

Event-Roadster

The complete end-to-end event management system is specifically designed for motoring events.

- Applications & Registrations: Selection process.
- Event judging: Groups, judges, 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 Motoring Shows and Events, 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 groups and judges, and the creation and issuing of awards. The system also provides user management, security levels, communications, and auto messaging.



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

Event-Roadster also provides for associating fees to the events and processing credit card payments. Additionally, there are store capabilities for managing physical and digital sales of items. Another of the unique features of Event-Roadster is the management of all types of users, purchasers, and contacts, from event to event from year to year, which is especially handy for communicating with previous attendees to encourage their participation in subsequent events.

Event-Roadster provides several categories of use: Staff, Users (Applicants/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, and Reviewer. Admin can execute all functions with Event-Roadster except deletion of Festivals and Events, which is only the responsibility of the Super Admin, which prevents accidental removal of data. The Reviewer can do just that: review data and execute reports.

The USER 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 a 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 Car Festivals, including car shows, car road rallies, special events, such as a Gala Dinner, and merchandise sales. Events can be a single event or a festival with many events within the festival, all with different ticketing requirements, attendees, and locations.

Event-Roadster provides data options for the current event (in-use events) and data that can be reused (Global data) from event to event, year to year, 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 In-Use data and events (STAFF DASHBOARD).

The center section of the Dashboard provides access to the global data, which is the store data that is 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 (In-Use) event.

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

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.

	Highlands MOTORING FESTIVAL	Dashboard > Events				G []	Admin User
AD	MIN QUICK LINKS						New Event
Ø	Dashboard	Search:					
گ	Users	Search events Filter					
	Events	Event Name	Description $^{\circ}$	Start Date $^{\circ}$	End Date \diamond	Registration	n Closes Date 🤌
	Events Reports	Event Name \circ 2025 Highlands Motoring Event	Description ° 2025 Festival	start Date • 06/06/2025 08:00AM	End Date ¢	Registration 05/30/2025	n Closes Date \Rightarrow 12:00AM
	Events Reports Instructions	Event Name ^a 2025 Highlands Motoring Event 2024 Highlands Motoring Event	Description • 2025 Festival Highlands MF 2024	Start Date • 06/06/2025 08:00AM • 06/07/2024 08:00AM •	End Date • 06/08/2025 05:00PM • 06/09/2024 06:00PM •	Registration 05/30/2025 06/01/2024	n Closes Date 12:00AM 12:00AM
••••••••••••••••••••••••••••••••••••••	Events Reports Instructions	Event Name COLORING Event COLORING Event COLORING Event COLORING Event COLORING Event	Description • 2025 Festival Highlands MF 2023	Start Date I 06/06/2025 08:00AM I 06/07/2024 08:00AM I 06/09/2023 08:00AM I	End Date) 06/08/2025 05:00PM) 06/09/2024 06:00PM) 06/11/2023 06:00PM)	Registration 05/30/2025 06/01/2024 06/03/2023	n Closes Date 12:00AM 12:00AM 12:00AM

EVENTS WINDOW

ADMIN QUICK LINKS	Administrator Dashboard
 Dashboard Users 	Hello, matthew
Events	
Store Admin	\circ
Reports	
및 My Cart	Select a system administration task from the links below to get started! You're an administrator! You can Manage Events/Applications, Users, or Get Reports from the Admin Quick Links on the left, or use the Global settings below to control system wide data.
	🖻 Manage Events
	Global Settings P Vehicle Awards Contacts System Makes System Emails System
	Admins can also manage their own vehicle profiles and apply for events!

STAFF DASHBOARD

Event-Roadster handles events such as galas, concerts, and concerts, plus merchandise for sale. Serving all events and sales through Event-Roadster enables you to create groups and maintain like events together for display, store-front 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 groups the events are in within a Festival, which allows for sale of all events in the same sales window and facilitates reporting by like events.

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
	Dnner Friday
MERCAN	DISE
	T-Shirt Small
	T-Shirt Medium
	T-Shirt Large
	Сар
	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 are available for review and reporting, but cannot be edited. Event-Roadster supports multiple types of events, and an event structure that comprises a main event along with many sub-events.

Add New Event		>
Name:	Description:	
2026 Motor Festival	Car show, gala, concerts	
Event Start Date:	Event Start Time	
2026-03-06	05:00 PM	0
Event End Date:	Event End Time	
2026-03-09	09:00 AM	0
Event Type:	Registration Closes Date:	
Motoring Event	2025-08-15	
	Cancel Save char	iges

ADD EVENT

Staff uses 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.

Awards (GLOBAL AWARDS) and Group Names (GLOBAL GROUPS) are added to the Global List and can be used by any active event. These awards and groups are then available for inclusion in any event.

Caling Manufactor	Dashboard > Awards		G C Matthew El	Highlands	Dashboard > Groups		6 0	Admin User
ADMIN QUICK LINKS			New Awa	ADMIN QUICK LINKS				New Group
Dashboard Losers	Search: Search awards			 Dashboard Users 	Search: Search groups			
Events	Award Name Grand Marshal	- Award Description	: Edit	Events	Group Name	Group Description		
① Instructions	Award of Distinction		tat	① Instructions	Germanic Special Senior American	German "Resto-mods" Car produced in America prior to 1950		Edit
	Prescott Award Bill Warner	Sponsor's award Bill's Choice 2024	bat bat		BMW Post 1961	BMWs produced after 1961		EdR
	Innovation	Coolest car	Edt		Test Group	delete me		Edit
	Showing 1 to 5 of 25 entries		2345>		Showing 1 to 5 of 25 entries		_ (2	3 4 6 >

GLUBAL AWARDS

GLUBAL GROUPS

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 with the management of attendance event.

The process of putting on a car show is offering interested car owners to participate and then selecting them to be 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 the method for adding the car details, along with images and a text entry of a description of the car. The system uses this description to print pre-formatted Placards for placement to inform visitors of the particulars of this car.

Vehicle Profile Info O Photos		Vehicle Profile Info	@ Ph	notos		
Vehicle F	Profile Info			Vehicle Photos		
Vehicle Year:	Vehicle Make:	Vehicle Model:	Vehicle Nickname:			What's Next?
1967	1967 Morgan		Vehicle Nickname	Click here to upload vehicle images, or	drag and drop your	After uploading your photos, the
Any Non-Original	Components:			Note: Should Include I front, I rear, and Accepted File Types: JPG/JPEG	d 1 engine picture. 6, PNG, GIF	Apply to an Event
The Morgan 4/4 was Series V is one of the been known for their both a 4-seat and 2 1960. Interestingly, a My Vehicle is T	s first introduced in 1947 and i 6 539 Series V produced. It wo Three-wheeler. Styling rem- seat versions Front disc brai racing version of the Plus 4 b frailer Transported	emained in production in five is Is Morgans first 4-wheel car, pr sined virtually unchanged through tes became an option in 1959 ecame available in 1952, the si	series until 1969. This evious Morgan having ughaut the years, with and were standardized in ame year it won class at			

The process tends to get confusing using non-automated systems, such as written lists and spreadsheets. Event-Road manages the entire process and automatically communicates by email to the patron 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 become participants are notified immediately with an email of acceptance and the next steps. Event-Manager allows the staff to create and modify these "canned" messages used throughout the system.

Highlands	■ Dashboard > System Email Management & C	•	
MOTORING FESTIVAL	蹫 System Email Management		
ADMIN QUICK LINKS		ADMIN QUICK LINKS	
 Dashboard 	Select a system template to edit:	Ø Dashboard	Select a system template to edit:
& Users	✓ Application Review Complete	옾 Users	di Lood Selected Tempinte
-	Bug Report	Events	
Events	Vehicle Make Submission Application Submission Admin Notification	Reports	Create your email content:
Reports	Application Submission Confirmation	(i) Instructions	Paragraph × BIUS ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽
(i) Instructions	Help Request		O Hightands NOTORING FESTIVAL
			Highlands Motoring Festival
			Heliol A user has submitted a new vehicle make/manufacturer for admin review/approval.
			" Pease did hern to review heir submission: <u>(Nethodikas Review Holds)</u> . If another admin hasn't already accepted it, a checkbox will display for accepting the new vehicle make/manufacturer into the system."
	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., Festival, there can be many sub-events, one of which is a Car Show (CAR SHOW EVENT WINDOW).

Highlands	E Dashboard > Events > Manage	∋ Event		C :	Admin User
ADMIN QUICK LINKS	MANAGING EVENT: 2025 HIGHLANDS MOT	DRING EVENT			
 Dashboard 	🗘 Basic Settings 💿 Gro	ups 😕 Judges		Applications	Placards
옵 Users	Event Basic Settings				
Events	Name:	Description:			
- Peporte	2025 Highlands Motoring Event	2025 Festival			
	Event Start Date:	Event Start Time			
(i) Instructions	2025-06-06	08:00 AM	0		
	Event End Date:	Event End Time			
	2025-06-08	05:30 PM	0		
	Event Type:	Registration Closes De	ate:		
	Motoring Event	2025-05-30			
	Is Event Active? (Toggle to allow	w/disallow applications)			
	Delete Save changes Exit				

CAR SHOW EVENT WINDOW

In order to enter a vehicle, there must be a car selection for them to choose. The system has a list of approved Make Names; 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 the list 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 go into the official dropdown list until the staff approves.

Dashboard > Vehicle Makes		G	53	Admin User
				New Vehicle Ma
Search:				
Search vehicle makes Filter				
Vehicle Make Name	• Approval Status			
AC	Approved			Edit
Acura	Approved			Edit
Alfa Romeo	Approved			Edit
Allard	Approved			Edit
Alvis	Approved			Edit
Showing 1 to 5 of 129 entries	5 ~ (1 2	3	4 E	i 26 >
CA				

A feature of Event-Roadster is reuse. The groups are entered and then can be assigned to the event as desired. These groups are available to be included in subsequent events and are known as Global data. After selecting the participants, Event-Roadster facilitates the staff in developing the car groups for judging. Once the groups and awards have been entered into the event. The staff member need only 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 Below Left) is the complete data element available to all events. Specific Event Data can be accessed by using by using the SPECIFIC EVENT DATA screen. Access to that work area is done by clicking any event in Events Window

Highlands	Dashboard > Groups	6 3	C Matthew Eberz	Chightand b	Dashboard > Events > Manage Event	G C Matthew Eber
ADMIN QUICK LINKS			New Group	ADMIN QUICK LINKS	MANAGING EVENT: 2025 HIGHLANDS MOTORING EVENT	Q Awards 🗐 🕷 Diacards
Dashboard	Search:			 Dashboard 	Settings	Applications
초 Users	Search groups Filter			초 Users	Event Groups	
Dvents	Group Name	° Group Description		Events	Groups Currently Selected for this	Groups Not Currently Selected for
E Reports	American Golden Age	1930-1942 American	Edit	 instructions 	LVOIR	Amarican Sport
(i) Instructions	American Performance	Muscle, Pony, +2 seating	Edit		American Golden Age 1930-1942 American	Former Muscle
	American Sport	Former Muscle	Edit		American Performance Muscle, Pony, +2 seating	American Touring American Touring Post War Touring BMW Genesis
	American Touring	American sports cars	Edit		American Sport American Sports Cars	BMW Post 1961 BMWs produced after 1961
	Showing 1 to 5 of 25 entries	5 × < 1	2345>			Britain's Finest
GL	OBAL EVENT	DATA			SPECIFIC EVENT	T DATA

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 GROUPS. Simultaneously, JUDGES and AWARDS are added to the event. 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 will be given to the GROUP and add the JUDGES that will officiate the selection of awards.

By selecting GROUPS on the SPECIFIC EVENTS DATA 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 also added as a Global Event for future use.

Once the GROUP is established, AWARDS and JUDGES can be added to GROUP. Adding Awards to the Groups 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 added as a Global Award for future use.

It should be noted that GROUPS can be created anytime, even before cars are added to the EVENT. It is also true that AWARDS and JUDGES can be added as well. Additionally, GROUPS

can be added at any time in the process, as new award and judge assignments can also be made any time after the GROUP has been created.

	MANAGING EVENT: 2025 HIG	HLANDS MOTORING EVEN	٩T			
QUICK LINKS	Basic Settings	Groups	# Judges	🖓 Awards	Applications	🕾 Placards
shboard	Event Awards					
ers						
ints	Awards Currently	Selected for this Ever	nt	Awards Not Cu	rrently Selected for this	Event
ports	Award of Distinction		BMW of Asheville Selected by BMW Asheville			
tructions	Berkshire Hataway Award by sponse	or		Bob Ingram Awarded in th	e name of Ingram	
	Best of Show Best of Show - Isl	t Place		Brian Redman Named in hor	nor of Brian Redman	
	Bill Warner Bill's Choice					

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).

🗘 Vehi	cle Profile Info	œ	Photos	Vehicle Profile Info	Ó	Photos
Vehicle P	rofile Info			Vehicle Photos		
Vehicle Year:	Vehicle Make:	Vehicle Model:	Vehicle Nickname:			What's Next?
Any Non-Original C	Components:	sedan	Vehicle Nickhame	Click here to upload vehicle image images here. (3 ima Note: Should include 1 front, 1 rea Accepted File Types: JPG	ss, or drag and drop your iges max) ir, and 1 engine picture. (JPEG, PNG, GIF	After uploading your photos, the application to an event or view options.
Vehicle Descriptior	1:					Apply to an Event
The Morgan 4/4 was f Series V is one of the 6 been known for their 1 both a 4-seat and 2-s 1960. Interestingly, a ro	irst introduced in 1947 and rer 139 Series V produced. It was hree-wheeler. Styling remain eat versions Front disc brake scing version of the Plus 4 bed aller Transported	mained in production in five s Morgans first 4-wheel car, pr sed virtually unchanged thros is became an option in 1959 c came available in 1962, the so	teries until 1969. This evious Morgan having ughout the years, with and were standardized in ame year it won class at			
Delete Save chan	ges Exit			Remove Image Remove Image	ige 🛛 🛛 Remove Image	

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 (FULKL SIZE PRINT-READY)



STANDARD

FULL SIZE, PRINT-READY

When 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.

Dashboard > Eve	ents 🔌 Manage Event			
MANAGING EVENT: 2024	HIGHLANDS MOTORING EVENT			
Basic Settin	gs @ Groups		🚨 Judges	
Event Applicat	ions Any Pendli rch applica Status: V Appro	ng wed	Fliter Clear	
Submitted On	Vehicle Owner I	elled . o	Make :	Model
07/20/2024	Davis, Dan	1926	Miller	91 FD Armacost Special
07/16/2024	Mielcuszny, Conrad	1965	Porsche	911
07/11/2024	Davis, Dan	1914	Peugeot	L45 Race Car
05/22/2024	Coker, Corky	1911	Pierce-Arrow	Model 48 Seven Passenger Te
05/22/2024	Barrett, John and Susan	1988	Porsche	911 RSR Backdate

APPLICANT OPTIONS

The staff reviews the applicant and accepts or rejects the submission, and in each case, a preformatted 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.

Joint Account/ Assistant

An owner/Participant often will have a second person to assist them in the application and information processing. As you can see in the EVENT ENTRY SCREEN, Event-Roadster can support a primary and assistant participant. When the assistance logs on, they can click the "Manage Bob's Vehicle(s)" button (where "Bob" is the name of the primary). The assistant can edit the already-entered vehicle and add another vehicle. The Primary Account holder and Assistant account holder are notified by email of all entries and changes.



ASSISTANT MANAGING ACCOUNT

JUDGING SUPPORT CATEGORIES

In typical car shows, the cars are placed into groups to facilitate judging. Event-Roadster provides an easy method to create Groups (as explained above) and place cars into those groups. Event-Roadster has a unique and easy method to assign Awards and Judges to Groups.

Highlands	Dashboard > Events > Manage Event	G C C Matthew Eberz
ADMIN QUICK LINKS	MANAGING EVENT: 2025 HIGHLANDS MOTORING EVENT © Basic Settings Event Groups	Q Awords @ @ Placards Applications
Events	Groups Currently Selected for this Event	Groups Not Currently Selected for this Event
(i) Instructions	American Golden Age 1930-1942 American	American Sport Former Muscle American Touring
	American Performance Muscle, Pony, +2	American Touring Post War Touring BMW Genesis BMW American
	American Sport American Sports Cars	BMW Post 1961 BMWs produced after 1961 Britain's Elect
		Britian's Finast

ADDING GROUP

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, Admin can see a JOINT CONTROL SCREEN that shows both users.

Search:				
Search Users				
Name ÷	Role $\hat{}$	Email \diamond	Status 🗧	
Sue Timmons	Basic	mreberz2014+Sue@gmail.com	Active	e Edit
Bob Timmons	Basic	mreberz2014+TImmons@gmail.com	Active #	► Edit
NewTester2 Dec8	Basic	Mreberz2014+Dec8_02@gmail.com	Active	► Edit
NewTester Dec8	Basic	mreberz2014+Dec8_01@gmail.com	Active #	🗢 Edit

PRIMARY OWNER RECORD

Ioint Account Info: Bob Timmons Role: Primary Email: mreberz2014+TImmons@gmail.com Sue Timmons Role: Secondary Email: mreberz00144 Sup Gemail.com	Joint Account for Owner: Bob Timmons	
Bob Timmons Role: Primary Email: mreberz2014+TImmons@gmail.com Sue Timmons Role: Secondary	int Account Info:	
Role: Primary Email: mreberz2014+TImmons@gmail.com Sue Timmons Role: Secondary	Bob Timmons	
Email: mreberz2014+TImmons@gmail.com Sue Timmons Role: Secondary Email: mreberz20144.cup@gmgil.com	Role: Primary	
Sue Timmons Role: Secondary	Email: mreberz2014+TImmons@gmail.com	
Role: Secondary	Sue Timmons	
	Role: Secondary	
Email: meberzzoi4+sue@gmail.com	Email: mreberz2014+Sue@gmail.com	
		Close
Clos		

JOINT CONTROL SCREEN

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

MANAGING EVENT: 2025 I	IGHLANDS MOTORING EV	ENT
Basic Settings	💿 Groups	2 Judges
Event Groups		
Groups Currentl	y Selected for this Eve	ent
American Golden 1930-1942 Ame	Age rican	<u> 2</u>
American Perform Muscle, Pony, +	nance 2 seating	<u>ହ</u>
American Sport American Spor	ts Cars	2



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

O Glightande	Dashboard > Events > Manage Event	6 ()	Admin User
ADMIN QUICK LINKS	MANAGING EVENT: 2024 HIGHLANDS MOTORING EVENT Ø Basic Settings Orcups # Judges	♀ Awards	Placards
≗ Users	Event Groups		
Events	Groups Currently Selected for this Event	Groups Not Currently Selected for this Event	
Reports	American Golden Age 1930-1942 American	American Sport Former Muscle	
	American Performance	American Touring Post War Touring	
	Muscle, Pony, +2 seating	BMW Genesis BMW	
	American Sport American Sports Cars	BMW Post 1961 BMWs produced after 1961	

DRAG AND DROP

Adding Judges is a click on the icon below, the list of all judges appears, and a click on the judge, or judges, desire, and they are assigned.

Eve	ent Groups		
	Groups Currently Selected fo	r this Event	
	American Golden Age 1930-1942 American	2	
	American Performance Muscle, Pony, +2 seating	Add Judges to Group 🛛 🗙	
	American Sport	Martorell, Knight	
	American Sports Cars	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. ERVENT-ROADSTER provides those functions.

Event-Roadster provides for the development and management of ONE-LAPs. 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	<mark>0</mark>	5	5	10
					Available:

n		🖾 One Lap Driver C	inly	5	0	0	2	2
			# Participants					vaile
								vent
	First Name	Last Name	Email		Emo	il One		5
	Dave	Mueller	banjohead+22@gmail.com		Emai	l Group		otal:
	matt	Tester	mreberz2014+tester@gmail.com		Print	Group		
	Dave	Mueller	banjohead+22@gmail.com		Switcl	n Group		
	matt	Tester	mreberz2014+tester@gmail.com		Re	fund		vaile
								3
							Exit	
		🗇 2025 Gala	1					event

INVENTORY SET UP

PARTICIPANT COMMUNICATIONS

The PARTICIPANT COMMUNICATIONS screen provides the following options:

Email the entire Group – a message field will open, and a text message can be added. 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, amount of tickets, dates, and times, as well as a map URL.

Dashboard > Events	Manage Driving Event			6 ::	Admin User
MANAGING EVENT: 2025 ONE L	AP GROUP 1 - THURSDAY				
🗘 Basic Setti	ngs	🗷 Tic	kets	22 Participant	S
Driving Event Basie	c Settings				
Name: 2025 One Lap Group 1 - Thursi	Short Description:	ap Group 1	Maximum Number of Participants:	Estimated Dr Distance:	iving
			25	5	
Detailed Description:			Start Location:		
Paragraph v B I	⊻ <i>€ 8</i> …		411-499 Pine St, Highlands, NC	28741	
			411-499 Pine St, Highlands, NC Driving Route Map URL:	28741	
			https://maps.app.goo.gl/1ByJ	dYAUVi6z5bat6	View Map
p	Build with	🖸 tinyMCE 🏑			
Event Start Date:	Event Start Time:				
2025-06-05	11:00 AM	0			
Event End Date:	Event End Time:				
	02:00 PM	0			
2025-06-05					
2025-06-05 Enrollment Closes Date:					

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).

Create an Account	Create a Joint User Account
t Name n	First Name Second
t Name de	Last Name Passenger
ail mSpade1@Gmail.com	Email SecondPassenger@gmail.com
Password complexity requirements: Passwords must be at least 8 maracters and contain at least 3 of 4 of the following: upper case (A-2), lower se (a-2), number (D-9) and special character (e.g., 1989/3*0). For help eating a strong password, visit <u>https://passwordsonserator.net/</u> .	O Password complexity requirements: Passwords must be at least 8 characters and contain at least 3 of 4 of the following: upper case (A-2), lowe case (A-2), number (O-9) and special character (e.g. (RMSYA'61), Cherkie characters), (RMSYA'61),
ssword	Password
Show/Hide Password	Show/Hide Password
nfirm Password	Confirm Password
one Number 5 555 1212	Phone Number
ther Phone Number	Other Phone Number
vet Address 1 3 Main Street	Street Address 1
reet Address 2	Street Address 2
ty ighlands	City
ate orth Carolina	State
ipcode 8741	Zipcode
Create a Secondary/Joi	int Account (Optional)

PROFILE ENTRY SCREEN

CHANGING LANES

Whatever you call it, One-Lap, Car Rally, or Road Adventure, there are additional data and options that go above the buy-and-forget type event, one of which is the requirement to know if there will be a passenger. These events may have several "sticks" over the same route with different start times, routes, or days. Frequently, participants sign up for one time or route and need to change it. It is typical for these events to have limits on the number of cars in the stick and are usually sold out quickly. Moving participants between sticks can be problematic with systems that have controls over the number of participants and wait lists. EVENT-ROADSTER has the mechanisms to transfer participants smoothly.

SALES – MERCHANDISE

Event-Roadster can also provide a traditional "Store-Front" for the sale of merchandise. Management of inventory, interface with PayPal, and shipping services.

Event-Roadster handles ticket sales for events such as galas, concerts, and concerts and merchandise for sale.

TICKETING

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

e a	ind monitor tickets you are selling here or you can c	reate tickets c	n the individ	lual event	ts.		
cl	keted Events				🖾 Create	New Event Tic	
	🗇 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 23	
	🗇 2025 Gαία						
	Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:	



Editing the ticket is easy; just click the event name, and TICKET MANAGEMENT is provided.

Ticketed Ev	ents				
	III Edit Tic	ket			
Ticket Name:					
One Lap Group 1 for T	hursday June 5th at 11:00am (Driver O	nly)			
Base Price:	Max Inventory:		Max Per Purchas	e:	
250	25		1		
Ticket Description:	Limits Number Sold		Limits Number Sold	d Per Purchase	
One Lap Group 1 on Ti	hursday June 5th at 11:00am. Driver Or	nly admission	includes 1 meal		
 Activate this ticket for Allow users to join a formation 	or Sale waitlist if the ticket is unavailable				
	Delete Cancel Up	odate Ticket			
📧 2025 Gala	Event Admission		100	0	0

TICKET MANAGEMENT

SELLING TICKETS

In this version, user purchases are as easy as selecting the store, clicking the item (STORE SCREEN), then going to the shopping cart (SHOPPING CART), and then check out (CHECKOUT), where the user can select multiple types of purchase types.

Highlands	
••• Help Request	Store
Store	The following items are currently for sale
🛱 Cart	Driving Event Tickets:
	One Lap Group 1 for Thursday June 5th at 11:00am (Driver Only admission includes 1 meal. One Lap Group 1 for Thursday June 5th at 11:00AM (Driver + Passenger). One Lap Group 1 on Thursday June 5th at 11:00am. Driver Only admission includes 1 meal. Group 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =250.00 Image: Strate 1 meal. Group 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =250.00 Image: Strate 1 meal. Group 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =250.00 Image: Strate 1 meal. Price: =275.00 Image: Strate 1 meal. Doe Lap Group 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =275.00 Image: Strate 1 meal. Decomposition 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =275.00 Image: Strate 1 meal. Decomposition 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =275.00 Image: Strate 1 meal. Decomposition 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Price: =275.00 Image: Strate 1 meal. Decomposition 1 for Thursday June 5th at 11:00AM (Includes 2 meals) Image: Strate 1 meal. Image: Strate 1 meal. Decomposition 1 for Thursday June 5th at 11:00AM (Image: Strate 1 meal. Image: Strate 1 meal. Image: Strate 1 meal. Decomposition 1 for Thursday June 5th at 11:00AM (Image: Strate 1 meal. Image: Strate 1
	STORE SCREEN

Shopping Cart		
2025 Gala Event Admission		Qty:1 \$100.00
One Lap group I for Thursday June 5th at 11:00AM (Driver + Passenger)		Qty:1 \$275.00
Total	ß	\$375.00
		Proceed to Checkout

SHOPPING CART

illing Details	~	Order Summary	
hipping Details	~		
ayment Method	~	Item 1	\$19.99
Credit Card		Item 2	\$49.99
Cash PayPal		Item 3	\$29.99
ay with cash upon delivery. Please ensure you have the exact amount $\underline{\mathbf{r}}$		Total	\$99.9
I garee to the terms and conditions.			

CHECK OUT

RETURNS

Event-Roadster enables the return of purchased items (RETURNS SCREEN). Payment for all sales is by the PayPal system, which uses stored credit card information for PayPal clients, and all credit card sales.

cl	keted Events						Create	New Event Ticket		
	🔁 2025 One Lap Group 1 - Thursday									
	Ticket Nome:			Ticket Mex:	Waltist	On Hold:	Sold:	Total:		
	One Lop Group 1 for 17 (Driver Only)	winsday June Stha	111.00am	26	٥	٥	2	2		
	One Lop group I for Thursday June 5th at 11.00AM (Oriver + Passenger)		25	0	٥		٥			
	_	e e	2025 One	I an Group	al - Thure	inv		Available:		
	🖻 2025 Gala		III: Participants							
		FirstNome	Last Name	Emol					Email One	
	Ticket Name:	Tratler	Tester	met	mreberz204+Trailerl@gmol.com		n		Email Group	
	🗆 2025 Gala Event Adr	Dove	Mueller	banja	banjohead+22@gmoil.com				Print Group	
							-		Switch Group	
									Refund	

RETURNS SCREEN

WAITLISTS

1 - A patron can place themselves on a waitlist for a ticket if it is sold out.

2 - The system records the name and updates the number in the "waitlist" box of the store Management section. The Patron has not yet paid for the event.

3 - The Admin can click on the "waitlist" box of the store Management section, which presents the list of those on the list.

4 - Admin selects the ticket/person and approves the transfer to On-Hold. The tickets are placed in the Patron's shopping cart. An email is sent to the patrons inquiring if they want to purchase. The waitlist is reduced by the number of tickets; the on-hold is increased by the number of tickets.

5A - Patron receives the email, *accepts* the transfer, and immediately is sent to pay. The ticket is paid for, the inventory is reduced by the amount purchased, and the on-hold is reduced by the number. The Patron is added to the Participant's list

5B - Then Patron decided *not to accept*. An email is returned to 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.

icket Name:		
One Lap Thursday Grou	рА	
Base Price:	Max Inventory:	Max Per Purchase:
295	25	1
	Limits Number Sold	Limits Number Sold Per Purchase
Ticket Description: One Lap Thursday Grou	ip A June 11, 8:15am Sale	

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)

One Lap Friday Gro	1 թ 3
One Lap Friday Grou	ıp 3 June 12, 9:15am
, ,	
Price: \$295.00	© View Details & Join Waitlist

JOIN WAITLIST SCREEN

The system will send a message to the Patron they have been added to a waitlist, and the Store Management system will indicate the number of patrons on the waitlist (See WAITLIST MANAGEMENT SCREEN). ADMIN Can then click on the On Hols number (the number 3 in the example below) and the system will then present all those on the waitlist.

Tick	ceted Events			8	Create N	lew Event Ticke
1	🗇 Motoring Gala at WC	сс				Event Max: 200
	Ticket Name:	Ticket Max:	Waitlist:	On Hold:	Sold:	Total:
	🖾 Motoring Gala	200	0	3	20	20
						Available: 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.

SWITCHING EVENTS

The movement of a participant in an inventory system can be a laborious process, especially if the inventory is sold out. In a typical situation, the inventory counts of the 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 GROUPS) originally developed to support car rally events that enable the movement of participants to and from like events, adjusts inventory, and updates lists all in one screen.

cl	keted Events							Create	New Event Ticket		
	🖻 2025 One Lap 0		Group 1 – Ti	hursday					Event Max: 25		
	Ticket Name:				Ticket Max:	Weitlist:	On Hold:	Sold:	Total:		
	 One Lep Group 1 fer (Driver Only) 	Thur	sday June 5th of	11.00am	25	0	٥	2	2		
	D One Lap group 1 for (Driver + Passenger)	Thur	sdey June 5th at	11.00AM	25	0	٥		0		
		roup	1					-	Available: 25		
	🖻 2025 Gala			III Participants							
		'n	First Nome	Lost Nome		mail				Email One	
	Ticket Name:	H.	Geor	Head		tevehom.642.grgmoi	Loom			Emol Al	
	D 2025 Gala Event Ad	ya	mothew	0berz		onhewsberzdych	10.00m			Print	-
			Dove	Muellor	b	anjohead+22@gma	si.com			Transfer	
			Mothew	Tester		veberz2058+tester@	Igmaila			Contract Advances	-

SWITCHING GROUPS

EMAIL-COMMUNICATIONS

EVENT-RANGER provides the ability to communicate with individuals as well as groups. 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 groups, and refunding purchases.

	keted Events						CT Create	New Event Ticket		
	totou Litonito									
1	🖻 2025 One Lap	25 One Lap Group 1 - Thursday								
	Ticket Name:		Ticket Max:	Weitlist	On Hold:	Sold:	Totel:			
	One Lop Group 1 for The (Driver Only)	insday June 5th of	11:00am	25	٥	٥	2	2		
	One Lop group I for Thursday June 5th at 11:00AM (Oriver + Passenger)		25	٥	٥		٥			
		9 1	_				-	Available:		
	100									
2	🖻 2025 Gala				ж P	articip	pants			
2	🖻 2025 Gala	First Nome	Lest Nome	. 6*	SHE P	articij	pants		Email One	
2	Ticket Norme:	First Name Geor	Lest Nome Head	- Er ste	SER P	artici;	pants		Email One Email All	
2	2025 Gala Ticket Name: 2025 Cala Sveni Adv	First Name Geor mothew	Lest Name Head Eberg	e Ber	SHE P will whomk42ggmol	earticip	pants		Ernail One Ernail AB Print	
2	2025 Gala Ticket Name: 2025 Gals Event Adv	First Name Goor mothew Dove	Lest Name Head Ebirz Muelor	s Ben sta bo	SEE P weite setterweiterzetyscho rijohead+22.pgmai	com teom	pants		Ernal One Ernal Al Prist	

COMMUNICATIONS OPTIONS

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

🔀 Email a Group of Users	
Recipients	Template
Group: : User Emails	Optionally select a template to load:
Trailer Tester (mreber:2014+1railer(@gmail.com) Dave Mueller (banjchead+22@gmail.com)	Generic Communication 1 Group Instructions Group Status Update
Email Editor Subject	
Email Template Editor Create your email content:	
Paragraph ∨ B I 및 S & F Ξ Ξ Ξ	
E	
P	Build with O tinyMCE
Actions -	

EMAIL GROUP

Event-Roadster provides several email opportunities to communicate, free text, templates and system-sent. Email templates can be made and edited for all system-sent messages, as well as custom messages for various staff-sent communications. The EMAIL MANAGEMENT Screen for selecting and editing of messages, and the creation of new messages.

Select a system template to edit:	
Application Submission Admin Notification	
他 Lood Selected Template	
Create your email content:	
Paragraph ∨ B I U S & F E E E E E E O S ?	Insert Placeholder $ \smallsetminus $
Highlands Motoring Festival	
Parallol A user has submitted their registration request for the upcoming ({Event.Name}). The user has been notified that their reg	istration is currently under review.
Please click here to review their registration ((Registration.ReviewLinkUr()).	
table > tbody > tr > td	

EMAIL MANAGEMENT