Event-Roadster

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

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

Table of Contents

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.

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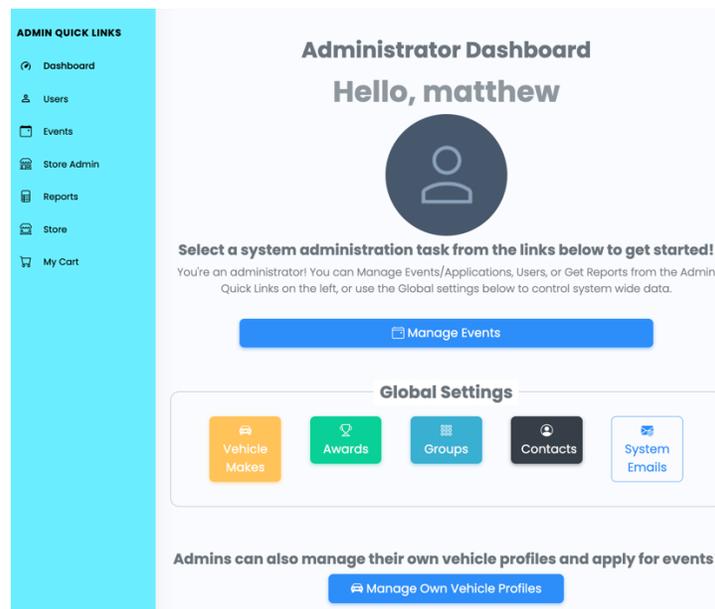
Event-Roadster is uniquely capable of managing multiple events within a festival, such as creating a car show, motoring tours, galas, and performances as events, all under the umbrella of a single Festival.   Event-Roadster does not limit you on the type of event. Additional capabilities include managing 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.
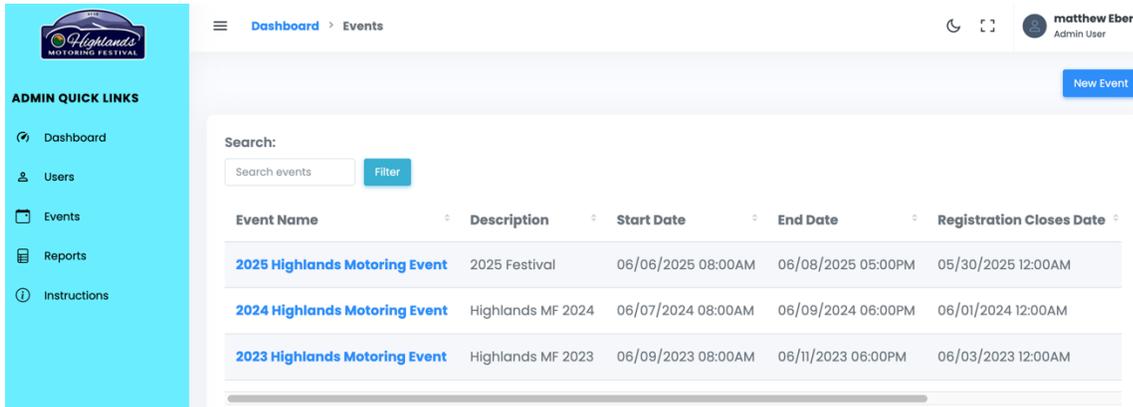
EVENTS WINDOW
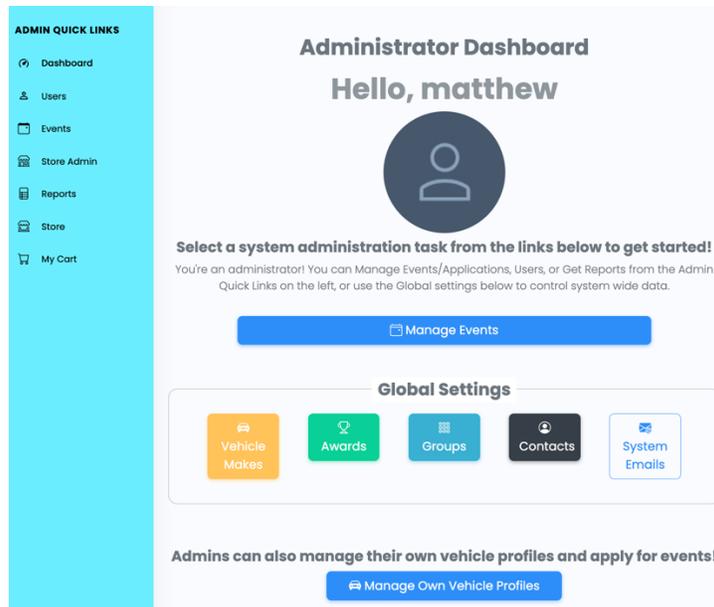
STAFF DASHBOARD

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
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 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

Event End Date: Event End Time:

2026-03-09   09:00 AM

Event Type: Registration Closes Date:

Motoring Event   2025-08-15

Cancel   Save changes

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.
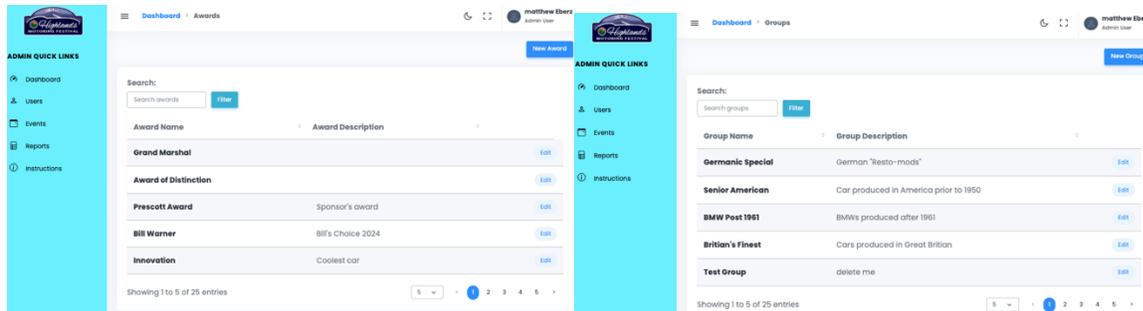
GLOBAL AWARDS   GLOBAL GROUPS

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.
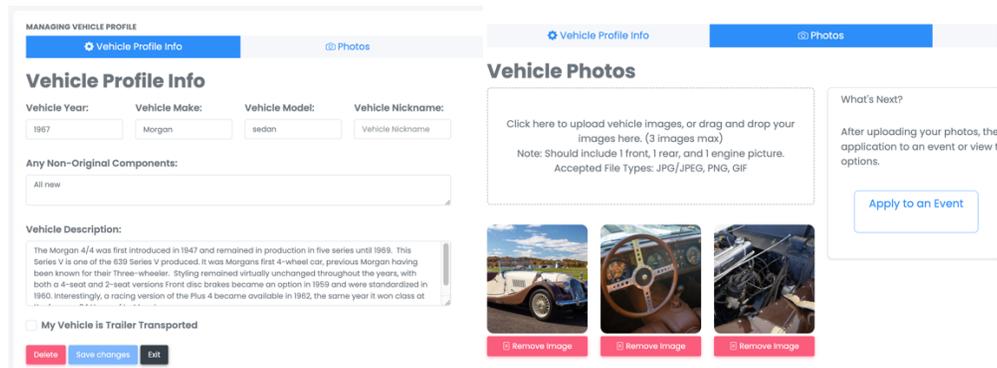
The process tends to get confusing using non-automated systems, such as written lists and spreadsheets. Event-Road manages the entire process and automatically communicates by email to the patron from **application** to *participation*. When the car owner enters their vehicle for the show and becomes 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.
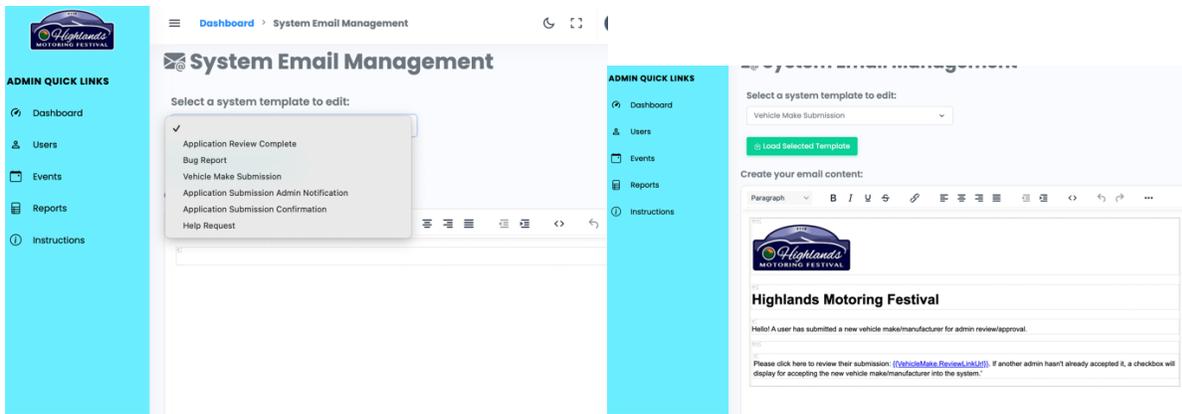
EMAIL OPTIONS   LOAD FOR EASY EDITING

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).
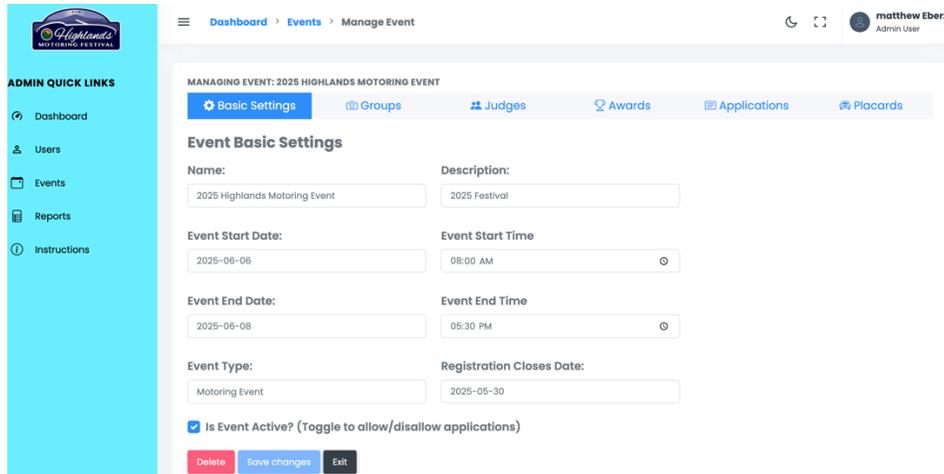
CAR SHOW EVENT WINDOW

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.
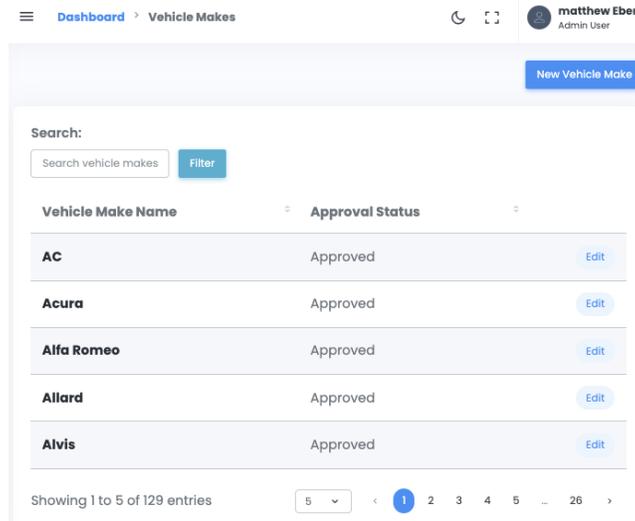
CAR MODELS

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

GLOBAL EVENT DATA   SPECIFIC EVENT DATA
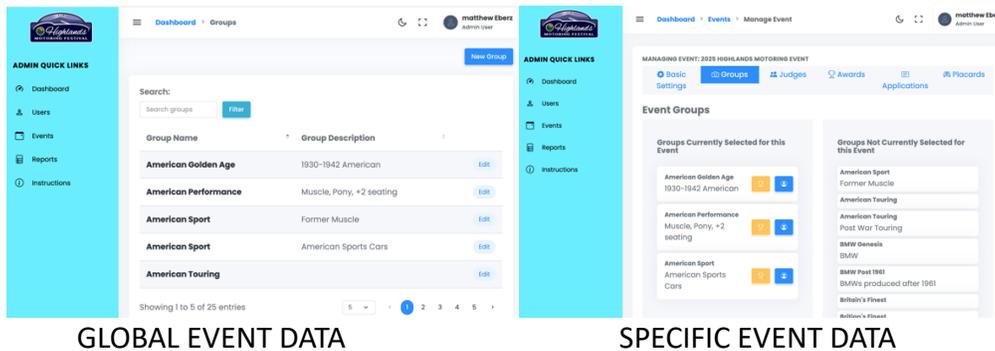
PREPARING FOR JUDGING

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.
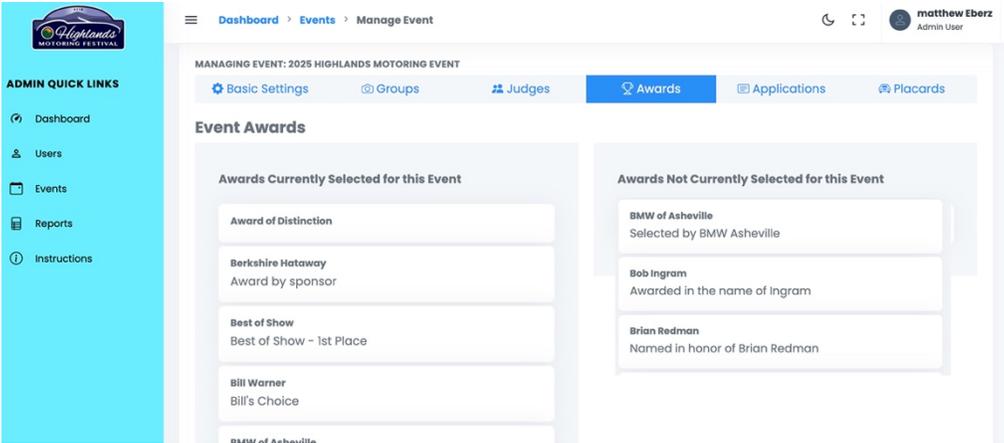
SELECT AWARDS

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).
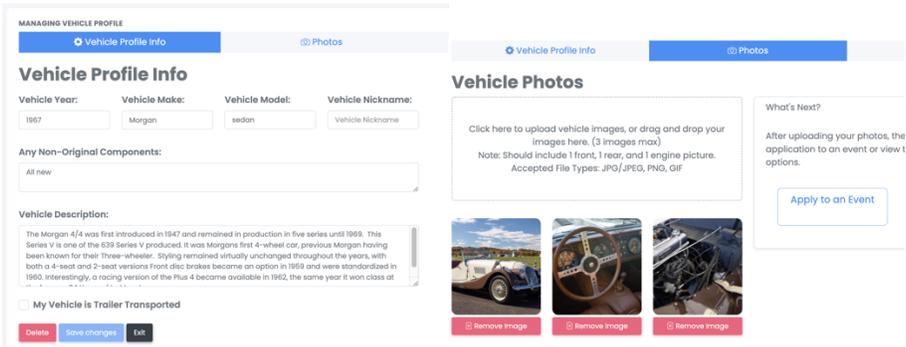
VEHICLE ENTRY SCREENS

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.
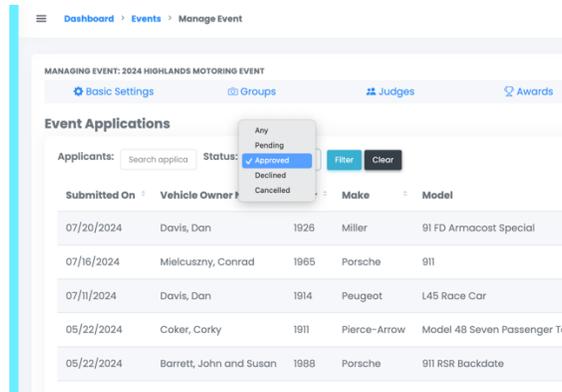
APPLICANT OPTIONS

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.

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.
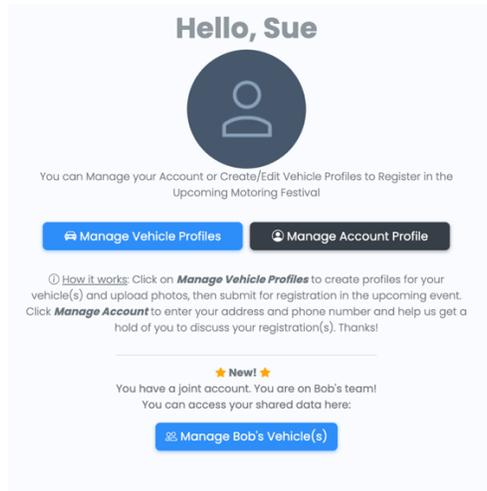
ASSISTANT MANAGING ACCOUNT

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.
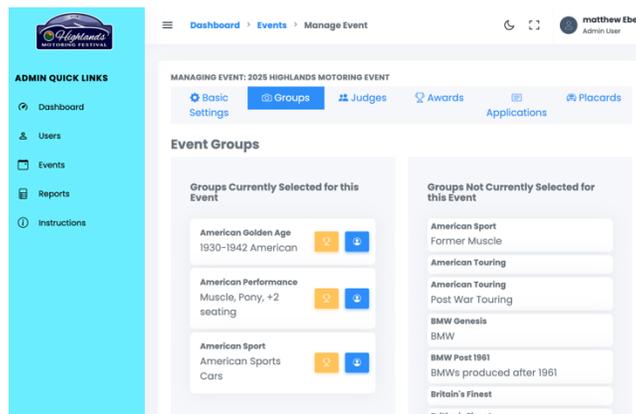
ADDING GROUP

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.

PRIMARY OWNER RECORD

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.

GROUPS DISPLAYED

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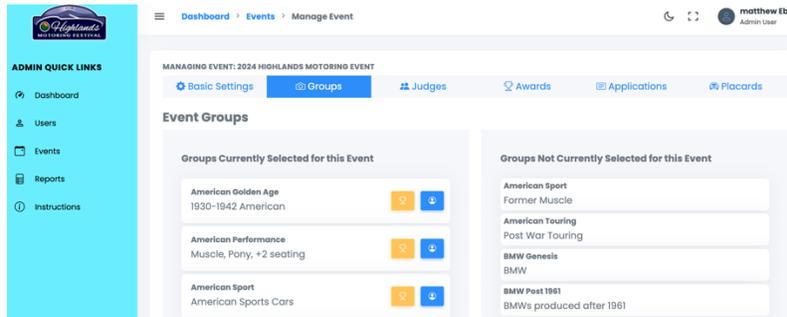
DRAG AND DROP

Adding Judges is 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.
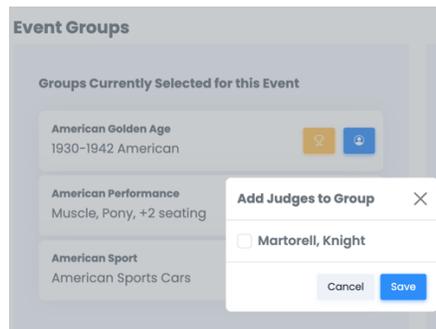
ADDING JUDGES

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	0	5	5	10
					Available: 0

INVENTORY SET UP
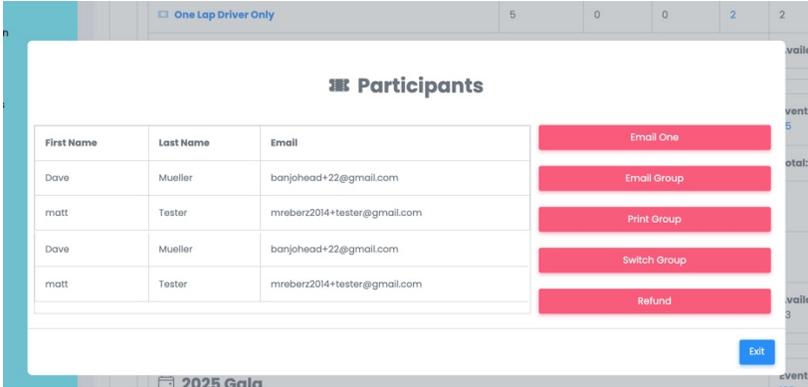
PARTICIPANT COMMUNICATIONS

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.

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).

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).

STORE MANAGEMENT

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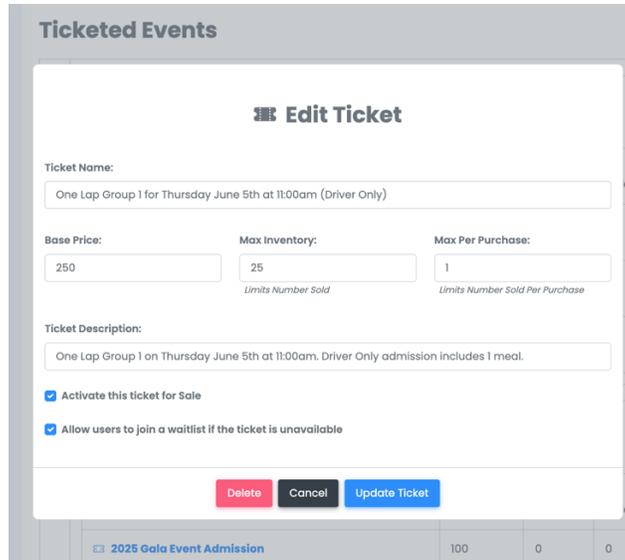
TICKET MANAGEMENT

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.
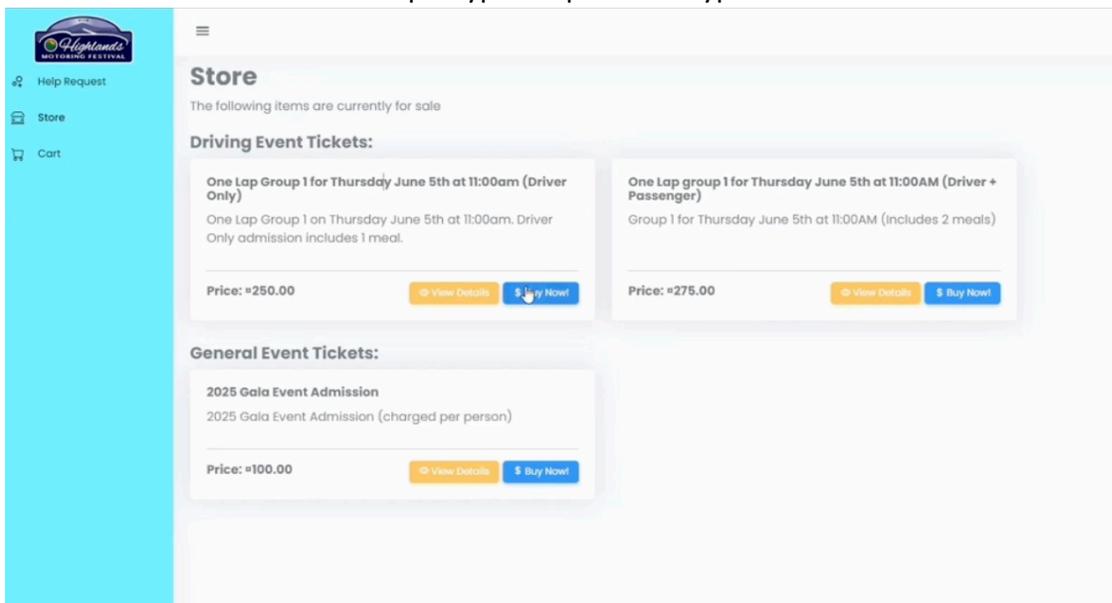
STORE SCREEN
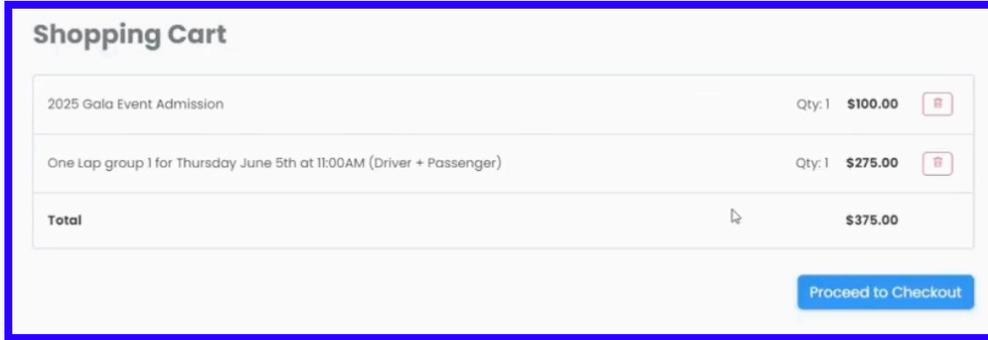
SHOPPING CART
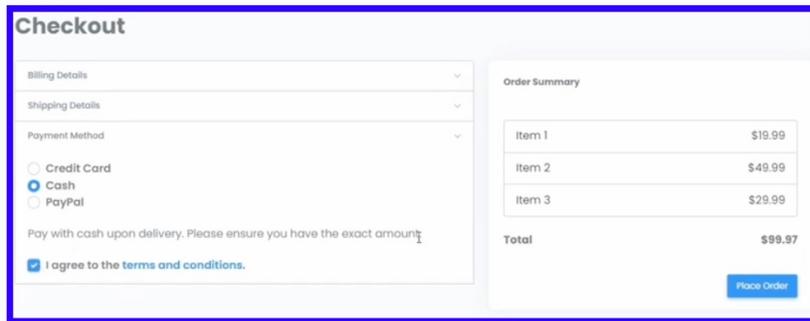
CHECK OUT

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.
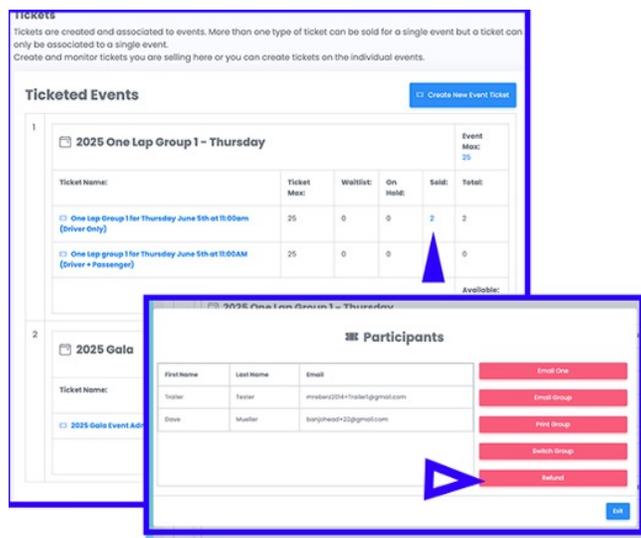
RETURNS SCREEN

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.

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)

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.

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.

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 Add...

🔀 Participants

First Name	Last Name	Email	
Gear	Head	steveham442@gmail.com	Email One
matthew	Eberz	matthewebers@yahoo.com	Email All
Dave	Mueller	banjohead+22@gmail.com	Print
Matthew	Tester	mreberz2014+tester@gmail...	Transfer
			Manage Sale

[Exit]

One Lap of the Mountains – Thursday

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.
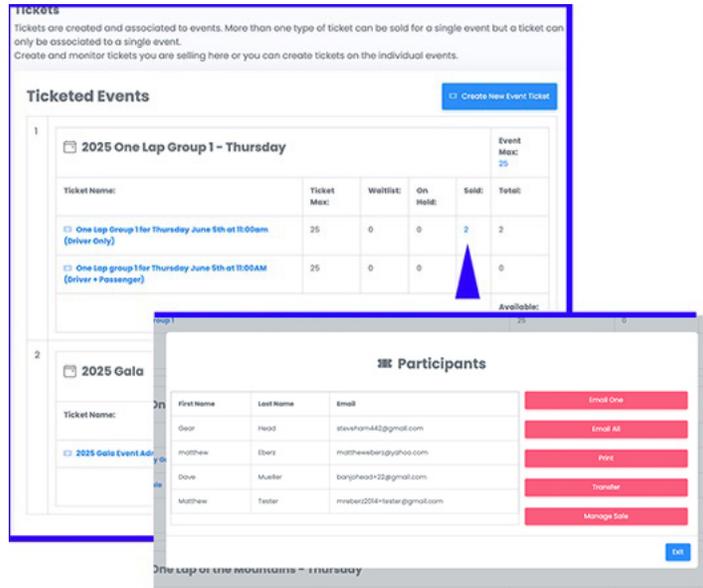
COMMUNICATIONS OPTIONS

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 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.

✉@ System Email Management

Select a system template to edit:

Application Submission Admin Notification ⌄

📤 Load Selected Template

Create your email content:

Paragraph ⌄   **B** *I* U̲ S̶   🔗   ☰ ☰ ☰ ☰   ⇤ ⇥   <>   ↩ ↪   Insert Placeholder ⌄

Highlands Motoring Festival

Hello! A user has submitted their registration request for the upcoming {{Event.Name}}. The user has been notified that their registration is currently under review.

Please click here to review their registration {{Registration.ReviewLinkUrl}}.

table › tbody › tr › td   Bu

Actions ▾

EMAIL MANAGEMENT