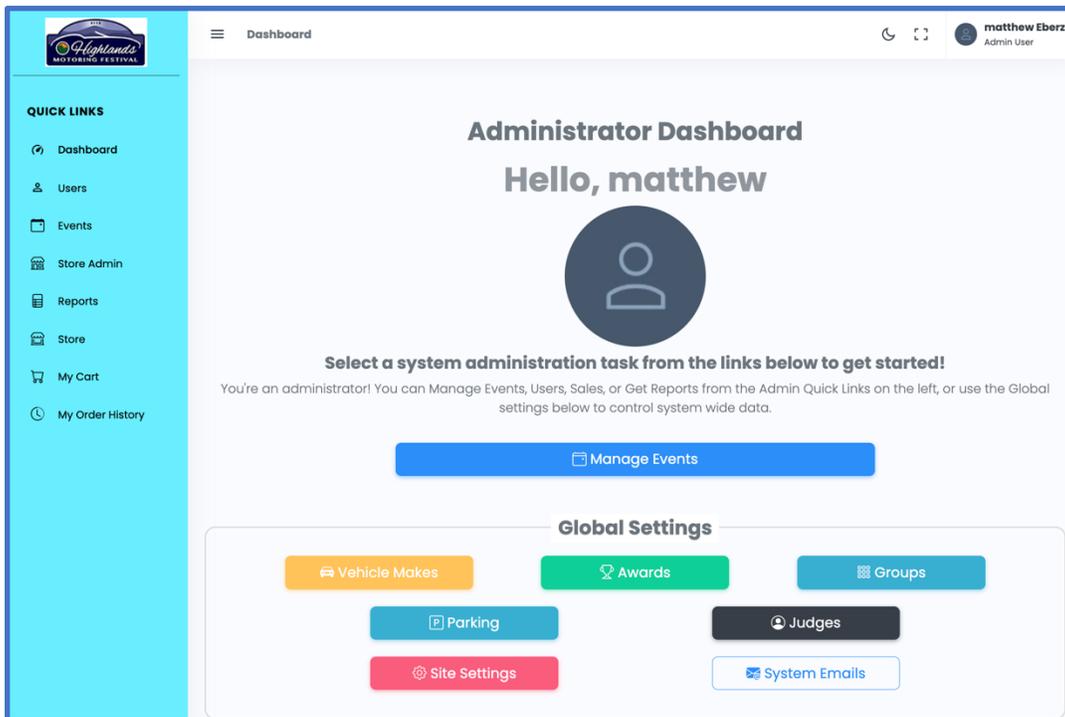
### ADDING EVENTS

EVENT-ROADSTER is developed on the concept of events. Each event can be related or completely separate. Within each MAIN EVENT, e.g., Festival, there can be many sub-events, e.g., Car Show, Road Rally, and Gala.



EVENTS WINDOW

EVENT-ROADSTER handles events such as galas, concerts, and merchandise sales. Serving all events and sales through EVENT-ROADSTER enables you to create classes and maintain like events together for display, storefront sales, and reporting. For example, we have a Main Event with road rallies, parties, and merchandise sales. The *Main Event Components* image below (SAMPLE MAIN EVENT COMPONENTS) illustrates the classes the events are in within a Festival, which allows for the sale of all events in the same sales window and facilitates reporting by like events.



## STAFF DASHBOARD

GROUP	EVENTS
RALLIES	One Lap Thursday Group 1
	One Lap Thursday Group 2
	One Lap Friday Group 1
	One Lap Friday Group 2
PARTIES	Gala
	Dinner Thursday
	Dinner Friday
MERCANDISE	T-Shirt Small
	T-Shirt Medium
	T-Shirt Large
	Cap
	History Book

## SAMPLE MAIN EVENT COMPONENTS

Selecting the Events option enables staff to use, review, and create events (ADD EVENT). Events can be active or inactive. Data in the inactive events is available for review and reporting but cannot be edited. EVENT-ROADSTER supports multiple types of events and an event structure comprising a main event and many sub-events.

Staff use the same screen and method to create all types of events. The Event Type in the ADD EVENT screen is a selection box that displays the types of events already created, e.g., Motoring, concerts, or sales items. In this way, reports can be quickly provided for individual events as well as multiple events within the Festival.

The screenshot shows a form titled "Add New Event" with a close button (X) in the top right corner. The form is organized into two columns. The left column contains: "Name:" with the value "2026 Motor Festival"; "Event Start Date:" with the value "2026-03-06"; "Event End Date:" with the value "2026-03-09"; and "Event Type:" with the value "Motoring Event". The right column contains: "Description:" with the value "Car show, gala, concerts"; "Event Start Time" with the value "05:00 PM" and a clock icon; "Event End Time" with the value "09:00 AM" and a clock icon; and "Registration Closes Date:" with the value "2025-08-15". At the bottom right of the form are two buttons: "Cancel" and "Save changes".

ADD EVENT

Awards (GLOBAL AWARDS) and Group Names (GLOBAL CLASSES) are added to the Global List and can be used by any active event. (NOTE: some examples may show the previous title "Groups" instead of "Classes") These awards and classes are then available for inclusion in any event.

**ADMIN QUICK LINKS**

- Dashboard
- Users
- Events
- Reports
- Instructions

**Dashboard > Awards** matthew Eberz  
Admin User

[New Award](#)

Search:  [Filter](#)

Award Name	Award Description	
<b>Grand Marshal</b>		<a href="#">Edit</a>
<b>Award of Distinction</b>		<a href="#">Edit</a>
<b>Prescott Award</b>	Sponsor's award	<a href="#">Edit</a>
<b>Bill Warner</b>	Bill's Choice 2024	<a href="#">Edit</a>
<b>Innovation</b>	Coollest car	<a href="#">Edit</a>

Showing 1 to 5 of 25 entries 5 < 1 2 3 4 5 >

GLOBAL AWARDS

**ADMIN QUICK LINKS**

- Dashboard
- Users
- Events
- Reports
- Instructions

**Dashboard > Groups** matthew Eberz  
Admin User

[New Group](#)

Search:  [Filter](#)

Group Name	Group Description	
<b>Germanic Special</b>	German "Resto-mods"	<a href="#">Edit</a>
<b>Senior American</b>	Car produced in America prior to 1950	<a href="#">Edit</a>
<b>BMW Post 1961</b>	BMW's produced after 1961	<a href="#">Edit</a>
<b>Britian's Finest</b>	Cars produced in Great Britian	<a href="#">Edit</a>
<b>Test Group</b>	delete me	<a href="#">Edit</a>

Showing 1 to 5 of 25 entries 5 < 1 2 3 4 5 >

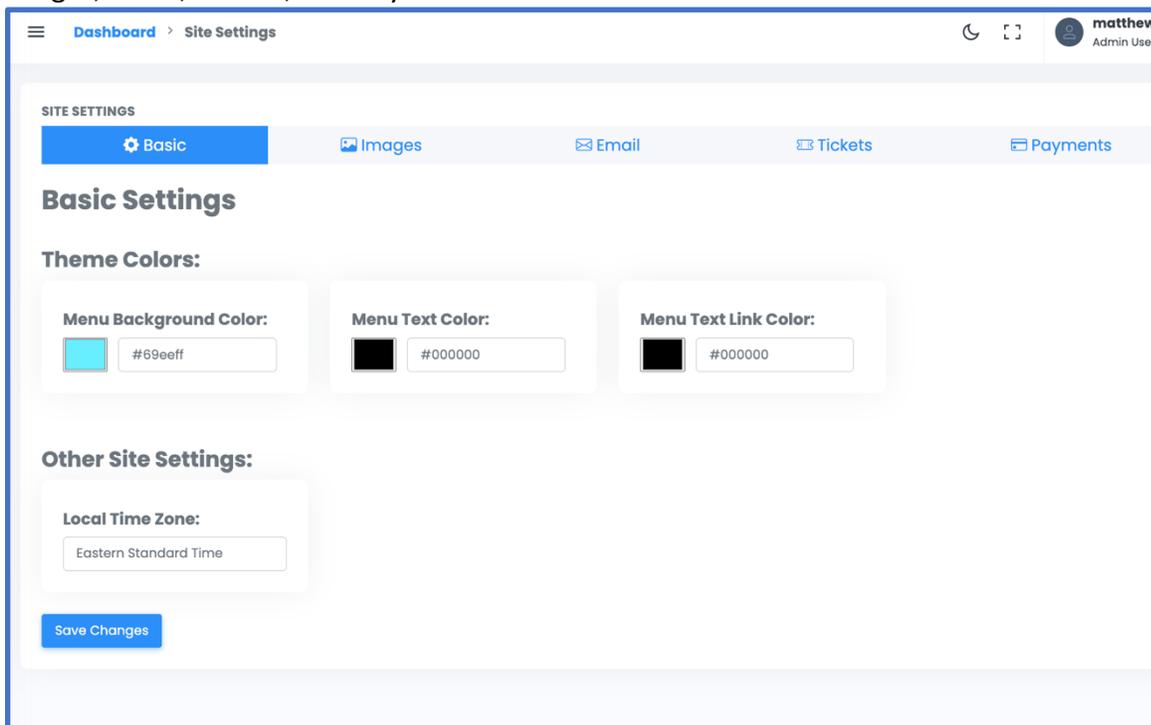
GLOBAL CLASSES

# The Dashboard

The Dashboard provides a central screen (DASHBOARD-BASIC) for the Admin to establish the global settings for the application. These settings include site color, email connections & services, images to be displayed, ticket creation, and payment processing. These functions are restricted to the Admin, and changes here will be global.

## The Dashboard – Site Settings

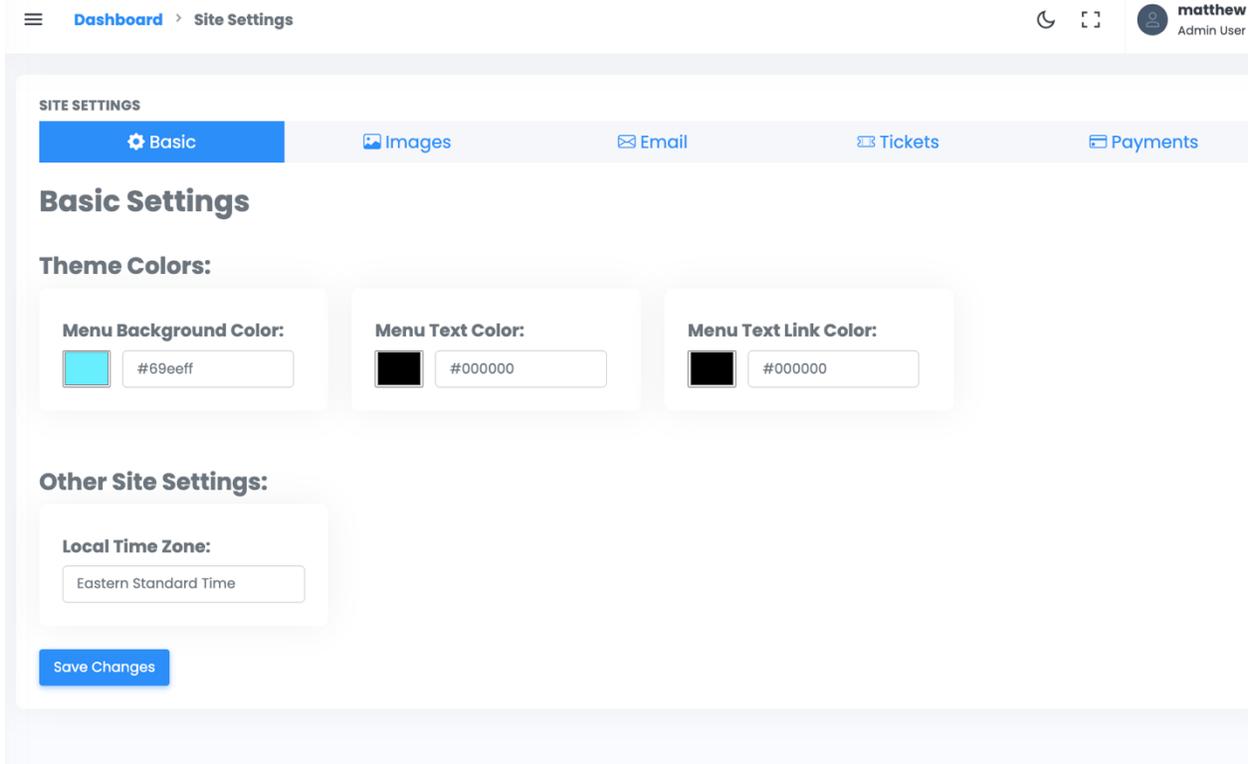
EVENT-ROADSTER Dashboard Basic screen (SITE SETTINGS) is the entry point for Basic Settings, Images, Email, Tickets, and Payments.



SITE SETTINGS

## Basic Settings

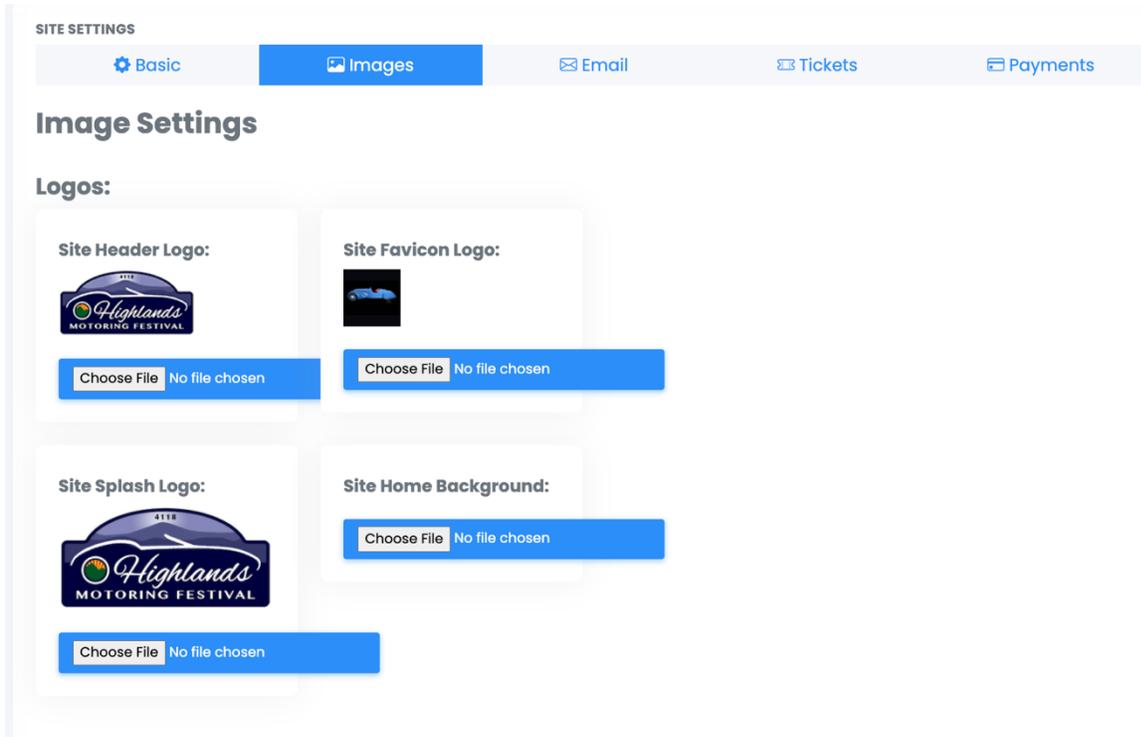
The Basic Settings screen (DASHBOARD-BASIC) enables the Admin to set the colors for the application background, menu text, and Menu Links. The time zone can also be set here



## DASHBOARD-BASIC

### Images

The EVENT-ROADSTER Image tab on the Basics screen (DASHBOARD-IMAGES) enables the Admin to place their show's images on the Welcome screen of the application, add their header to all reports and screens, upload a favicon, which precedes the show's URL, and set the background for the entire application.



DASHBOARD-IMAGES

## Email

The EVENT-ROADSTER Email tab on the Basics screen enables administrators to set parameters for email services. The API/SendGrid API Key is set by the system provider, Heritage Productions WNC, and should not be changed at the local Admin level.

Email Configuration has three entries: Sender Name, your show; Sender Email, the familiar name of the person sending email; Sender Email, the sender's return email address.

Notification Recipients has two entries: Support Email Recipient, your HELP line address; Developer Email Recipient: This is the email for the system provider and should not be changed at the local Admin level.

## Email Settings

**SendGrid Configuration:**

**API Configuration:**

SendGrid API Key:

**Email Configuration:**

Sender Name:

Sender Email:

Sender Email Address:

**Notification Recipients:**

**Support Email Recipient:** (Supports comma separated list of support emails)

**Developer Email Recipient:**

**Email Features:**

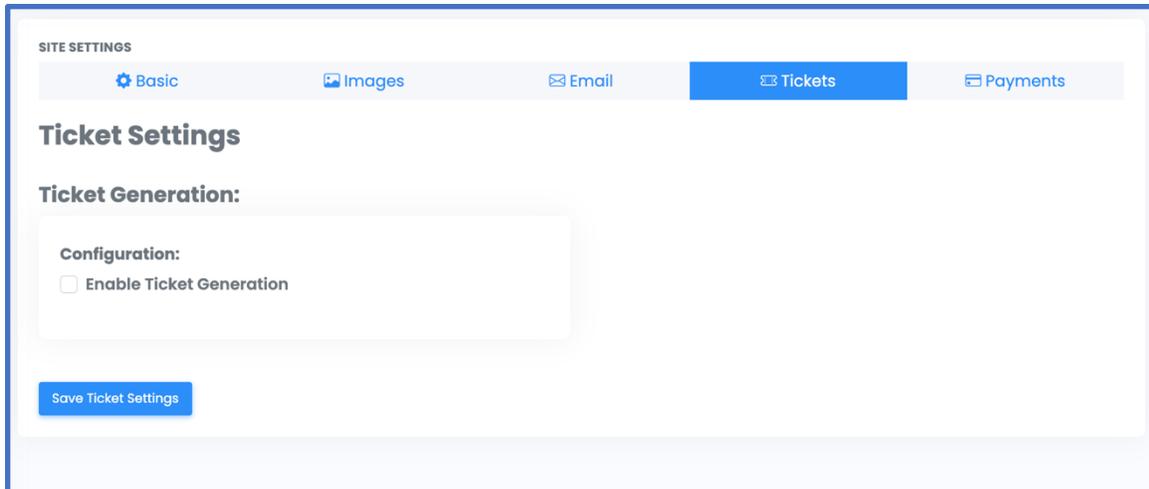
- Enable Internal Emails
- Enable External Emails
- Enable Dynamic Emails

[Save Email Settings](#)

DASHBOARD - EMAIL

## Tickets

The EVENT-ROADSTER Ticket tab on the Basic screen allows the Admin to create and PRINT tickets for an event.



## Payments

The EVENT-ROADSTER Payments tab on the Basic screen is a powerful and feature-rich interface. EVENT-ROADSTER is able to interface with both PayPal and Stripe. The system provides to a live environment and a testing environment: Sandbox.

There are two pairs of ID/API input areas, one for each operating environment, the Client ID and API Key.

The system also allows for a logging function.

SITE SETTINGS

Basic
 Images
 Email
 Tickets
 Payments

## Payment Settings

**Select Payment Processor:**

**Which Payment Processor Should be Enabled?**

PayPal  Stripe

**PayPal Payment Configuration**

**Run in Mode:**

Live  Sandbox

**Live Client Id:**

**Live API Key:**

**Sandbox Client Id:**

**Sandbox API Key:**

Enable Logging

Save Configuration

## Dashboard- Parking

The EVENT-ROADSTER Parking function (PARKING) provides a global entry point for parking areas. These entries are the globally recognized entries that can be used across events and are reusable from year to year, from event to event. Developed for a Motoring Festival, it is part of the parking information entered by the attendee. The Admin then selects the parking area for the patron's vehicle or trailer.

SITE SETTINGS

Basic
Images
Email
Tickets
Payments

## Payment Settings

**Select Payment Processor:**

**Which Payment Processor Should be Enabled?**

PayPal
  Stripe

**PayPal Payment Configuration**

**Run in Mode:**

Live
  Sandbox

**Live Client Id:**

**Live API Key:**

**Sandbox Client Id:**

**Sandbox API Key:**

Enable Logging

Save Configuration

## PARKING

### Dashboard- Awards

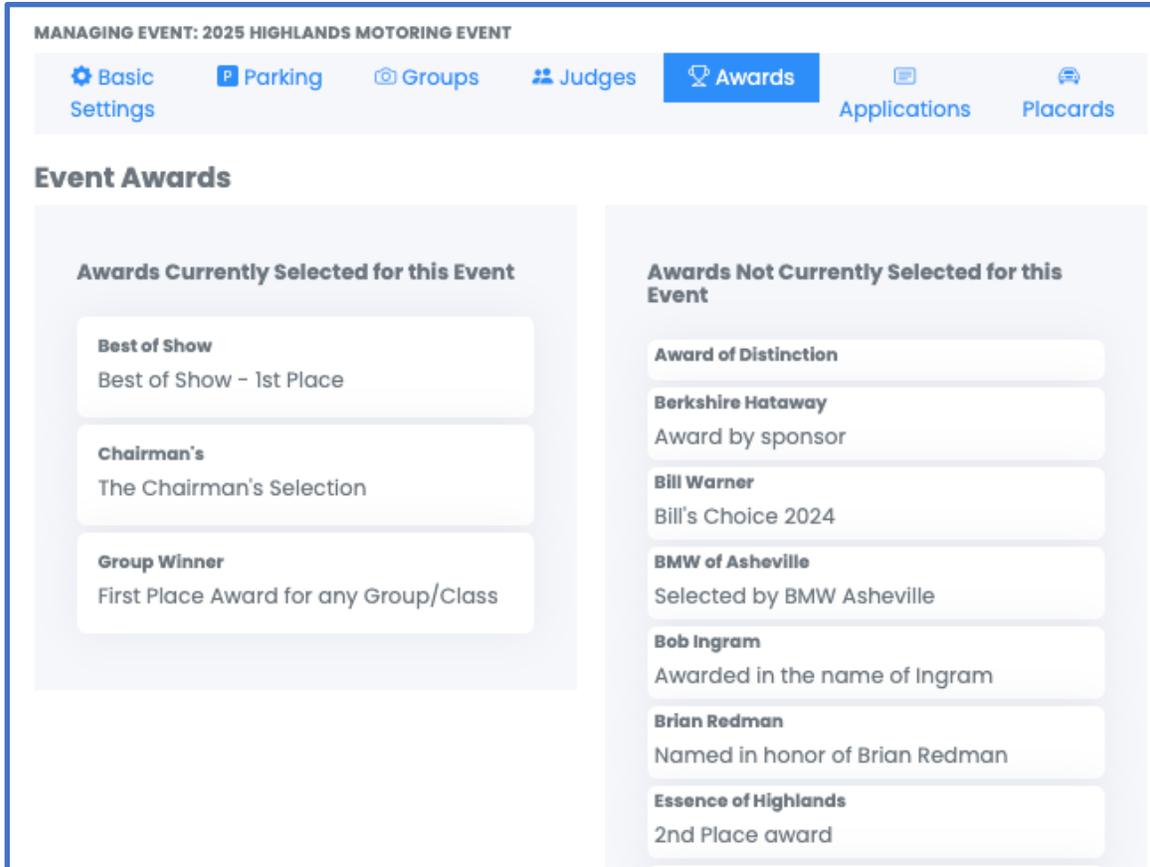
The Awards system in EVENT-ROADSTER is built on the Global and Current Event methodology. Awards are entered in the Dashboard. The award can be used for any event and year to year. When creating an event that requires Awards, the system calls the Global Award list (GLOBAL-EVENT), and using drag and drop technology, the award is dropped into the current event (EVENT-AWARD).

For [detailed information on the Awards](#), see Judging.

The screenshot shows a web application interface for managing awards. At the top, there is a navigation bar with 'Dashboard > Awards' and a user profile for 'matthew Eberz Admin User'. A 'New Award' button is located in the top right corner. Below the navigation is a search section with a text input 'Search awards' and a 'Filter' button. The main content area displays a table of awards with the following data:

Award Name	Award Description	
Grand Marshal		Edit
Award of Distinction		Edit
Prescott Award	Sponsor's award	Edit
Bill Warner	Bill's Choice 2024	Edit
Innovation	Coollest car	Edit
Visit Highlands Chamber of Commerce	Award by Highlands Chamber	Edit

GLOBAL-EVENT



EVENT-AWARD

## Dashboard – Judges

The Judges system in EVENT-ROADSTER is built on the Global and Current Event methodology. Judges are entered in the Dashboard. The Judge can be used for any event and year-to-year. Judges are entered in the global judge system (GLOBAL-JUDGE), and the details of the judge can be entered (GLOBAL-JUDGE-DETAIL). When creating an event that requires Judges, the system calls the Global Award list (GLOBAL-JUDGE), and using drag and drop technology, the award is dropped into the current event (EVENT-JUDGE).

When entering judges into an event, EVENT-ROADSTER enables judges to be listed as both coordinators and judges.

To see [more details on the judges](#), see the Judges Section.

Dashboard > People moon icon, full screen icon, **matthew Eberz**  
Admin User

[New Person](#)

**Search:**

[Filter](#)

First Name	Last Name	Middle Initial	
<b>Bill</b>	Warner		<a href="#">Manage Contact Info</a>
<b>Leonard</b>	Lee		<a href="#">Manage Contact Info</a>
<b>Sharon</b>	Lee		<a href="#">Manage Contact Info</a>
<b>Steve</b>	Ahlgrim		<a href="#">Manage Contact Info</a>
<b>Knox</b>	Kershaw		<a href="#">Manage Contact Info</a>

GLOBAL-JUDGE

Dashboard > Judges > Manage Judge Contact Info

matthew Eberz  
Admin User

### Editing: Bill Warner

**First Name:** 
**Last Name:** 
**Middle:**

**Title:** 
**Email:** 
**Phone:**

**Street Address 1:** 
**Street Address 2:**

**City:** 
**State:** 
**Postal Code:**

GLOBAL-EVENT-DETAIL

MANAGING EVENT: 2025 HIGHLANDS MOTORING EVENT

Basic Settings

Parking

Groups

Judges

### Event Judge Coordinators

Here you can assign any event judge coordinators. Drag and Drop from the list coordinators on the left.

The interface displays two columns of contact lists for assigning judge coordinators. The left column is titled "Contacts Currently Selected as Judge Coordinators for this Event" and contains four entries: Bean, Brad; Boegner, Karl; Howard, Johnny; and Ossorio, Al. The right column is titled "Contacts Not Currently Selected as Judge Coordinators for this Event" and contains four entries: Ahlgrim, Steve; Farrall, John; Harms, Barry; and Harris, James. Each entry is represented by a person icon and a name in a light blue box with a vertical scrollbar on the right.

### Event Judges

Here you can assign any event judges. Drag and Drop from the list of system c

The interface displays two columns of contact lists for assigning event judges. The left column is titled "Contacts Currently Selected as Judges for this Event" and contains four entries: Ahlgrim, Steve; Farrall, John; Harms, Barry; and Hughes, Scott. The right column is titled "Contacts Not Currently Selected as Judges for this Event" and contains four entries: Bean, Brad; Boegner, Karl; Harris, James; and Heacock, Ford. Each entry is represented by a person icon and a name in a light blue box with a vertical scrollbar on the right.

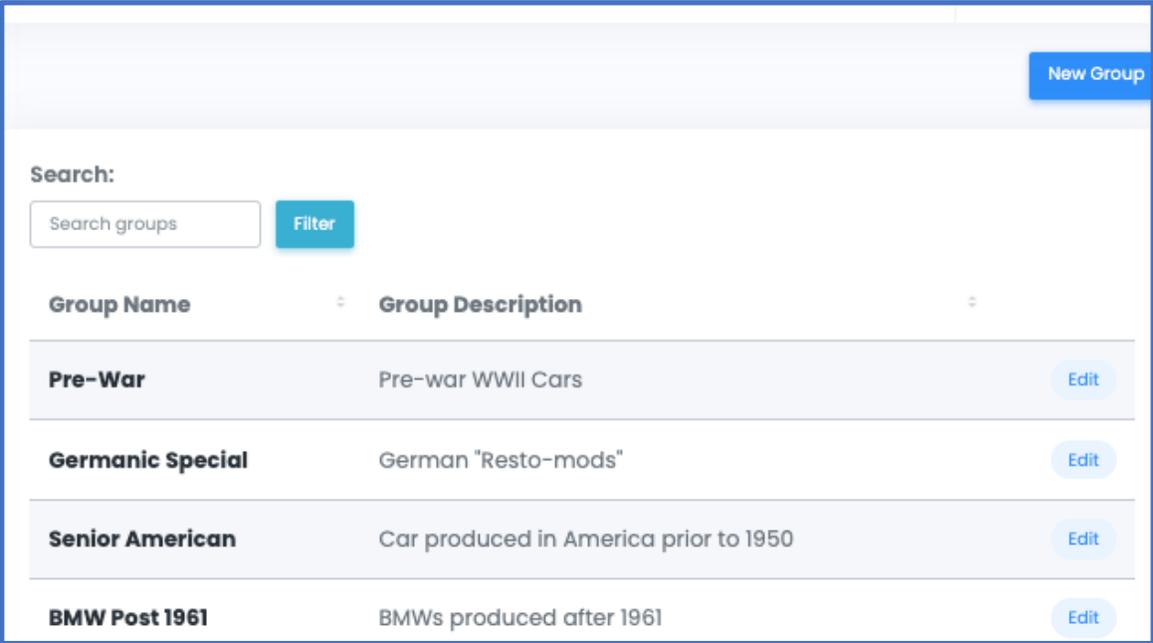
GLOBAL-EVENT-DETAIL

## Dashboard – Classes

The Classes system in EVENT-ROADSTER is built on the Global and Current Event methodology. Classes (often referred to as Groups) are entered in the Dashboard. The Class can be used for any event and year-to-year. Classes are entered in the global judge system (GLOBAL-CLASS. When

creating an event that requires cars to be placed into classes, the system calls the Global Class list (GLOBAL-CLASS), and using drag and drop technology, the award is dropped into the current event (EVENT-CLASS).

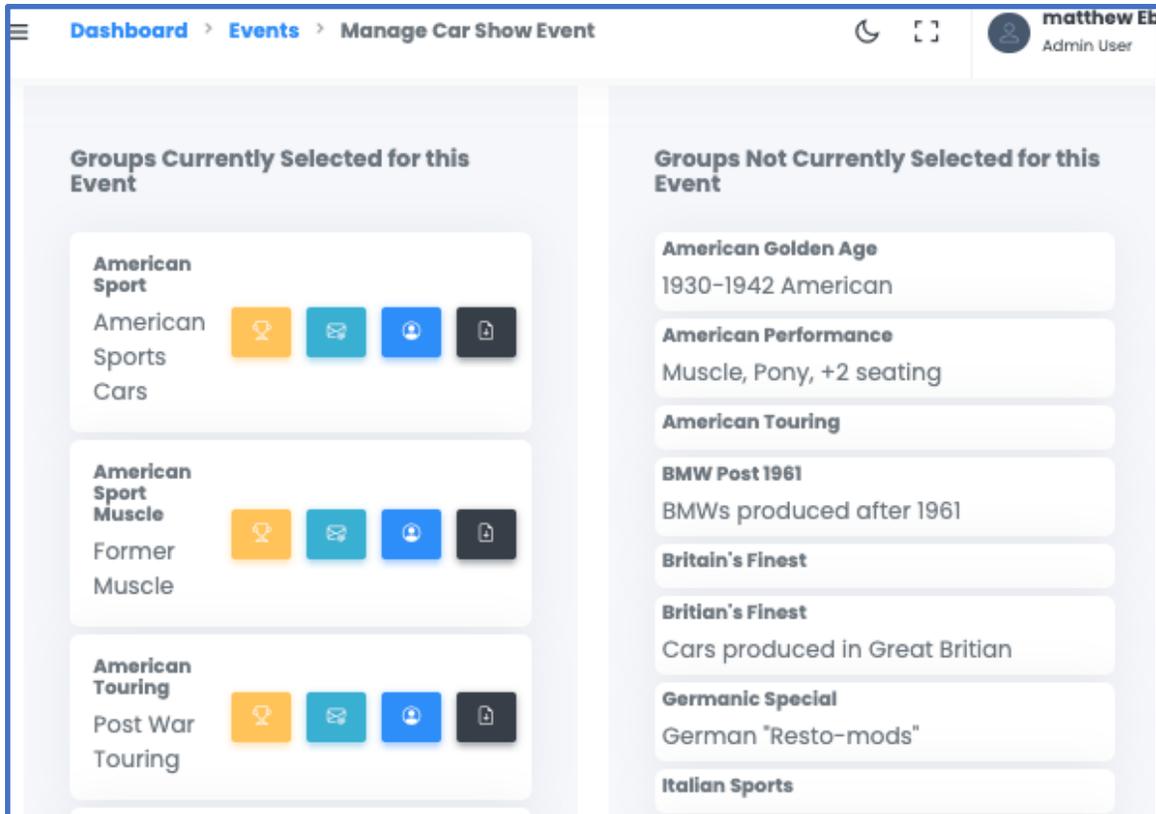
To see [more detailed information on Classes](#), see the Car Show Setup Section.



The screenshot shows a web interface for managing car classes. At the top right is a blue button labeled "New Group". Below it is a search section with the label "Search:" and a text input field containing "Search groups". To the right of the input field is a blue button labeled "Filter". Below the search section is a table with two columns: "Group Name" and "Group Description". Each row in the table has an "Edit" button on the right side.

Group Name	Group Description	
Pre-War	Pre-war WWII Cars	Edit
Germanic Special	German "Resto-mods"	Edit
Senior American	Car produced in America prior to 1950	Edit
BMW Post 1961	BMW's produced after 1961	Edit

GLOBAL-CLASS

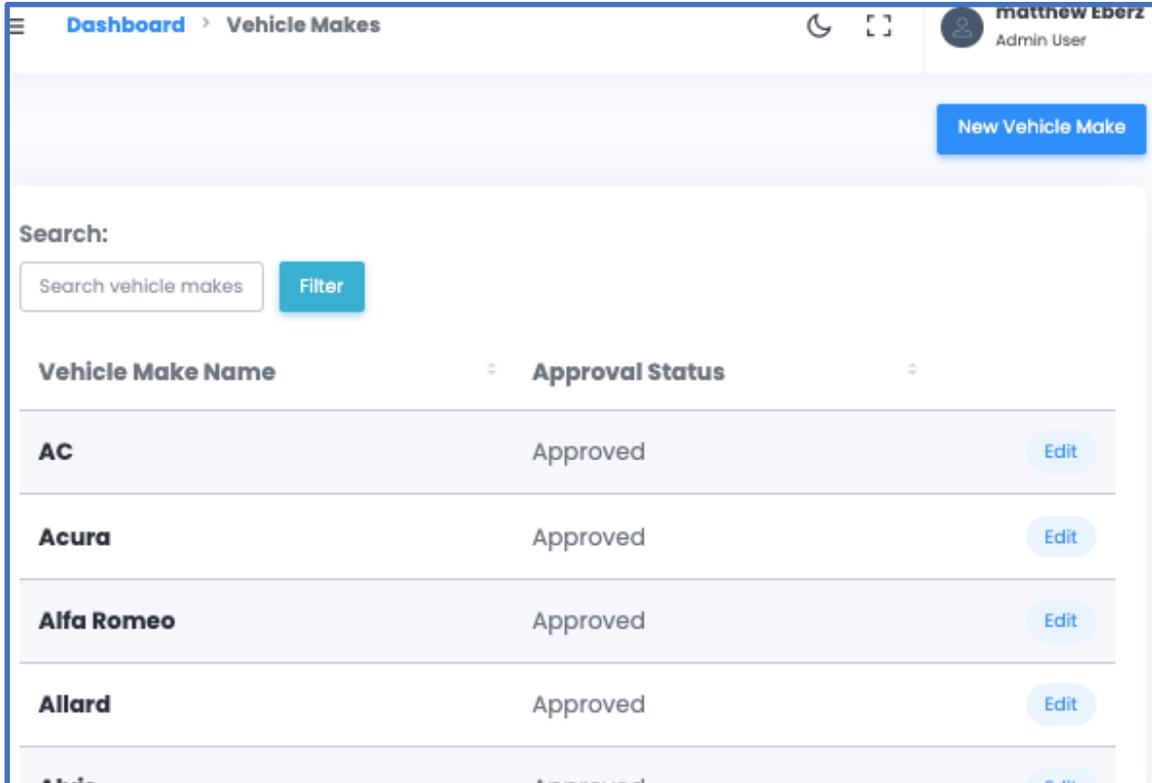


GLOBAL-CLASS-EVENT

## Dashboard – Vehicle Makes

The Vehicle Makes system in EVENT-ROADSTER is built on the Global (GLOBAL-VEHICLE MAKE) and Current Event methodology. In the car show setup, vehicles are placed into classes based on their make and model. It is therefore important that the make and model be correctly spelled, and a misspelled or one with a variation in the make or model might then be entered in an incorrect class.

When the applicant is inputting their vehicle, they must select from a dropdown list of car makes and another one of car models. There is also an option for the applicant to enter “other”, which will then be evaluated by the Admin.



GLOBAL-VEHICLE MAKE

## CAR SHOW

The Car Show is a no-ticket, no-cost invitation and acceptance event. This type of event is completely different from a straight sell-the-ticket-and-be-done event, with the management of an attendance event.

The process of organizing a car show offers interested car owners the opportunity to participate and then selects or rejects them to be included in the show. EVENT-ROADSTER enables you to allow any potential participant to register their car, and then the staff to select the cars for the show.

### The Registration Process

**APPLICANTS** – When the Patron first applies to be in the event.

**PARTICIPANTS** – When the APPLICANT is accepted into the event

The system provides a method for adding car details, images, and a text entry for a car description. The system uses this description to print pre-formatted placards for placement at the show car, informing visitors of the car's particulars.

**MANAGING VEHICLE PROFILE**

⚙️ Vehicle Profile Info
📷 Photos

## Vehicle Profile Info

**Vehicle Year:**

**Vehicle Make:**

**Vehicle Model:**

**Vehicle Nickname:**

**Any Non-Original Components:**

**Vehicle Description:**

The Morgan 4/4 was first introduced in 1947 and remained in production in five series until 1969. This Series V is one of the 639 Series V produced. It was Morgans first 4-wheel car, previous Morgan having been known for their Three-wheeler. Styling remained virtually unchanged throughout the years, with both a 4-seat and 2-seat versions Front disc brakes became an option in 1959 and were standardized in 1960. Interestingly, a racing version of the Plus 4 became available in 1962, the same year it won class at

My Vehicle is Trailer Transported

Delete
Save changes
Exit

⚙️ Vehicle Profile Info
📷 Photos

## Vehicle Photos

Click here to upload vehicle images, or drag and drop your images here. (3 images max)

Note: Should include 1 front, 1 rear, and 1 engine picture.

Accepted File Types: JPG/JPEG, PNG, GIF

**What's Next?**

After uploading your photos, the application to an event or view t options.

Apply to an Event

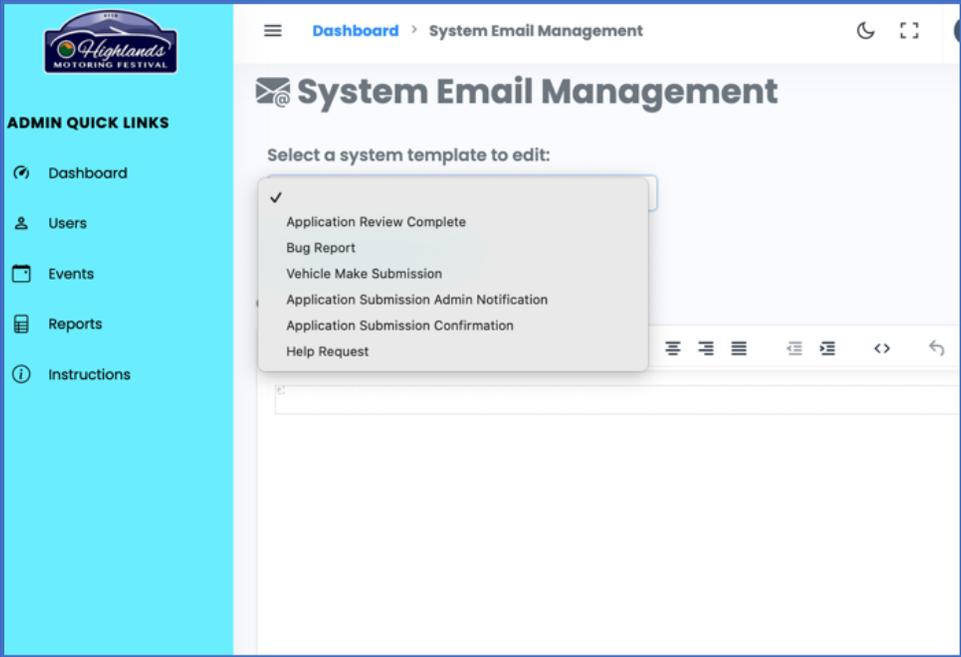




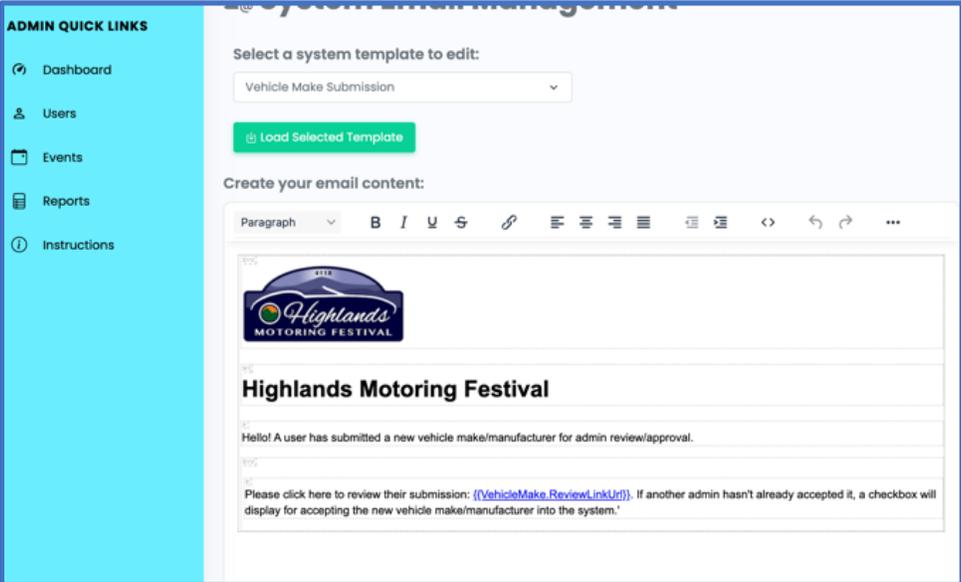
🗑️ Remove Image
🗑️ Remove Image
🗑️ Remove Image

The process of managing multiple events can become confusing when using non-automated systems, such as handwritten lists and spreadsheets. EVENT-ROADSTER manages the entire process and automatically communicates with the Patron via email, from **application** to **participation**. When the car owner enters their vehicle for the show and becomes the applicant,

the system automatically sends an email informing the person that their car application has been entered into the system. As the staff reviews the submitted cars, they can select them for the show or not select them. Those not accepted are immediately emailed, informing them of their rejection. Those accepted and who become participants are notified immediately via email with an acceptance notification and the next steps. EVENT-ROADSTER's Dashboard section allows the staff to create and modify the system's "canned" messages.



EMAIL OPTIONS



LOAD FOR EASY EDITING

## CAR SHOW EVENT SETUP

EVENT-ROADSTER is developed on the concept of EVENTS. Each event can be related or completely separate. Within each MAIN EVENT, e.g., the Festival, there can be many sub-events, one of which is a Car Show (CAR SHOW EVENT WINDOW).

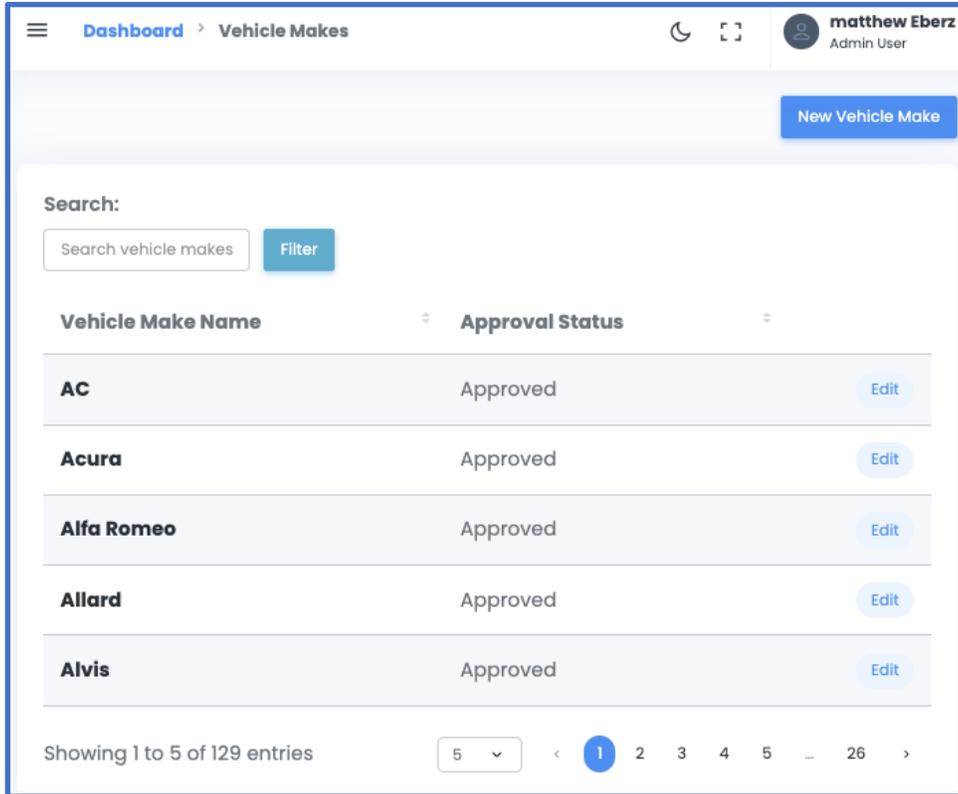
The screenshot displays the 'Manage Event' page for the '2025 Highlands Motoring Event'. The left sidebar contains 'ADMIN QUICK LINKS' with options for Dashboard, Users, Events, Reports, and Instructions. The main content area is titled 'MANAGING EVENT: 2025 HIGHLANDS MOTORING EVENT' and features a navigation bar with 'Basic Settings' (selected), Groups, Judges, Awards, Applications, and Placards. The 'Event Basic Settings' section includes the following fields:

- Name:** 2025 Highlands Motoring Event
- Description:** 2025 Festival
- Event Start Date:** 2025-06-06
- Event Start Time:** 08:00 AM
- Event End Date:** 2025-06-08
- Event End Time:** 05:30 PM
- Event Type:** Motoring Event
- Registration Closes Date:** 2025-05-30

A checkbox labeled 'Is Event Active? (Toggle to allow/disallow applications)' is checked. At the bottom, there are three buttons: 'Delete' (red), 'Save changes' (blue), and 'Exit' (black).

## CAR SHOW EVENT WINDOW

In order to enter a vehicle, there must be a car selection for them to choose from. When users enter a vehicle, they use a drop-down list of car makes. This way, the user does not misspell a Make or create an incorrect Make. The Model is not in a dropdown, as the number of models within a Make would make groupings unmanageable. The CAR MODEL SCREEN allows the staff to create and edit Car Models. The user can also make a Car Model, which they can enter. That entry will only be added to the official dropdown list once the staff approves it.



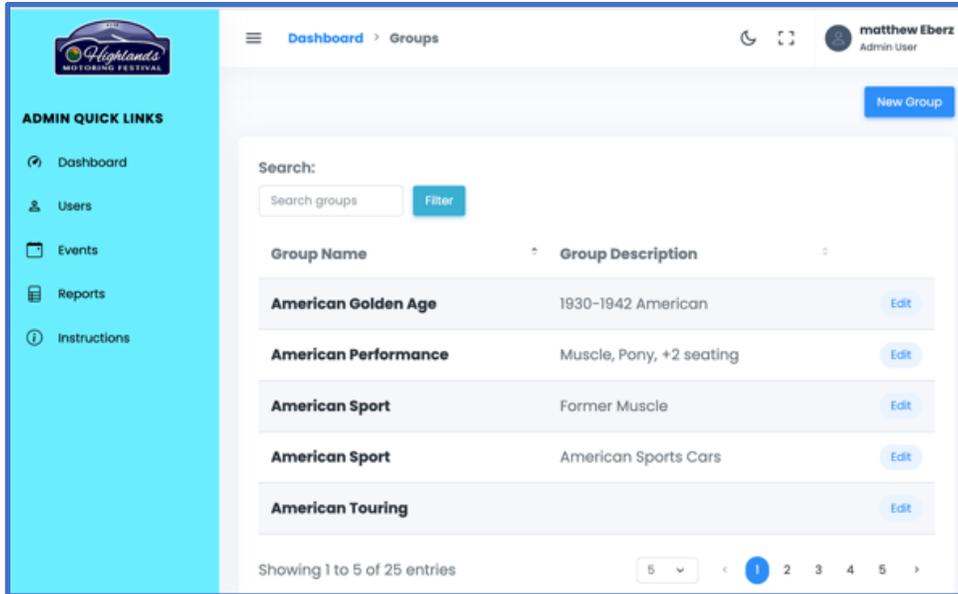
### CAR MODELS

A feature of EVENT-ROADSTER is data reuse. The classes are entered and then can be assigned to the event as desired. These classes can be included in subsequent events and is known as Global data. After selecting the participants, EVENT-ROADSTER facilitates the staff in developing the car classes for judging. Once the classes and awards have been entered into the event, the staff member needs only to drag the type of car and the awards into the group.

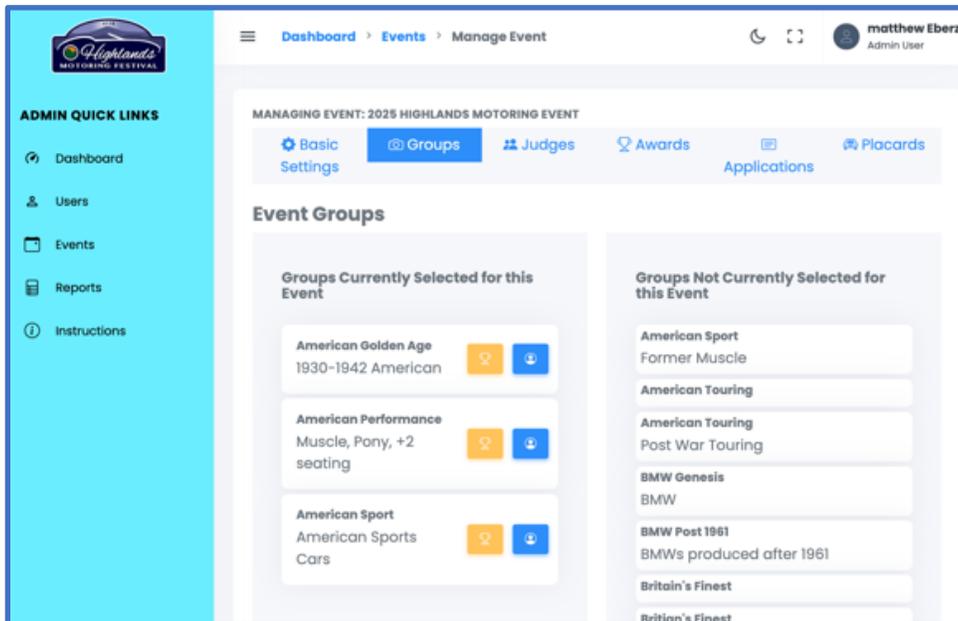
**Data Types**

GLOBAL - Data that can be applied to all events.  
 EVENT SPECIFIC – Data that is applied to a SPECIFIC event.

Global data can be accessed by using the Dashboard. The data accessed from this menu (GLOBAL EVENT DATA) is the complete data element available to all events. Specific Event Data can be added by using the ASSIGNING GROPS screen. Access to that work area is done by clicking on any event in the Events Window.



GLOBAL CLASS DATA



ASSIGNING CLASSES

## PREPARING FOR JUDGING

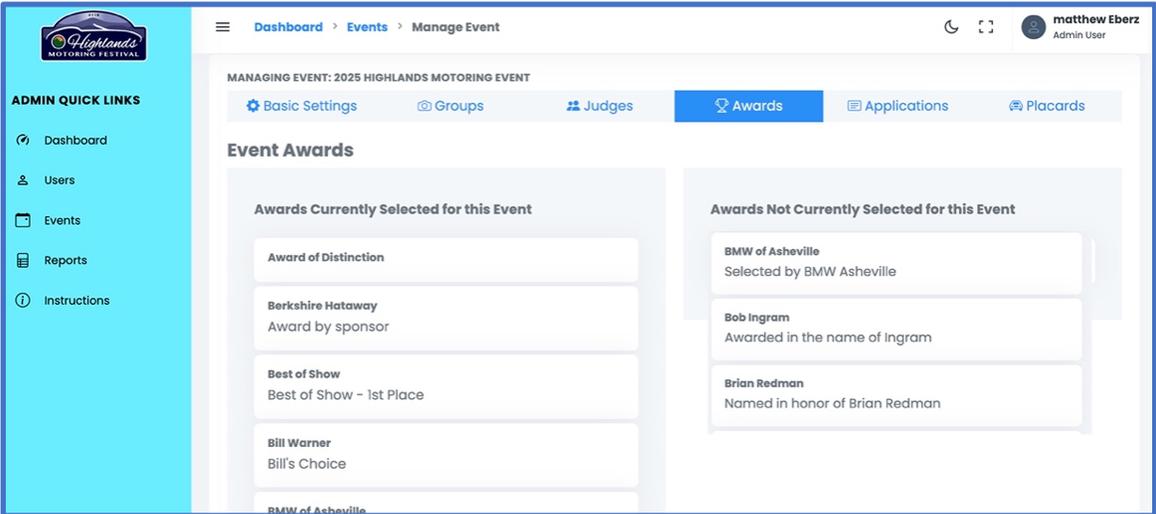
In most car shows or festivals where judging is a component, the car needs to be classified for judging; this is done by creating CLASSES. Once that is accomplished, the cars can be added to

the GROUP. Now that there is a GROUP of cars to be judged, the next step is to add the AWARDS that can be given to the GROUP and the JUDGES that will officiate the selection of awards.

By selecting CLASSES on the ASSIGNING GROUP screen, staff can select a pre-developed group from the historical list and drag it into the event side. If the required group is not on the Global List, a new group can be added here, and it will then be available to the event and as a Global Event for future use.

Once the group is established, awards and judges can be added. Adding Awards to the Classes follows the same drag-and-drop method. By selecting the AWARDS tab, staff can select a pre-developed award from the Global List and drag it into the event side. As in the Group, if the required Award is not on the Global List, a new Award can be added here, and it will then be available to the event and also as a Global Award for future use.

It should be noted that CLASSES can be created at any time, even before cars are added to the event. It is also true that AWARDS and JUDGES can be added as well. Additionally, CLASSES can be added at any time in the process, as new award and judge assignments can also be made at any time after the Class has been created.



SELECT AWARDS

## The Patron Registration

The patron registration process is streamlined to enable the ease of entry by the Patron and the organized processing of the requests by staff. The automated system immediately informs the Patron of the status and maintains a running list of those who have requested participation, those approved, and those pending.

When the Patron wishes to enter a vehicle into the Car Show, an input screen is presented (VEHICLE ENTRY SCREENS).

The image displays two screenshots of a web application interface for managing a vehicle profile. The top screenshot is titled 'MANAGING VEHICLE PROFILE' and shows the 'Vehicle Profile Info' tab. It includes input fields for 'Vehicle Year' (1967), 'Vehicle Make' (Morgan), 'Vehicle Model' (sedan), and 'Vehicle Nickname'. Below these is a text area for 'Any Non-Original Components' (All new) and a larger text area for 'Vehicle Description' containing a paragraph about the Morgan 4/4. At the bottom of this section is a checkbox for 'My Vehicle is Trailer Transported' and three buttons: 'Delete', 'Save changes', and 'Exit'. The bottom screenshot shows the 'Vehicle Photos' tab. It features a dashed box with instructions: 'Click here to upload vehicle images, or drag and drop your images here. (3 images max). Note: Should include 1 front, 1 rear, and 1 engine picture. Accepted File Types: JPG/JPEG, PNG, GIF'. To the right, a 'What's Next?' section explains that after uploading photos, the user can apply to an event or view options, with an 'Apply to an Event' button. Below the instructions are three image thumbnails: a front view of the car, the interior steering wheel, and the engine compartment, each with a 'Remove Image' button.

VEHICLE ENTRY SCREENS

The Patron enters their car data and is asked to enter the photos. The system can accept various formats and sizes and then resize them for display on the screen by creating standard-sized images (STANDARD). When the on-screen image is selected, the system provides a full-size, print-ready version of the image (FULL SIZE PRINT-READY)

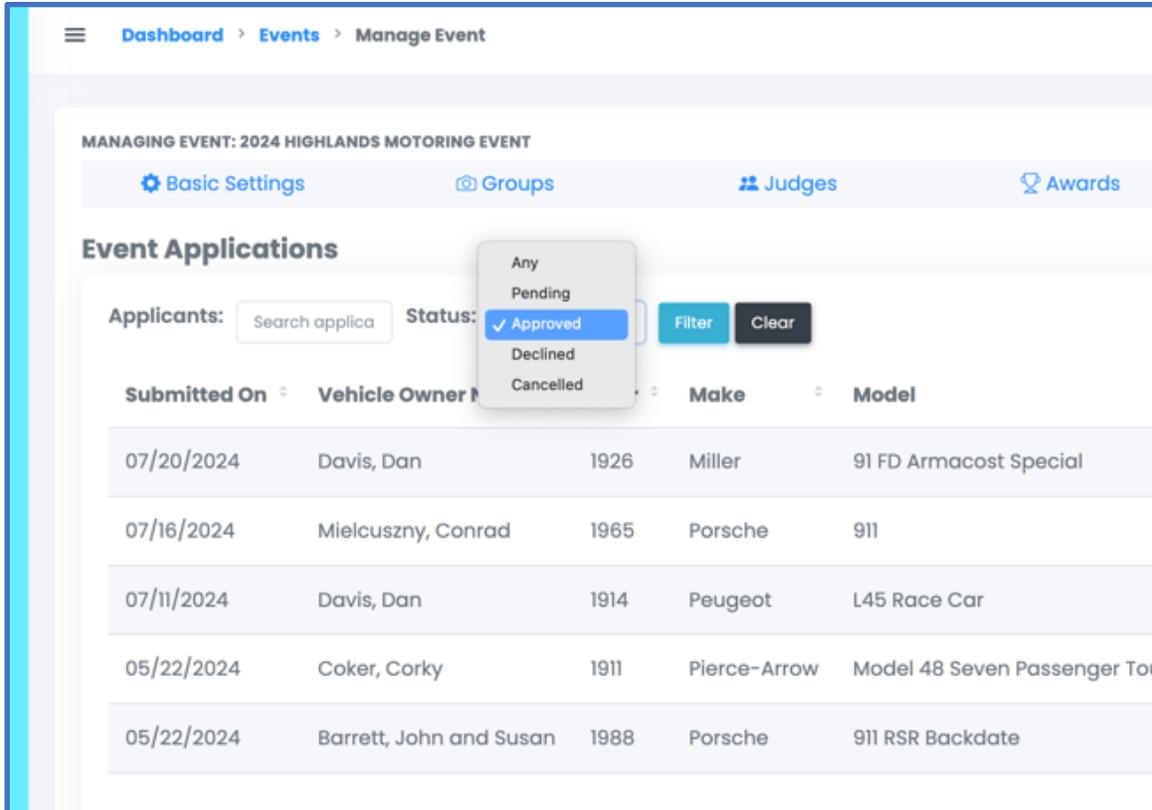


STANDARD



FULL SIZE, PRINT-READY

On the staff side of the registration process, the staff can accept or reject the application. The screen below illustrates the system's management capabilities.



### APPLICANT OPTIONS

The staff reviews the applicant and accepts or rejects the submission, and in each case, a pre-formatted email is sent to the applicant.

The system sends an email with pre-written instructions for the applicant who has become a participant. There is an option to add trailer information, hotel accommodations, and other coordinating information.

### Managing Status

After the Patron enters their vehicle, they become an Applicant, and the status of the application is set to pending (APPLICANT STATUS). ADMIN has the ability then approve the Applicant, who then becomes a Registrant. This is accomplished by selecting "Approved" on the Management Event Screen.

The image shows a web interface for reviewing an applicant's status. A dropdown menu titled "Review Status" is open, displaying five options: "Pending" (which is selected and highlighted in blue with a checkmark), "Approved", "Declined", "Cancelled", and "Update". Below the dropdown is a text input field labeled "Review Notes to User". The entire interface is framed by a blue border.

#### APPLICANT STATUS

ADMIN also has the option to decline and cancel the application. If the application is incomplete, the ADMIN can select 'Update'. The system will send a message to the Applicant to make the updates. Once the updates have been completed, the Applicant selects the submit button, and the application is resubmitted. The status will then be changed to Pending, awaiting review by the Admin.

### Joint Account/ Assistant

Participants often will have a second person to assist them in the application and information processing. EVENT-ROADSTER can support a primary and an assistant participant. When the assistants log on, they can click the "Manage Bob's Vehicle(s)" button (where "Bob" is the name of the primary), and the assistant can edit the already-entered vehicle and add another vehicle. The Primary Account holder and the Assistant account holder are notified by email of all entries and changes.

# Hello, Sue



You can Manage your Account or Create/Edit Vehicle Profiles to Register in the Upcoming Motoring Festival

 **Manage Vehicle Profiles**

 **Manage Account Profile**

ⓘ **How it works:** Click on **Manage Vehicle Profiles** to create profiles for your vehicle(s) and upload photos, then submit for registration in the upcoming event. Click **Manage Account** to enter your address and phone number and help us get a hold of you to discuss your registration(s). Thanks!

---

★ **New!** ★  
 You have a joint account. You are on Bob's team!  
 You can access your shared data here:

 **Manage Bob's Vehicle(s)**

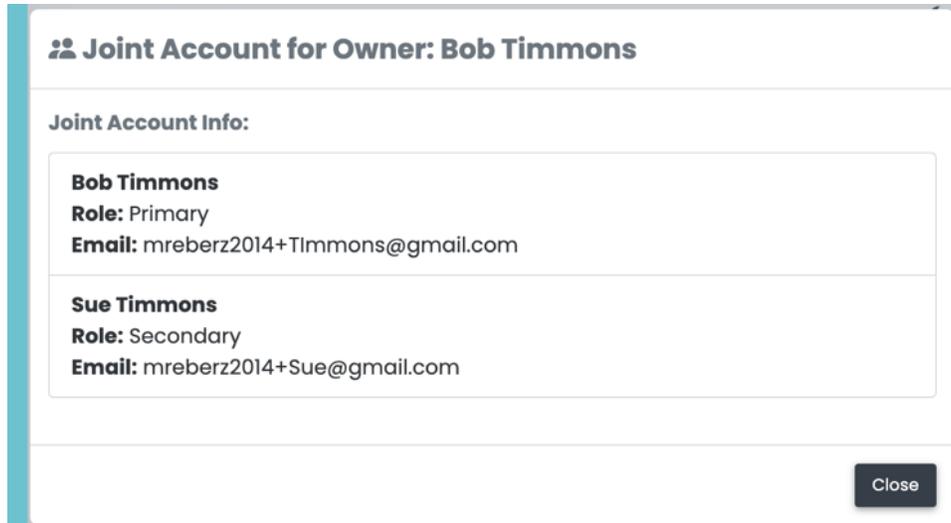
ASSISTANT MANAGING ACCOUNT

In the ADMIN Screen, there is an icon (two people) that indicates that the primary owner has an assistant. Clicking this icon, the Admin can see a screen that shows both users (JOINT CONTROL SCREEN).

**Search:**

Name	Role	Email	Status	
 <b>Sue Timmons</b>	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Basic</span>	mreberz2014+Sue@gmail.com	Active	 
 <b>Bob Timmons</b>	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Basic</span>	mreberz2014+Timmons@gmail.com	Active	  
 <b>NewTester2 Dec8</b>	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Basic</span>	Mreberz2014+Dec8_02@gmail.com	Active	 
 <b>NewTester Dec8</b>	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Basic</span>	mreberz2014+Dec8_01@gmail.com	Active	  

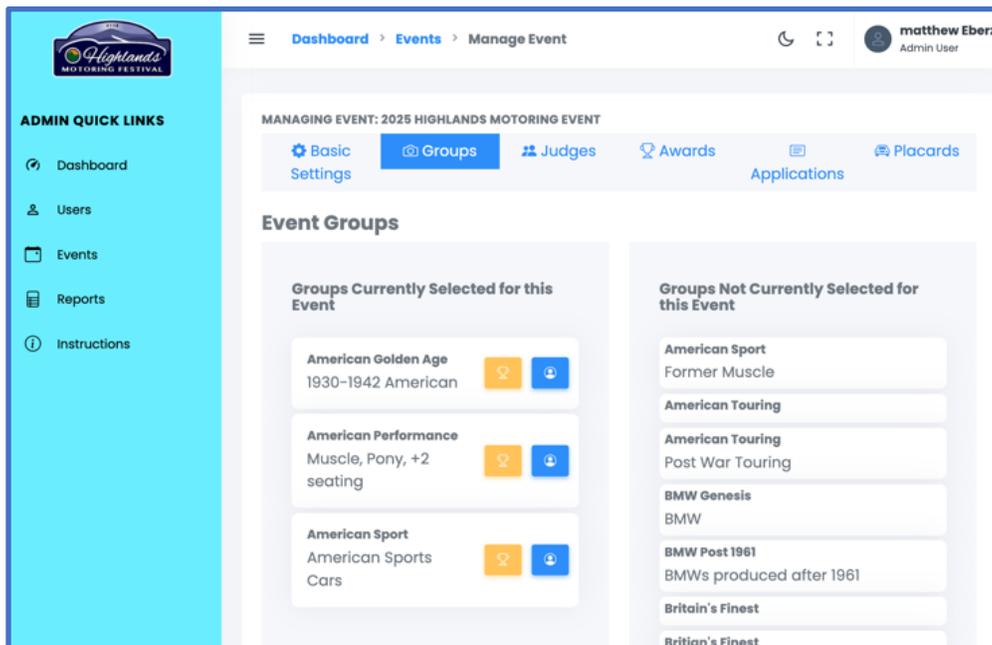
PRIMARY OWNER RECORD



JOINT CONTROL SCREEN

## JUDGING SUPPORT CATEGORIES

In typical car shows, the cars are placed into classes to facilitate judging. EVENT-ROADSTER provides an easy method for creating classes (as explained previously) and placing cars into those classes. EVENT-ROADSTER offers a unique and easy method for assigning awards and Judges to Classes.



MANAGE CAR SHOW EVENT

In the ADMIN Screen (PRIMARY OWNER RECORD), the primary owner has a special button that indicates an assistant (see the people icon). Clicking this option, the Admin can see a JOINT CONTROL SCREEN that shows both users.

Search:

Name	Role	Email	Status	
Sue Timmons	Basic	mreberz2014+Sue@gmail.com	Active	
Bob Timmons	Basic	mreberz2014+Timmons@gmail.com	Active	
NewTester2 Dec8	Basic	Mreberz2014+Dec8_02@gmail.com	Active	
NewTester Dec8	Basic	mreberz2014+Dec8_01@gmail.com	Active	

PRIMARY OWNER RECORD

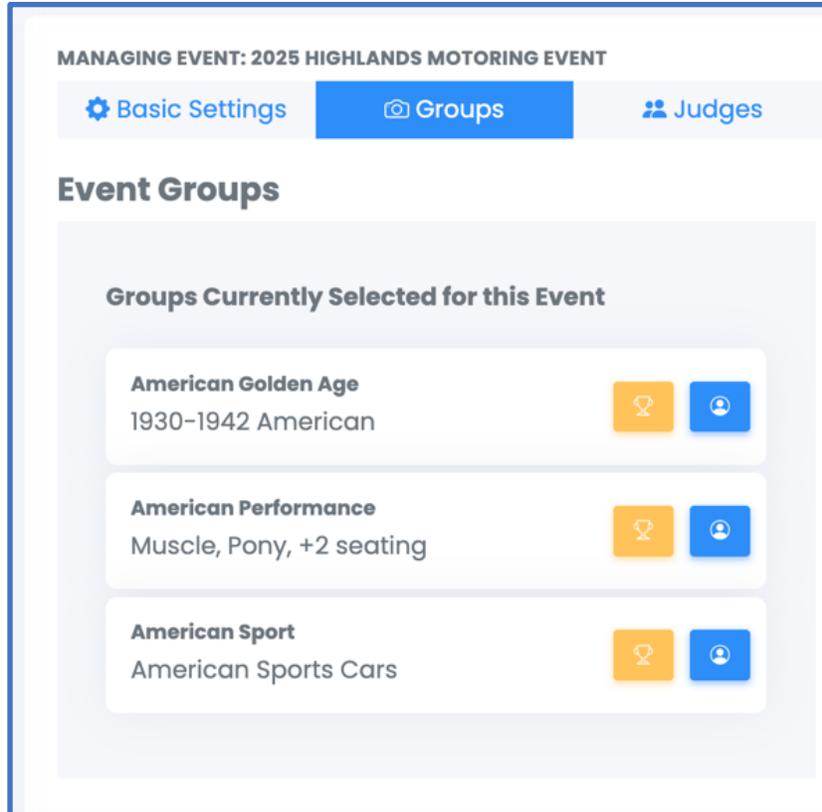
**👥 Joint Account for Owner: Bob Timmons**

**Joint Account Info:**

<p><b>Bob Timmons</b>  <b>Role:</b> Primary  <b>Email:</b> mreberz2014+Timmons@gmail.com</p>
<p><b>Sue Timmons</b>  <b>Role:</b> Secondary  <b>Email:</b> mreberz2014+Sue@gmail.com</p>

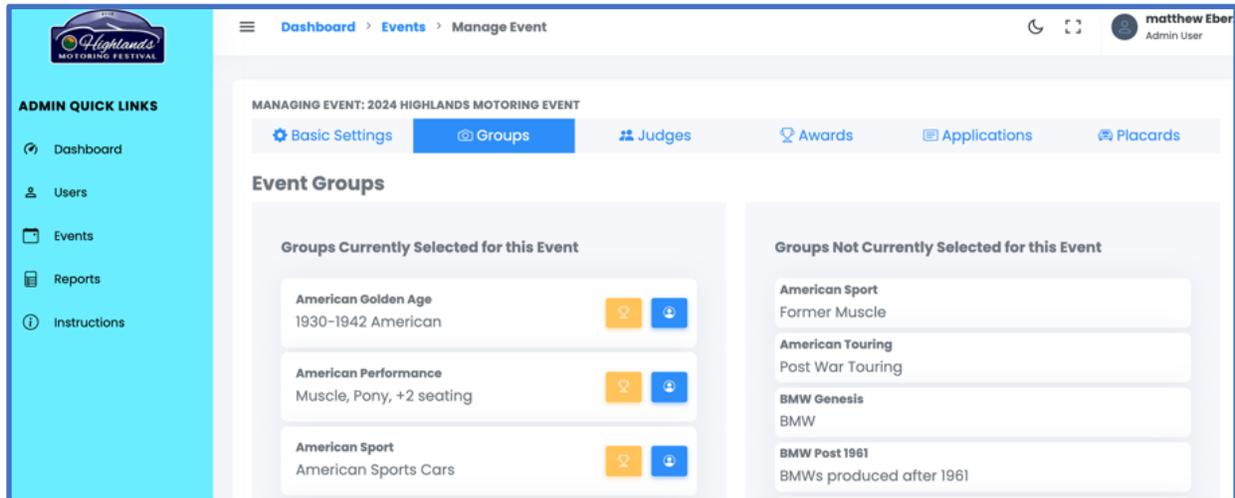
JOINT CONTROL SCREEN

Within the Classes screen, the Classes are displayed (above screen) in the center. The awards are displayed on the right side of the screen and in the enlarged section below.



CLASSES DISPLAYED

Adding awards to a group is a simple drag-and-drop from the list on the right to the Group.



DRAG AND DROP

Adding Judges is as simple as clicking on the icon below. The list of all judges appears, and by clicking on the desired judge or judges, they are assigned.

## Event Groups

### Groups Currently Selected for this Event

**American Golden Age**  
1930-1942 American



**American Performance**  
Muscle, Pony, +2 seating

**American Sport**  
American Sports Cars

### Add Judges to Group



Martorell, Knight

Cancel

Save

ADDING JUDGES

# ONE LAP / MOTORSPORT / GROUP CRUISING

The One-Lap event is a ticketed event, but not a 'buy the ticket and forget' event. This type of event requires collecting additional information, such as the number of drivers and use of trailers, all of which must be collected and require further logistical information. EVENT-ROADSTER provides those functions.

EVENT-ROADSTER facilitates the development and management of one-lap events. The system allows setting limits on the number of entries (INVENTORY SET UP), managing wait lists, and enabling the movement of participants between the same type of events. It also provides a means to communicate easily with all ticket holders (PARTICIPANT COMMUNICATIONS).

2025 One Lap Group 1 - Thursday					Event Max:
					25
Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:
One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only)	25	3	5	10	15
One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)	25	0	5	5	10
					Available:
					0

INVENTORY SET UP

### Ticket Holders

First Name	Last Name	Email
Bill	St John	bill@sjaonline.com
Rich	Becherer	richard-becherer@utc.edu
Betsy	Bird	Betsybird21@gmail.com
Mike	Gorney	mgorney@gorneyrealty.com
Mike	Aldredge	m1a@prodigy.net
Leslie	Neely	Drieslieneely@gmail.com
Palmer	Proctor	Hpp@comcast.net

Email One

Email Multiple

Print

Transfer

Manage Sale

Exit

PARTICIPANT COMMUNICATIONS

The PARTICIPANT COMMUNICATIONS screen provides the following options:

Email the entire Group – a message field will open, allowing you to add a text message.  
Print Group – a list of all the participants will be printed.

Email One – the selected group member can be emailed individually, a message field will open, and a few text messages can be added.

Switch Group – the selected Participant can be moved to another event. This feature also overrides inventory/participant limits.

Refund – this feature enables a refund to the selected Participant.

Place on Waiting List - This feature enables a staff member to enter a name into the waiting list

## ONE LAP SETUP

In the example below (ONE-LAP EVENT SETTINGS ), an Admin can select the event and enter all the related data for the event, including title, number of tickets, dates, and times, as well as a map URL.

The screenshot displays the 'Manage Driving Event' interface for '2025 ONE LAP GROUP 1 - THURSDAY'. The user is logged in as 'matthew Eberz Admin User'. The interface includes a navigation bar with 'Dashboard > Events > Manage Driving Event' and a user profile. Below the navigation, there are three tabs: 'Basic Settings' (selected), 'Tickets', and 'Participants'. The main content area is titled 'Driving Event Basic Settings' and contains several form fields:

- Name:** 2025 One Lap Group 1 - Thursda
- Short Description:** Thursday 2025 One Lap Group 1
- Maximum Number of Participants:** 25
- Estimated Driving Distance:** 5
- Detailed Description:** A rich text editor with a paragraph containing the text: 'This One Lap is going to be starting at 11am on Thursday, June 5th, 2025'.
- Start Location:** 411-499 Pine St, Highlands, NC 28741
- End Location:** 411-499 Pine St, Highlands, NC 28741
- Driving Route Map URL:** <https://maps.app.goo.gl/1ByJdYAUVi6z5bat6> (with a 'View Map' button)
- Event Start Date:** 2025-06-05
- Event Start Time:** 11:00 AM
- Event End Date:** 2025-06-05
- Event End Time:** 02:00 PM
- Enrollment Closes Date:** 2025-06-01
- Allow New Participants

### ONE-LAP EVENT SETTINGS

The Admin can set a limit on the total number of spaces or tickets for the event in the pool, and the two tickets drawn from that pool. In this manner, there can be any combination of sales of the two tickets, and the total never exceeding the pool limit.

### ADDITIONAL PASSENGERS

The Patron enters their personal data. EVENT-ROADSTER provides for the entry of a second driver or assistant (PROFILE ENTRY SCREEN).

The image shows a web form titled "PROFILE ENTRY SCREEN" with two main sections: "Create an Account" and "Create a Joint User Account".

- Create an Account:**
  - First Name: Sam
  - Last Name: Spade
  - Email: SamSpade1@Gmail.com
  - Password complexity requirements: Passwords must be at least 8 characters and contain at least 3 of 4 of the following: upper case (A-Z), lower case (a-z), number (0-9) and special character (e.g. !@#\$%^&\*).
  - Password: [Redacted]
  - Show/Hide Password: [Radio button]
  - Confirm Password: [Redacted]
  - Phone Number: 215 555 1212
  - Other Phone Number: [Empty]
  - Street Address 1: 123 Main Street
  - Street Address 2: [Empty]
  - City: Highlands
  - State: North Carolina
  - Zipcode: 28741
- Create a Joint User Account:**
  - First Name: Second
  - Last Name: Passenger
  - Email: SecondPassenger@gmail.com
  - Password complexity requirements: Passwords must be at least 8 characters and contain at least 3 of 4 of the following: upper case (A-Z), lower case (a-z), number (0-9) and special character (e.g. !@#\$%^&\*).
  - Password: [Redacted]
  - Show/Hide Password: [Radio button]
  - Confirm Password: [Redacted]
  - Phone Number: [Empty]
  - Other Phone Number: [Empty]
  - Street Address 1: [Empty]
  - Street Address 2: [Empty]
  - City: [Empty]
  - State: [Empty]
  - Zipcode: [Empty]

At the bottom, there is a checked checkbox "Create a Secondary/Joint Account (Optional)" and a blue "Register" button.

PROFILE ENTRY SCREEN

### CHANGING RALLIES

A Road Rally can be a collection of vehicles and drivers partaking in a competition that takes place on public roads within the legal speed limit or a scenic drive done on a public road without ever breaking any laws. A festival can have many such rallies that run either at different times or at different starting times. Often, participants will want to change their participation

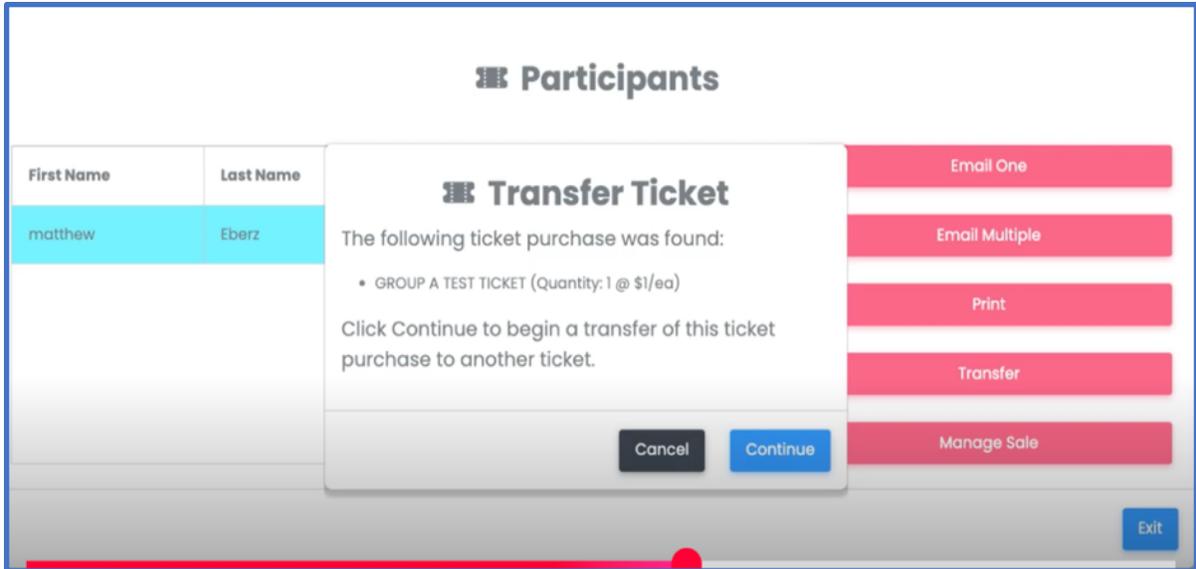
from one rally to another. It is typical for these events to have limits on the number of cars in the rally, and they are usually sold out quickly. With systems that control the number of participants, moving participants between rallies can be problematic. EVENT-ROADSTER has the mechanisms to transfer participants smoothly.

To make a transfer from one rally to another, start at the Store Management screen, select the Group, and then click on the Sold column. The system will present the list of participants (SELECT TICKET FOR TRANSFER). Admin can select the person, then click “Transfer,” and then follow the screens to select the desired rally (PICK THE TRANSFER). The system will then provide the opportunity to proceed or cancel the Transaction (TRANSFER CONFIRMATION).

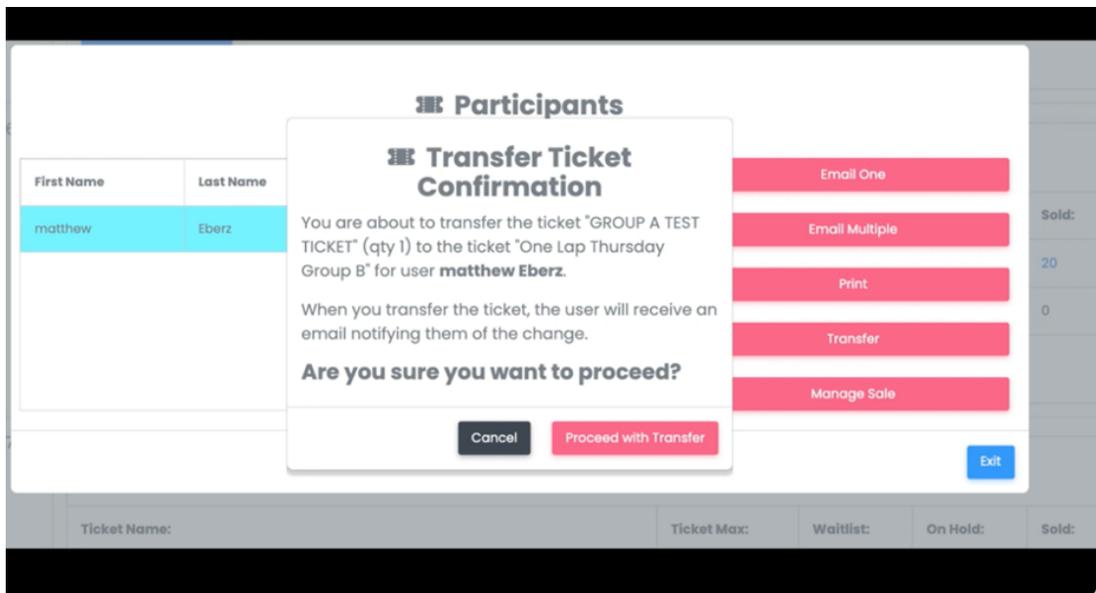
The screenshot shows a web interface titled "Ticket Holders". On the left is a table with three columns: "First Name", "Last Name", and "Email". On the right are five red buttons: "Email One", "Email Multiple", "Print", "Transfer", and "Manage Sale". At the bottom right is a blue "Exit" button.

First Name	Last Name	Email
Bill	St John	bill@sjaonline.com
Rich	Becherer	richard-becherer@utc.edu
Betsy	Bird	Betsybird21@gmail.com
Mike	Gorney	mgorney@gorneyrealty.com
Mike	Aldredge	mia@prodigy.net
Leslie	Neely	Drleslieneely@gmail.com
Palmer	Proctor	Hpp@comcast.net

SELECT TICKET FOR TRANSFER



PICK THE TRANSFER



TRANSFER CONFIRMATION

# SALES

EVENT-ROADSTER handles ticket sales for events such as galas, concerts, and concerts and merchandise for sale.

## TICKETING

In this version, EVENT-ROADSTER provides all ticket management aspects: a quick reference for the number sold, number on Hold, and availability. (STORE MANAGEMENT).

### Store Management

**Tickets**

Tickets are created and associated to events. More than one type of ticket can be sold for a single event but a ticket can only be associated to a single event.  
 Create and monitor tickets you are selling here or you can create tickets on the individual events.

#### Ticketed Events

Create New Event Ticket

1	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">📅</span> <b>2025 One Lap Group 1 - Thursday</b> </div> <div style="text-align: right;"> <b>Event Max:</b> 25                 </div> </div>																								
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; border-bottom: none;">Ticket Name:</th> <th style="width: 10%; border-bottom: none;">Ticket Max:</th> <th style="width: 10%; border-bottom: none;">Waitlist:</th> <th style="width: 10%; border-bottom: none;">On Hold:</th> <th style="width: 10%; border-bottom: none;">Sold:</th> <th style="width: 10%; border-bottom: none;">Total:</th> </tr> </thead> <tbody> <tr> <td style="border-top: none;"><a href="#">📅 One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only)</a></td> <td style="border-top: none; text-align: center;">25</td> <td style="border-top: none; text-align: center;">0</td> <td style="border-top: none; text-align: center;">0</td> <td style="border-top: none; text-align: center; color: #0056b3;">2</td> <td style="border-top: none; text-align: center;">2</td> </tr> <tr> <td style="border-top: none;"><a href="#">📅 One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)</a></td> <td style="border-top: none; text-align: center;">25</td> <td style="border-top: none; text-align: center;">0</td> </tr> <tr> <td colspan="5" style="border-top: none;"></td> <td style="border-top: none; text-align: right;"><b>Available:</b> 23</td> </tr> </tbody> </table>	Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:	<a href="#">📅 One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only)</a>	25	0	0	2	2	<a href="#">📅 One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)</a>	25	0	0	0	0						<b>Available:</b> 23
Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:																				
<a href="#">📅 One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only)</a>	25	0	0	2	2																				
<a href="#">📅 One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)</a>	25	0	0	0	0																				
					<b>Available:</b> 23																				
2	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">📅</span> <b>2025 Gala</b> </div> <div style="text-align: right;"> <b>Event Max:</b> 100                 </div> </div>																								
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; border-bottom: none;">Ticket Name:</th> <th style="width: 10%; border-bottom: none;">Ticket Max:</th> <th style="width: 10%; border-bottom: none;">Waitlist:</th> <th style="width: 10%; border-bottom: none;">On Hold:</th> <th style="width: 10%; border-bottom: none;">Sold:</th> <th style="width: 10%; border-bottom: none;">Total:</th> </tr> </thead> <tbody> <tr> <td style="border-top: none;"><a href="#">📅 2025 Gala Event Admission</a></td> <td style="border-top: none; text-align: center;">100</td> <td style="border-top: none; text-align: center;">0</td> <td style="border-top: none; text-align: center;">0</td> <td style="border-top: none; text-align: center; color: #0056b3;">4</td> <td style="border-top: none; text-align: center;">4</td> </tr> <tr> <td colspan="5" style="border-top: none;"></td> <td style="border-top: none; text-align: right;"><b>Available:</b> 96</td> </tr> </tbody> </table>	Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:	<a href="#">📅 2025 Gala Event Admission</a>	100	0	0	4	4						<b>Available:</b> 96						
Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:																				
<a href="#">📅 2025 Gala Event Admission</a>	100	0	0	4	4																				
					<b>Available:</b> 96																				

- Click Item to Edit

### STORE MANAGEMENT

Editing the ticket is easy; just click the event name (TICKET MANAGEMENT).

## Ticketed Events

### Edit Ticket

**Ticket Name:**

**Base Price:**       **Max Inventory:**       **Max Per Purchase:**

*Limits Number Sold*                      *Limits Number Sold Per Purchase*

**Ticket Description:**

Activate this ticket for Sale

Allow users to join a waitlist if the ticket is unavailable

Delete
Cancel
Update Ticket

2025 Gala Event Admission	100	0	0
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## TICKET MANAGEMENT

### SELLING TICKETS

In this version, purchasing items is as easy as selecting the store, clicking on the item (STORE SCREEN), then navigating to the shopping cart (SHOPPING CART), and finally checking out (CHECKOUT), where users can select multiple types of purchases.

**Highlands MOTORING FESTIVAL**

**ADMIN QUICK LINKS**

- Dashboard
- Users
- Events
- Store Admin
- Reports
- Store
- My Cart
- My Order History

**Store**

The following items are currently for sale

**Driving Event Tickets:**

- One Lap Thursday Group A**  
 One Lap Thursday Group A June 12, 8:15am  
 Price: **\$295.00** [View Details](#) [Purchase](#)
- One Lap Thursday Group B**  
 One Lap Thursday Group B June 12, 9:15am  
 Price: **\$295.00** [View Details](#) [Join Waitlist](#)
- One Lap Friday Group 1**  
 One Lap Friday Group 1 June 13, 8:15am  
 Price: **\$295.00** [View Details](#) [Purchase](#)
- One Lap Friday Group 2**  
 One Lap Friday Group 2 June 13, 8:45am  
 Price: **\$295.00** [View Details](#) [Join Waitlist](#)
- One Lap Friday Group 3**  
 One Lap Friday Group 3 June 13, 9:15am  
 Price: **\$295.00** [View Details](#) [Join Waitlist](#)

**General Event Tickets:**

- Motoring Gala**  
 Gala event with dinner, an auction and guest speaker  
 Price: **\$150.00** [View Details](#) [Purchase](#)

STORE SCREEN

**Shopping Cart**

2025 Gala Event Admission	Qty: 1	\$100.00	<a href="#">Remove</a>
One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)	Qty: 1	\$275.00	<a href="#">Remove</a>
<b>Total</b>		<b>\$375.00</b>	

[Proceed to Checkout](#)

SHOPPING CART

## Checkout

Billing Details ▾

Shipping Details ▾

Payment Method ▾

Credit Card  
 Cash  
 PayPal

Pay with cash upon delivery. Please ensure you have the exact amount.

I agree to the [terms and conditions](#).

Order Summary

Item 1	\$19.99
Item 2	\$49.99
Item 3	\$29.99
<b>Total</b>	<b>\$99.97</b>

[Place Order](#)

### CHECK OUT

## RETURNS

EVENT-ROADSTER enables the return of purchased items (RETURNS SCREEN). Payment for all sales is currently through the PayPal system (other systems can be added as requested), which uses stored credit card information for PayPal clients and all credit card sales.

**TICKETS**  
 Tickets are created and associated to events. More than one type of ticket can be sold for a single event but a ticket can only be associated to a single event.  
 Create and monitor tickets you are selling here or you can create tickets on the individual events.

**Ticketed Events** Create New Event Ticket

1

2025 One Lap Group 1 - Thursday Event Max: 25

Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:
One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only)	25	0	0	2	2
One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)	25	0	0	0	0
					Available:

2

2025 Gala

Ticket Name:

2025 Gala Event Ad

**Participants**

First Name	Last Name	Email
Traler	Tester	mreber2014+traler1@gmail.com
Dave	Mueller	banjohead+21@gmail.com

Email One

Email Group

Print Group

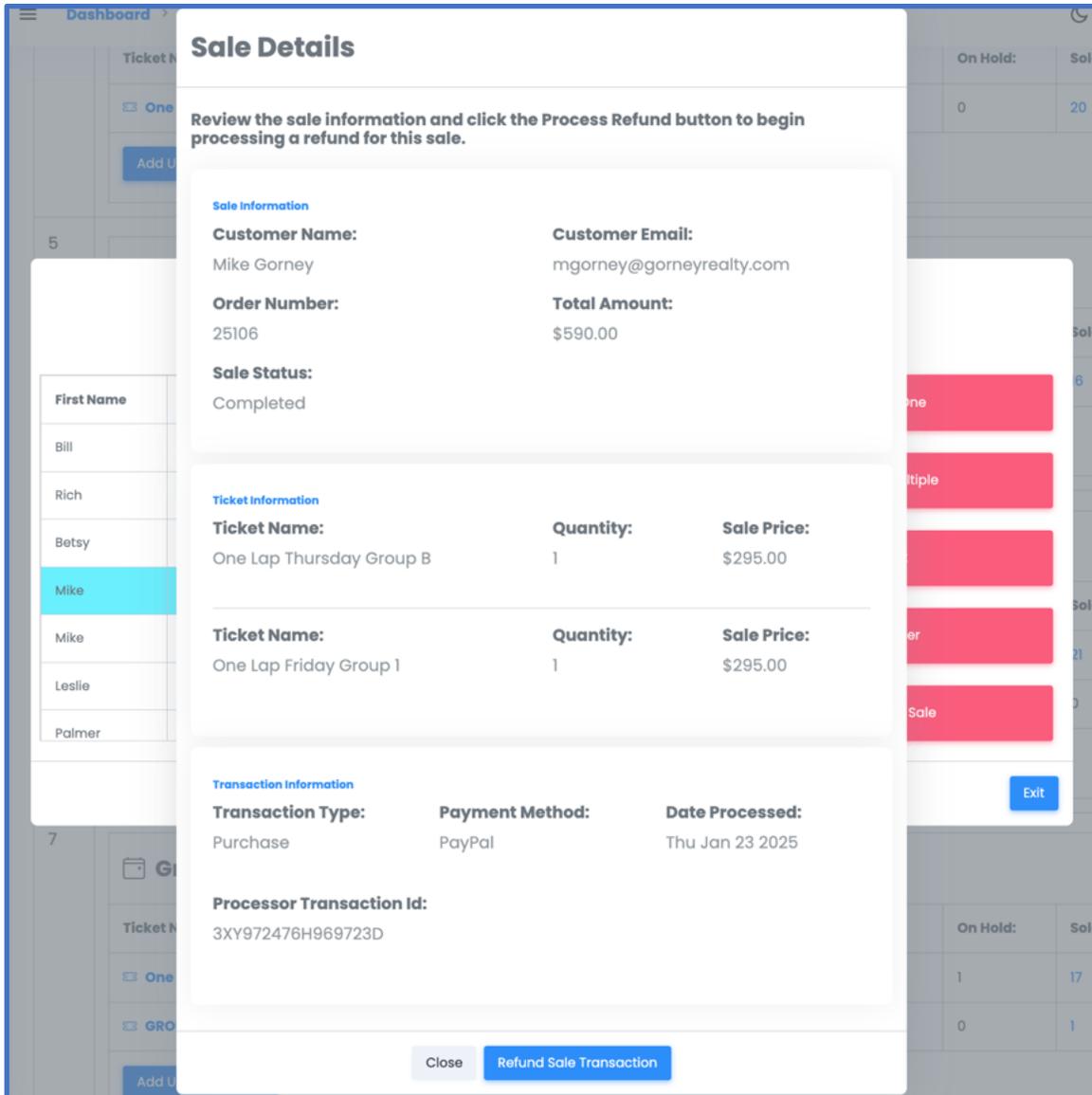
Switch Group

Refund

Exit

RETURNS SCREEN

To make a return, click "Sold," then select the purchaser, and then click "Manage Sale." The system will then present the Receipt, (RECEIPT.) Click "Refund Sale Transaction."



## RETURNS

## WAITLISTS

Below is a brief list of the functions and processes associated with Waitlists. A Waitlist provides a place to put people waiting for tickets and facilitates turning them into sales.

### SETUPS/PROCESSES

- 1 – In Events, an ADMIN designates a ticket that can accept Waitlist applications.
- 2 – In the store, a Patron can place themselves on a Waitlist for a ticket if it is sold out.
- 3 – The system records the name and updates the number in the "Waitlist" box of the Store Management section at this point. The Patron has not yet paid for the event.

4 – In Store Admin, the Admin can click on the "Waitlist" box of the Store Management section, which presents the list of those on the waitlist.

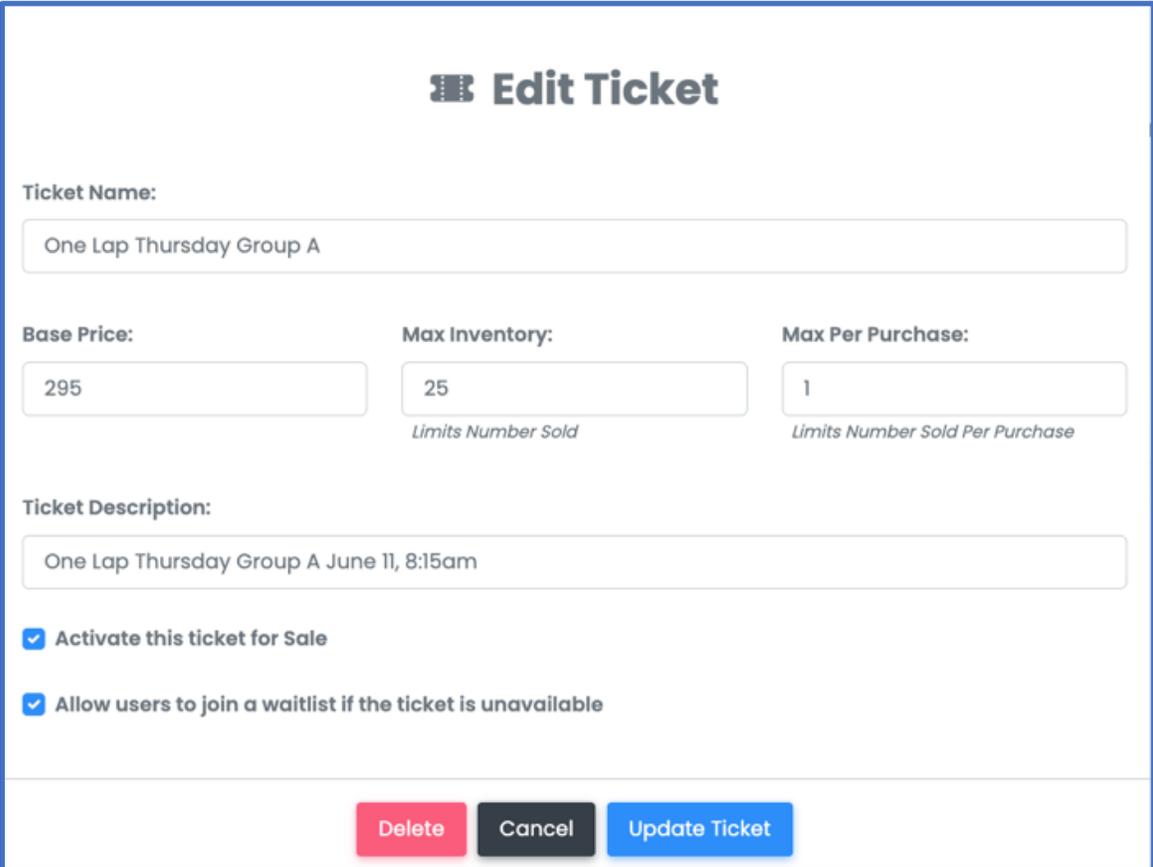
5 – Admin selects the ticket/person, approves the transfer to On-Hold, and the tickets are placed in the Patron's shopping cart. An email is sent to patrons inquiring whether they wish to purchase. The number of tickets reduces the Waitlist, and the number of on-hold tickets increases by the same amount.

6A – The Patron receives the email, *accepts* the transfer, and is immediately directed to the payment process. When the ticket is paid for, the inventory is reduced by the amount purchased, and the on-hold is reduced by the same number. The Patron is added to the Participant's list

OR.

6B – The Patron receives the email and decides *not to accept*. An email is returned to the ADMIN with the result. The ticket/patron is removed from the Waitlist, and On Hold is reduced by that amount.

The TICKET CREATION/EDIT SCREEN enables you to designate the event ticket to allow the Patrons to put themselves on a waitlist.



**Edit Ticket**

**Ticket Name:**  
One Lap Thursday Group A

**Base Price:** 295      **Max Inventory:** 25 Limits Number Sold      **Max Per Purchase:** 1 Limits Number Sold Per Purchase

**Ticket Description:**  
One Lap Thursday Group A June 11, 8:15am

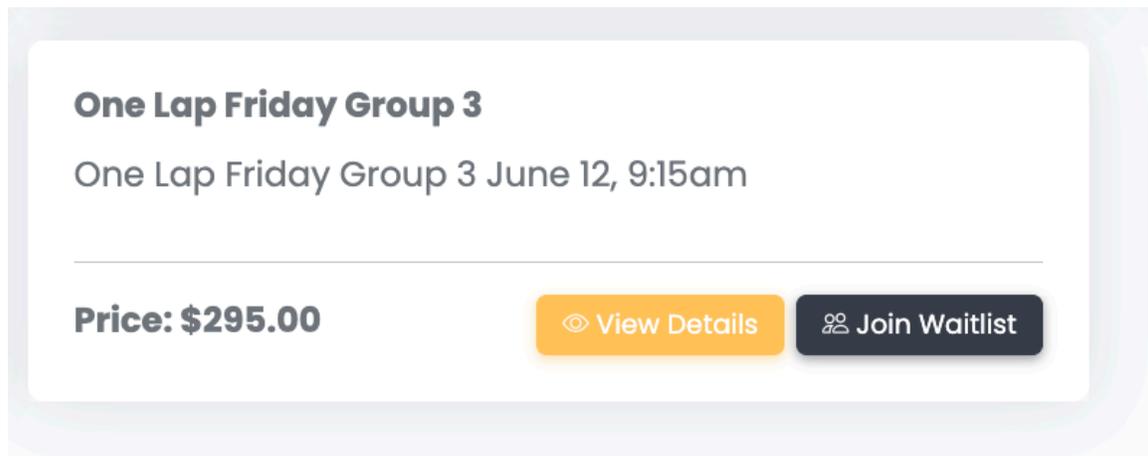
**Activate this ticket for Sale**

**Allow users to join a waitlist if the ticket is unavailable**

**Delete**   **Cancel**   **Update Ticket**

TICKET CREATION/EDIT SCREEN

When an event is sold out, and the waitlist option has been selected, the ticket displayed in the store will have a "Join Waitlist" button. (JOIN WAITLIST SCREEN)



JOIN WAITLIST SCREEN

The system will send a message to the Patron that their request has been added to a Waitlist, and the Store Management system will indicate the number of Patrons on the Waitlist (WAITLIST MANAGEMENT SCREEN). ADMIN can then click on the On Hold number (the number 3 in the example below), and the system will then present all those on the Waitlist.

Ticketed Events						Create New Event Ticket
1	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>Motoring Gala at WCCC</b> </div> <div> <b>Event Max:</b> 200         </div> </div>					
	<b>Ticket Name:</b>	<b>Ticket Max:</b>	<b>Waitlist:</b>	<b>On Hold:</b>	<b>Sold:</b>	<b>Total:</b>
	<b>Motoring Gala</b>	200	0	3	20	20
						<b>Available:</b> 180

WAITLIST MANAGEMENT SCREEN

When the name is selected, an email is sent to the Patron asking if the Patron still wants the ticket. If they respond, they do, then they are sent to the ticket processing screen to pay for their ticket(s). The system will then reduce the Waitlist number and decrease the event ticket inventory by that amount.

If the Patron decides not to buy the ticket, the system alerts ADMIN, reduces the On Hold count by the amount, and then achieves the request.

## REMOVING FROM THE WAITLIST & ON HOLD

There are cases when ADMIN wishes to remove a Patron from the Waitlist. To remove a patron, click on Waitlist, then select the Patron, and complete the removal by clicking the REMOVE button. The ticket will be removed and archived. There is no finance process as those on the Waitlist have NOT paid for a ticket.

The difference between the Waitlist and On Hold is that there are no ticket commitments for those on the Waitlist. When the On Hold feature is used, the system puts the tickets in the Patron's cart. Those in On Hold status are basically "Sold" without payment; those tickets in the On Hold cart cannot be sold to another Patron. Removing Patrons from the ON HOLD area follows the same process as removal from the Waitlist.

## ADMIN MANUALLY ADDING WAITLIST & ON HOLD

ADMIN can manually add a name to the Waitlist. By clicking the "Add to Waitlist" button, the ADMIN is presented with a screen. ADMIN enters the name, and it is automatically filled in if it is associated with an account. If the Patron does not have an account, the ADMIN is presented with a screen to create an account. When the account is created, the system returns ADMIN to the Waitlist screen.

There is no facility to allow for the manual entry of a Patron to On Hold, other than through the Waitlist process. On Hold presumes the Patron has an account and cannot proceed without one. The Waitlist requires an account as well, but if there is not one, the ADMIN can create it for the Patron from that Waitlist screen. When a Patron is on the Waitlist, the Patron can be added to the On Hold status by selecting the On Hold button.

## SWITCHING EVENTS

The movement of a participant in an inventory system can be a laborious process, especially if the inventory is sold out. In typical situations, the inventory counts of participant lists can become inaccurate. Additionally, suppose the target event is sold out. In that case, on-hand inventory must be increased or overridden in another system before moving must be increased to move the Participant into the Group. EVENT-ROADSTER has a unique function (SWITCHING CLASSES) originally developed to support car rally events that enable the movement of participants to and from like events, adjust inventory, and update lists all in one screen.

**TICKETS**  
 Tickets are created and associated to events. More than one type of ticket can be sold for a single event but a ticket can only be associated to a single event.  
 Create and monitor tickets you are selling here or you can create tickets on the individual events.

**Ticketed Events** Create New Event Ticket

1 **2025 One Lap Group 1 - Thursday** Event Max: 25

Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:
<input type="checkbox"/> One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only)	25	0	0	2	2
<input type="checkbox"/> One Lap group 1 for Thursday June 5th at 11:00AM (Driver + Passenger)	25	0	0	0	0

Available: 25

2 **2025 Gala**

**Participants**

First Name	Last Name	Email
Geor	Head	stevsham442@gmail.com
matthew	Eberz	mattheweberz@yahoo.com
Dave	Mueßer	banjohead+22@gmail.com
Matthew	Tester	mveberz2014+tester@gmail.com

Email One  
Email All  
Print  
Transfer  
Manage Sale

Get

One Lap of the mountains - Thursday

SWITCHING CLASSES

ORDER HISTORY

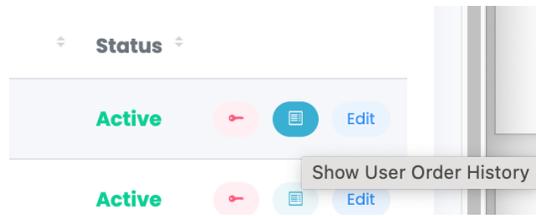
EVENT-RANGER provides the ability for both the individual and the ADMIN to check for individual purchases. On the User screen, ADMIN can select any group: Staff, Judges, Basic (Customers), and from there, ADMIN can edit the User record (EDIT), Reset Passwords (KEY ICON), and review the Patron's order history (PAGE ICON).

Search:

Name	Role	Email	Status
<b>Adam Sekulow</b>	Basic	adam.sekulow@gmail.com	Active
<b>Daniel Gross</b>	Basic	daniel.grss@gmail.com	Active
<b>Glenda Johnson</b>	Basic	johnson29621@hotmail.com	Active
<b>Ken borgerding</b>	Basic	Kenborgerding@bellsouth.net	Active
<b>Anne Cowin</b>	Basic	annecowin@gmail.com	Active

**ORDER HISTORY**

By selecting the Page Icon (ORDER HISTORY ICON) the system will provide a list of purchases (ORDER HISTORY). By clicking Eye Icon, the system will present user orders (USER ORDER)



**ORDER HISTORY ICON**

**Order History for User: Bruce Miller**

Order Number	Order Date	Order Total	Paid Using	Status	Actions
25132	2/2/2025	\$445.00	PayPal	Completed	

[Close](#)

**ORDER HISTORY**

## Order Details

### Order Information

**Customer Name:**

Bruce Miller

**Customer Email:**

mail@ebruceMiller.com

**Order Number:**

25132

**Total Amount:**

\$445.00

**Sale Status:**

Completed

### Ticket Information

**Ticket Name:**

One Lap Friday Group 1

**Quantity:**

1

**Sale Price:**

\$295.00

**Ticket Name:**

Motoring Gala

**Quantity:**

1

**Sale Price:**

\$150.00

### Transaction Information

**Transaction Type:**

Purchase

**Payment Method:**

PayPal

**Date Processed:**

Sun Feb 02 2025

**Processor Transaction Id:**

7XH15963KT9458525

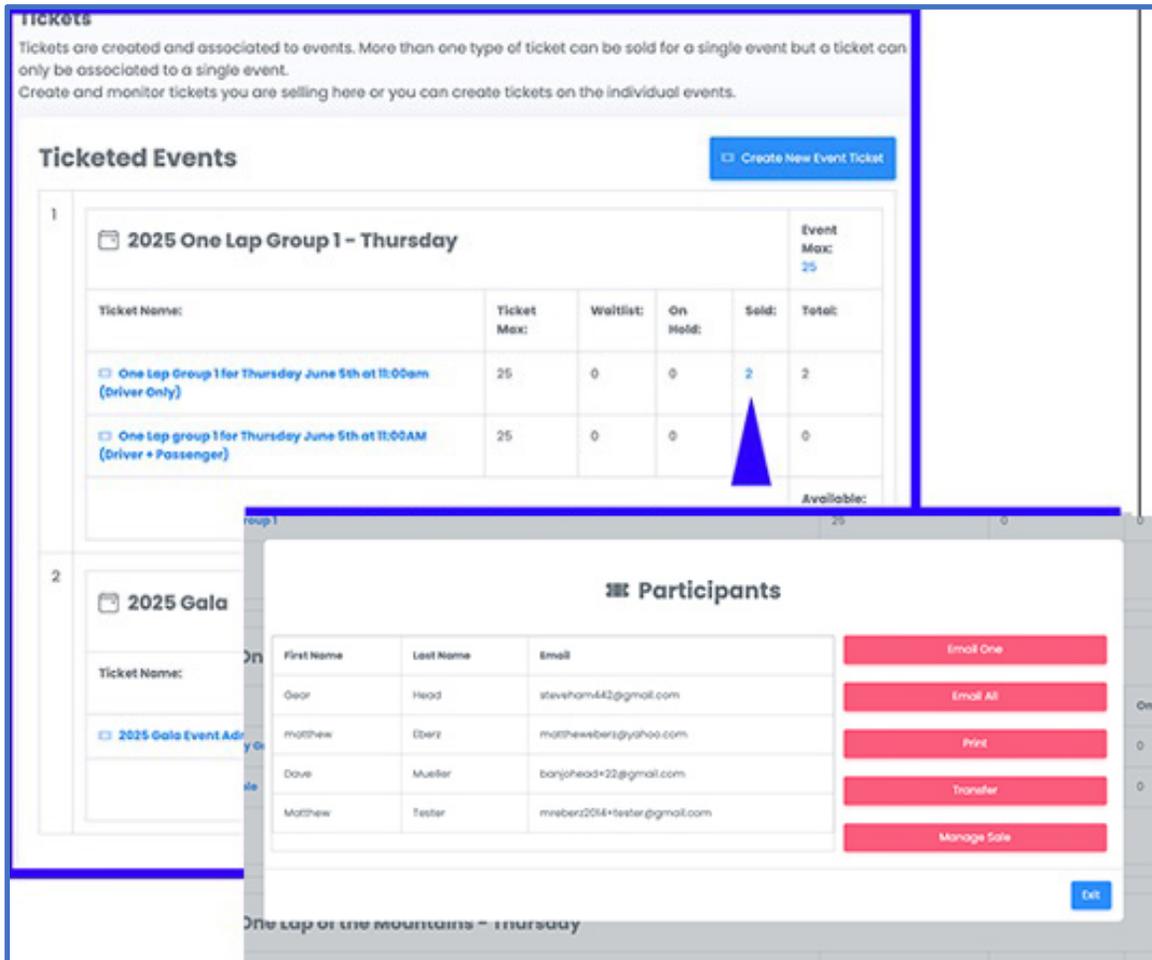
Close

Client-side pagination with sorting & filtering

THE ORDER HISTORY

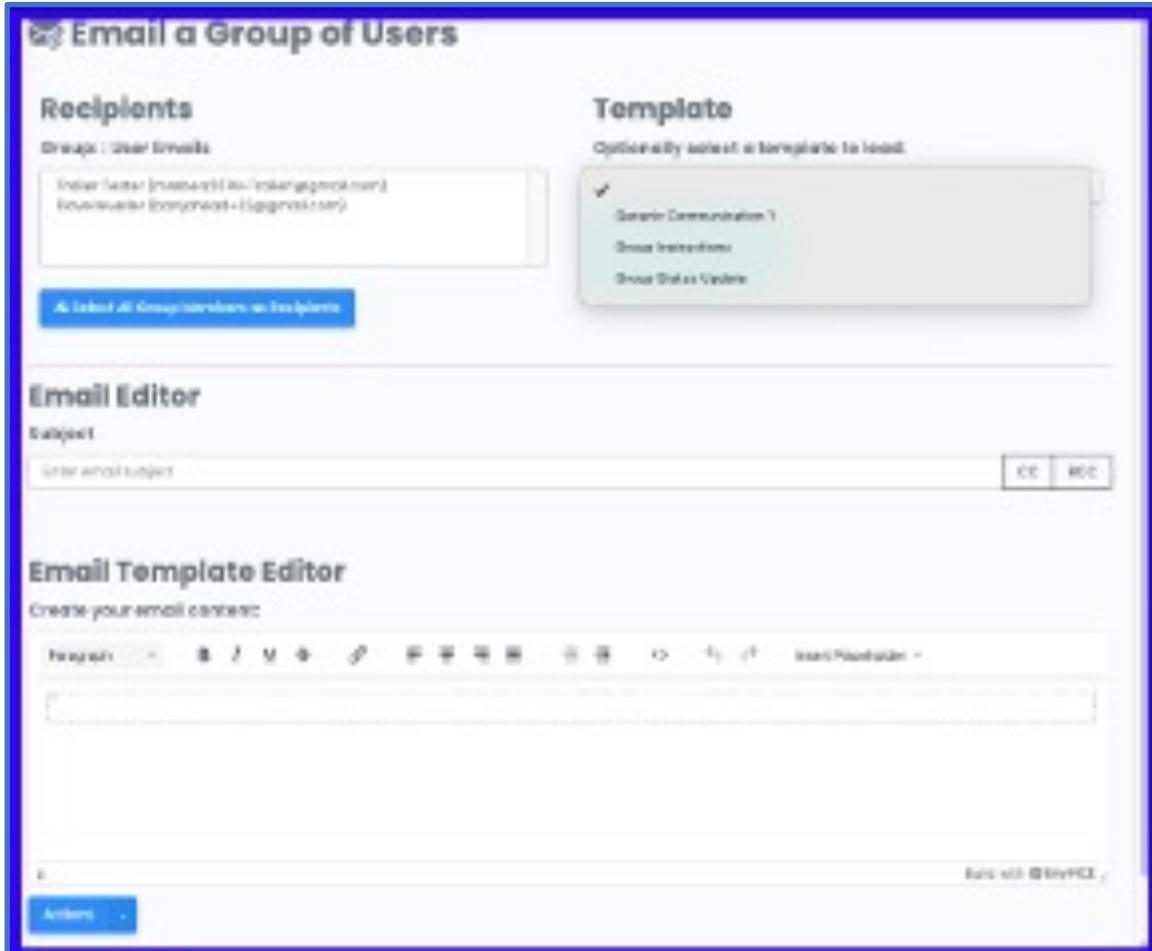
# EMAIL-COMMUNICATIONS

EVENT-RANGER enables communication with individuals as well as classes. By clicking the amount sold number in the STORE MANAGEMENT screen, you are presented with options (COMMUNICATIONS OPTIONS), including emailing a single Patron, emailing the entire Group, printing the group list, switching participants between classes, and refunding purchases.



## COMMUNICATIONS OPTIONS

If "Email One" or "Email Group" is selected, the system enables you to select a template email or use a freeform. (see EMAIL GROUP).



## EMAIL GROUP

EVENT-ROADSTER offers several email options for communication, including free text, templates, and system-generated messages. Email templates can be created and edited for all system-sent messages, and custom messages for various staff-sent communications. The EMAIL MANAGEMENT Screen for selecting and editing of messages, and the creation of new messages.

# System Email Management

Select a system template to edit:

Application Submission Admin Notification ▼

 Load Selected Template

Create your email content:

Paragraph ▼ **B** *I* U ~~S~~                           