RunSignup 101: Website V2

Create Your First Website

RunSignup

Meet the Onboarding Team

Val Lofton
Lead Onboarding
Manager

Katie Atherton
Onboarding Account
Manager

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Madison Braswell
Onboarding Account
Representative

Whitney Taylor
Onboarding Account
Representative

Today's **Agenda**

- Dashboard Tips & Tricks

- Enabling Website V2

- Branding Your Website

- Navigating the Website Builder

- DEMO

Dashboard
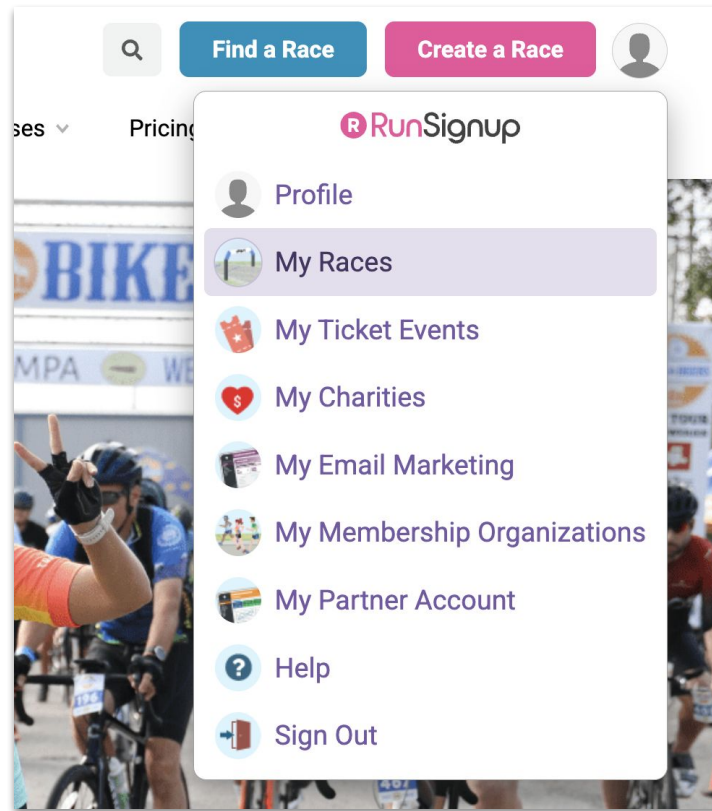# Tips & Tricks

RRunSignup

How to
Access Your Race Dashboard

- RunSignup.com
- Log In
- Click on Profile Picture or Person Icon
- My Races

OR

- Log In
- RunSignup Profile (https://runsignup.com/Profile)
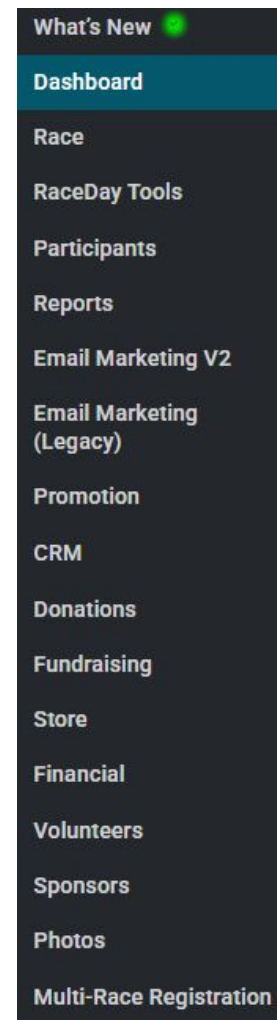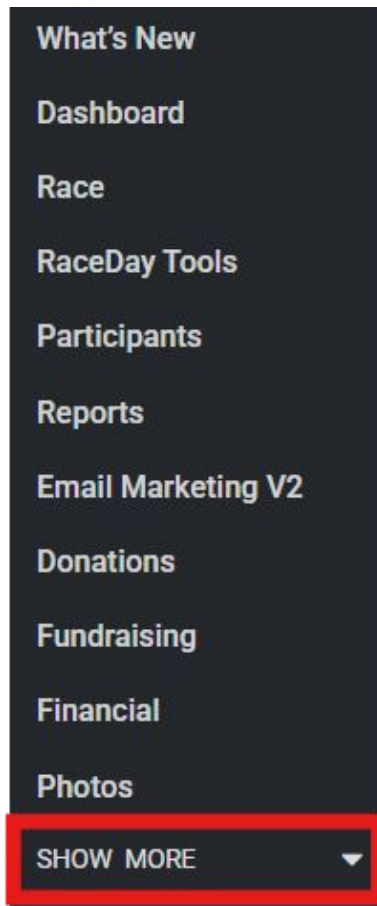- Director Links (at the bottom)
- My Races

OR

- RunSignup race website
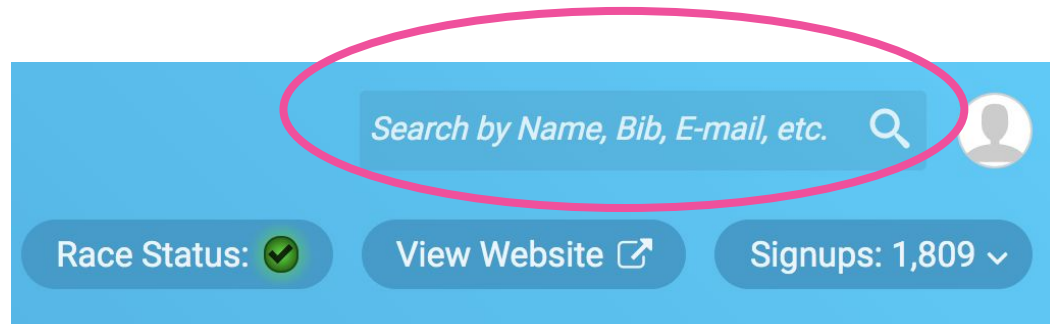- Click on Profile Picture/Person Icon
- Race Dashboard

Dashboard Settings

- Menu Size
- Entire Dashboard

What's New

Dashboard

Race

RaceDay Tools

Participants

Reports

Email Marketing V2

Donations

Fundraising

Financial

Photos

SHOW MORE ▼

What's New 🟢

Dashboard

Race

RaceDay Tools

Participants

Reports

Email Marketing V2

Email Marketing (Legacy)

Promotion

CRM

Donations

Fundraising

Store

Financial

Volunteers

Sponsors

Photos

Multi-Race Registration

R **DASHBOARD LOCATION** Profile ⟩ Dashboard Settings

Use
Search

Search by Name, Bib, E-mail, etc.

Race Status: ✓   View Website ⬈   Signups: 1,809 ⌄

R DASHBOARD **LOCATION**   **On Your Dashboard**

RACE DASHBOARD

Menu Search 🔍

Dashboard

Race

Go Race Day

RaceJoy

Participants

Reports

Email Marketing

Promotion

CRM

Donations/Fundraising

Enabling
Website V2
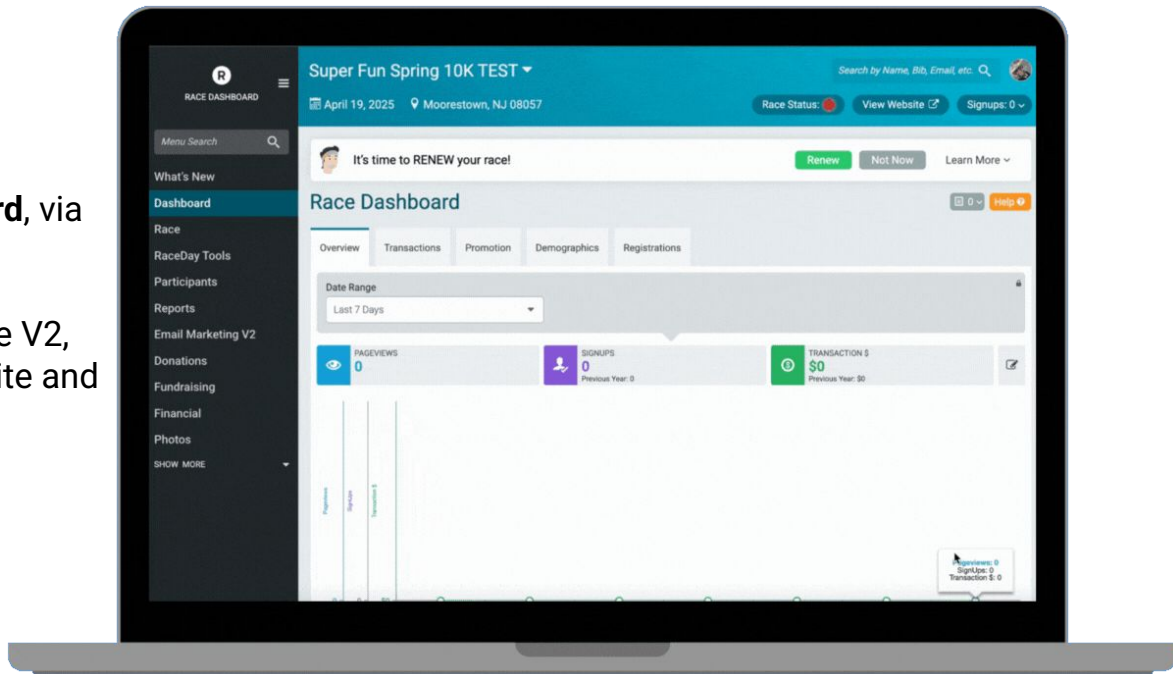
RunSignup
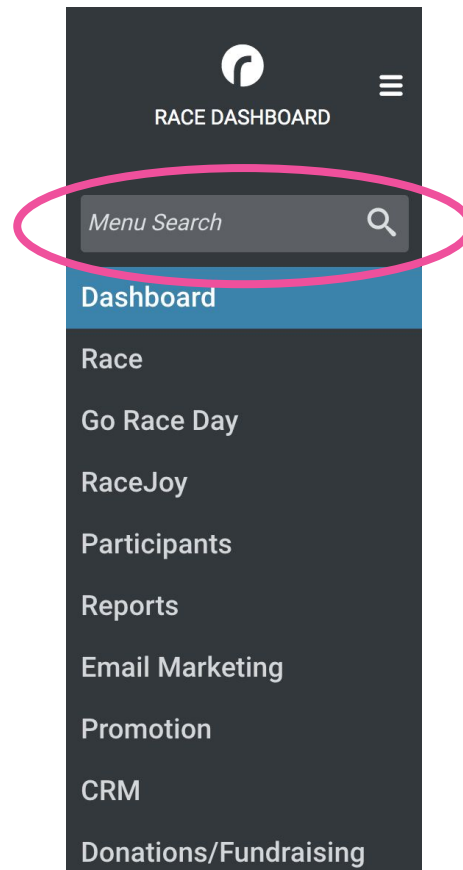
Turning on
Websites V2

Enable Website V2 in your **Race Dashboard**, via
Race >> Website V2 >> Website Settings

You can easily enable and disable Website V2,
allowing you to go between Legacy Website and
Website V2 seamlessly.

TIP: It's best not to switch
between Legacy and V2 if
you're event is live.

DASHBOARD LOCATION Race ❯ Website V2 ❯ Website Settings

Keeping
Legacy Content

- Some content will transfer over to V2
  - Basic race information (ie. race name/date, description, location, etc.)
  - General system pages (ie. Info, Sign Up, Donate)
  - Logo
  - Color Scheme
- Content brought over manually:
  - Banner image
  - Custom settings system pages (groups/teams, results)
  - Custom sections
- Legacy: ***Race >> Race Website >> Custom Sections***
  V2: ***Race >> Website V2 >> Website Builder***

Simple Upgrade to Website V2

RunSignup, TicketSignup, and GiveSign...
1.97K subscribers

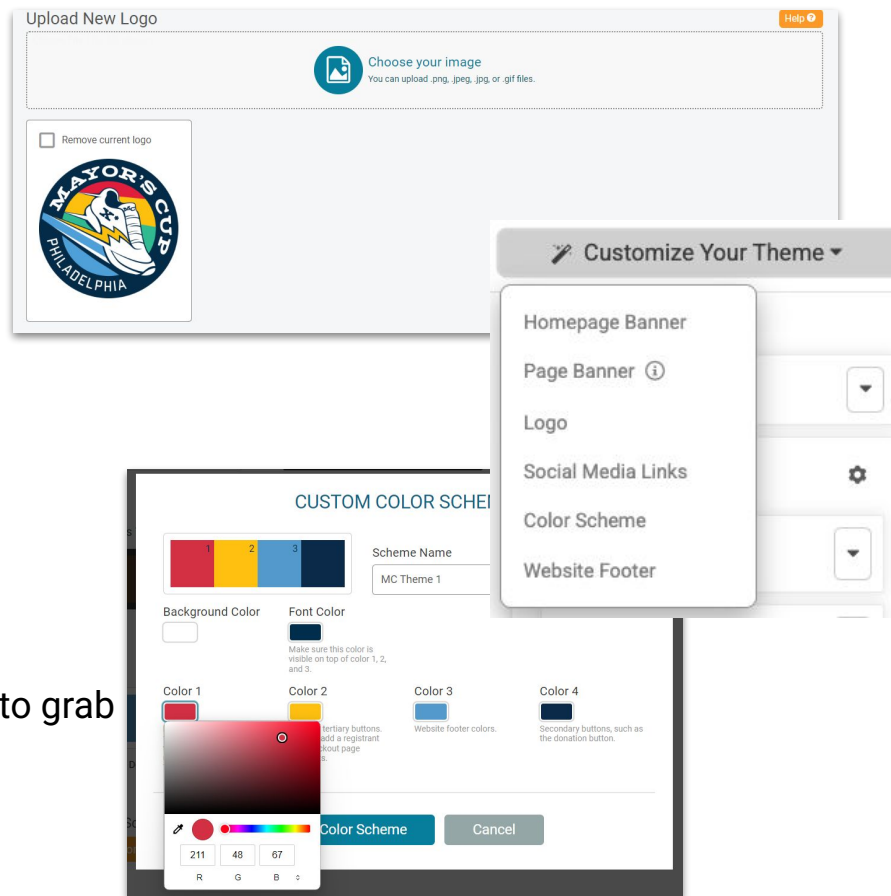www.youtube.com/runsignup

Branding Your
Website

Customize Your Theme:
Logo & Color Scheme

Customize Your Theme >> Logo

- Add/Update Logo (will copy from legacy content)
- Add/Update Favicon

Customize Your Theme >> Color Scheme

- Add/Update Color Scheme (will copy from legacy content)
 - Default color scheme options or use picker to grab color

Update Your Theme
Homepage Banner & Page Banner

Customize Your Theme >> Homepage Banner

- Option to disable
- Background image
  - Stacked for images with writing
  - Full height to extend to menu (will be shaded)
- Key text options

Customize Your Theme >> Page Banner

- Background Image Options (Default & Stacked Only)
- Key text options
- Option to disable

DASHBOARD **LOCATION**

Race → Website V2 → Website Builder → Customize Your Theme
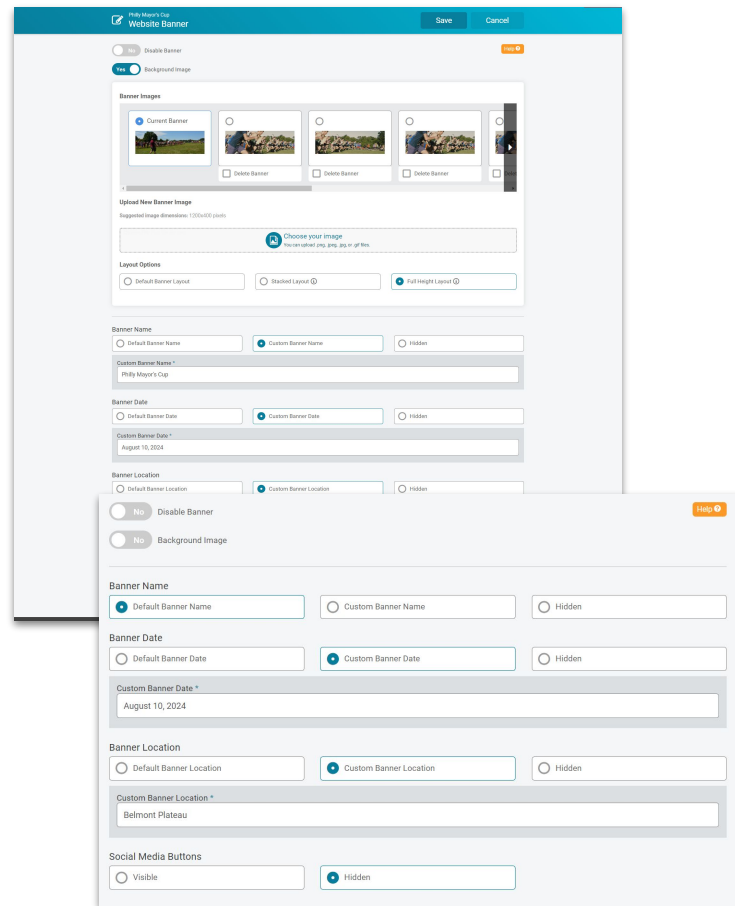
Update Your Theme
Footer & Social Media

Customize Your Theme >> Website Footer

- Add custom text
- Contact info, Tax ID, additional links, etc.
- Logo/sponsor settings

Customize Your Theme >> Social Media

- Social media links and custom links

This setting allows you to customize the footer on all website pages.

File   Edit   View   Insert   Format   Tools

Paragraph ▾   **B** *I* U̲   ☰ ☰   🔗   ↶ ↷   ⛶   12pt ▾   ☰ ▾

Contact us at info@runsignup.com

p   ⊡ tiny

Footer text cannot exceed 1,500 characters including any links.

Hide logo in website footer?
◯ No

Hide Sponsor logos in website footer?
◯ No

✎ Wellness in Motion
Website Social   Save   Cancel

Facebook Page ID ⓘ   Instagram Username   X (formerly Twitter) Username   Help ❓
[f]   [📷]   [X]

LinkedIn ID ⓘ   YouTube Channel Handle ⓘ
[in]   [▶]

LinkedIn account must be a company account and have
'/company' in the URL.

Custom Links

Use this section to add up to 3 custom external links.

Custom Link 1   Custom Link 2   Custom Link 3
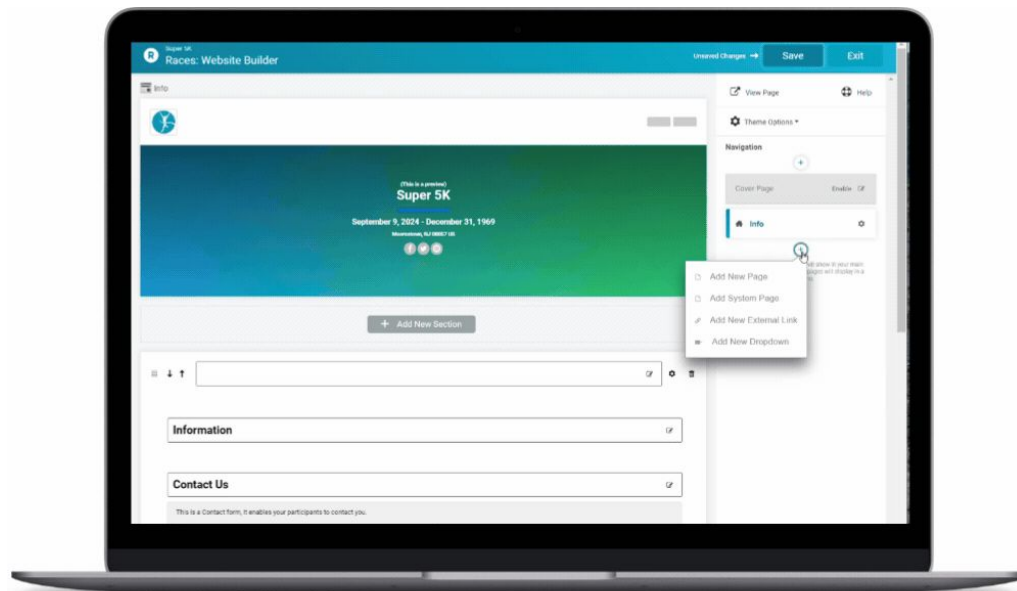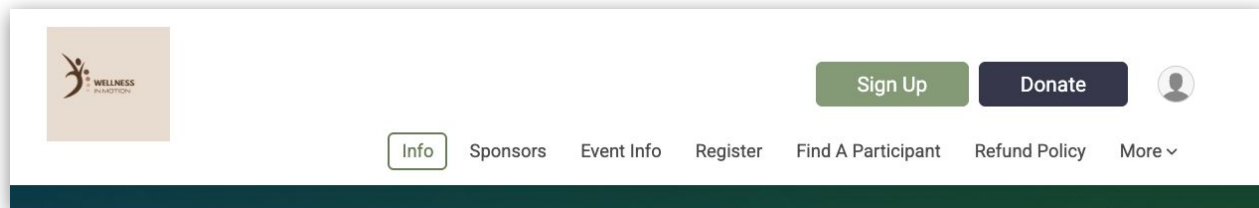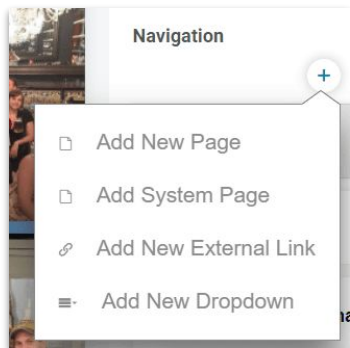[🔗]   [🔗]   [🔗]

Save Settings

Website
Builder

RunSignup

Navigating the
Website Builder

DASHBOARD **LOCATION** Race > Website V2 > Website Builder

Setup
Your Menu

- Add a New Page
- Add System Page
- Add a New External Link
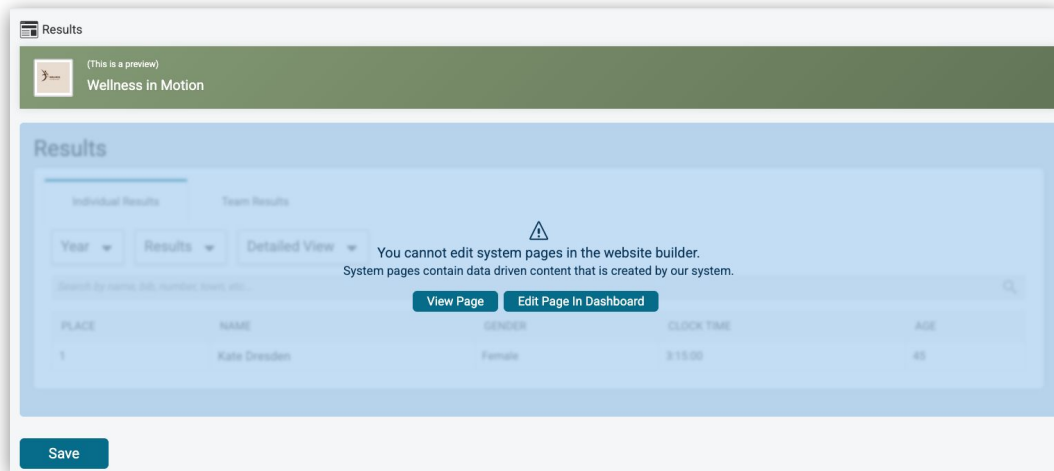- Add a New Dropdown
- Easy to re-order

Add Pages
New Page vs System Page

System Page

- Cannot edit the content in the Website Builder
- Options depend on race settings
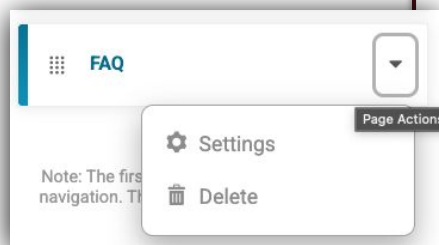- Ie. Results, photos, donate, sponsors, groups, volunteers, corporate teams, etc.

New Page

- Blank page
- Custom content and sections

Setup
Page & Menu Settings

- Titles
- Page URL
- Meta Descriptions (used for SEO; search engine preview)
- Hide in Navigation/Publish later
- Change dropdown

PAGE SETTINGS ✕

Page Title *
Max. characters: 32

About Philly Running Clubs

Page URL *
Must be unique across site. URL can only contain alphanumeric characters, dashes, and underscores (no spaces).

AboutClubs

https://runsignup.com/Race/PA/Philadelphia/PhiladelphiaMayorsCup?page=AboutClubs

Page Meta Description ⓘ
Max. characters: 160

Philadelphia Running Clubs

Hide In Navigation   Publish Date/Time ⓘ

No   mm/dd/yyyy📅   12 : 00   AM ▼

America/New_York Time   Clear Date

Dropdowns (Optional)
Assigning this page to a dropdown will make it a sub item.

Find Your Club

Apply Settings

DROPDOWN SETTINGS ✕

Dropdown Title *

Find Your Club

Hide In Navigation

No

Publish Date/Time ⓘ

mm/dd/yyyy📅   12 : 00   AM ▼

America/New_York Time   Clear Date

Apply Settings

▦ **FAQ**   ▼

Page Actions

⚙ Settings

🗑 Delete

Note: The firs
navigation. Th

Create Content
Sections & Section Settings

- Section URL
- Hide in Navigation/Publish later
- Layout Options
- Padding
- Section Height
  - Important if using background image
- Rounded Corners
- Borders
- Background Options

SECTION SETTINGS ✕

Section URL
Must be unique across page.

`systemComponents`

https://runsignup.com/Race/PA/Philadelphia/Philadelphia MayorsCup?page=Info#section-systemComponents

Publish Date/Time ⓘ

mm/dd/yyyy 📅   12 : 00 AM ▼

America/New_York Time   Clear Date

Hide section

No

Layout Options (New!)

◉ Restricted Width (Default) ⓘ   ◯ Full Width ⓘ

Padding ︿

◉ None ◯ Small ◯ Medium ◯ Large ◯ XLarge

Rounded Corners ︿

◉ None ◯ Small ◯ Medium ◯ Large

↕ Section Height ︿

This option uses dynamic minimum height for your section, scaling up on larger screens. It is useful for sections with minimal or no content, ensuring a visually pleasing display across various devices.

No

Border ︿

◉ None ◯ Small ◯ Medium ◯ Large

Background Options (New!)

[Color] [Image]

Background Color *

⊘ 🔴 🟡 🔵 🔵 ⚫ ⚫ ⚪ ⚪ ⚪

[Apply Settings]

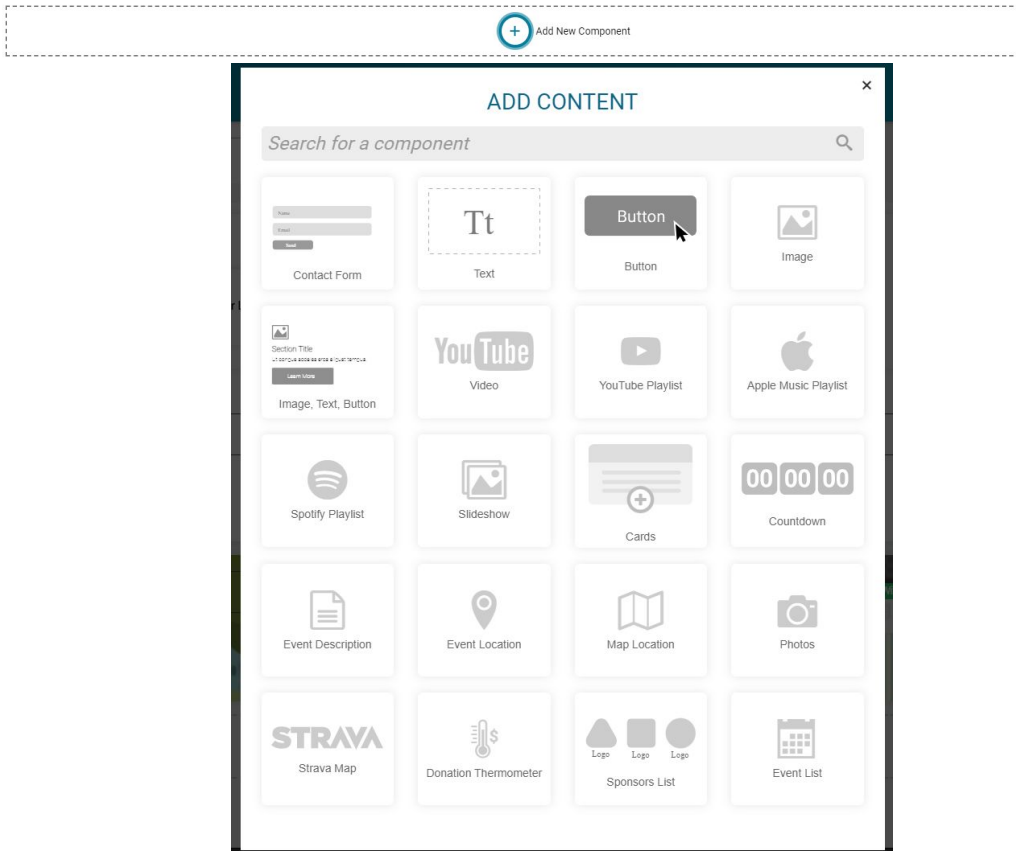**+ Add New Section**

Single Column

Two Column

Create Content
Components

Common components

- Event Tiles
- Contact Form
- Text
- Buttons
- Images
- Image, Text, Button
- Divider

System Components

- Event Description
- Event Location
- Map Location

Create Content
Media Components

- YouTube Video
- YouTube Playlist
- Apple Music Playlist
- Spotify Playlist
- Slideshow

YouTube Video ID

YUlShGoU2pw

The YouTube ID can be found by clicking the Share link, under your YouTube video. Make sure to only use the code at the end of the URL.

☐ Display video with padding.

Spotify Playlist URL

https://open.spotify.com/embed/artist/3Q4TXe5JDVVCNjof1O4BUe?si=HI5wukGKSCi1rxquc3h4-w

The Spotify URL can be found by clicking "Share" and then "Copy link" while in the album, playlist, or podcast episode.

+ Add New Section

Create Content
Data/Competition

- Participant Count
- Countdown Clock
- Top Group/Team
- Top Charity
- Top Fundraisers
- Donation Thermometer
- Sponsors

Top Philly Run Clubs

F Fishtown Beer Runners
67 members

R Run & Chug
43 members

M Manayunk Beer Runners
33 members

P Point Breeze Runners
30 members

W West Philly Runners
30 members

B Black Girls Run
27 members

W Wynnefield Track Club
27 members

N Northeast Philly Run Club
26 members

View All Teams

Confirmed Astronauts

4 Participants

Countdown to Blastoff

08	17	23	53	40
MONTHS	DAYS	HOURS	MINUTES	SECONDS

$137,281 Raised of $250,000

$0 ———————————————————————— $250,000

Donate

SPONSORS LIST SETTINGS ×

Display Level Options
- All Levels
- Event Sponsor
- Premier Sponsor
- VIP Sponsor
- Water Stop Sponsor
- EMT Sponsor
- Business Sponsor
- Default Sponsors

Display Options
- Small Logos
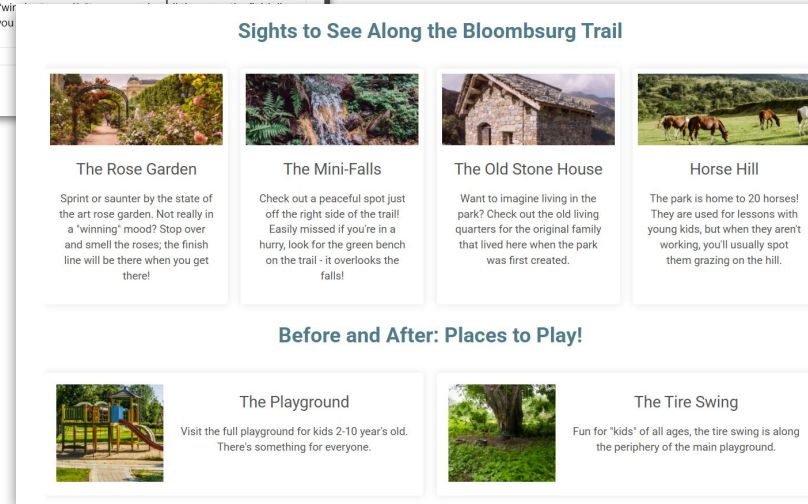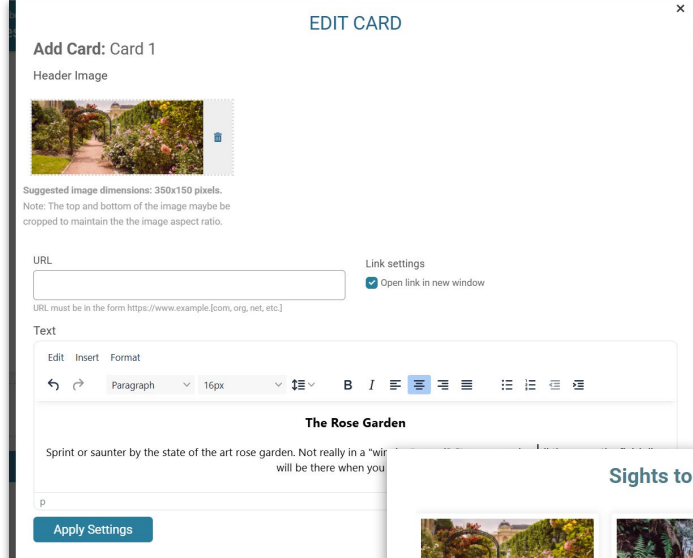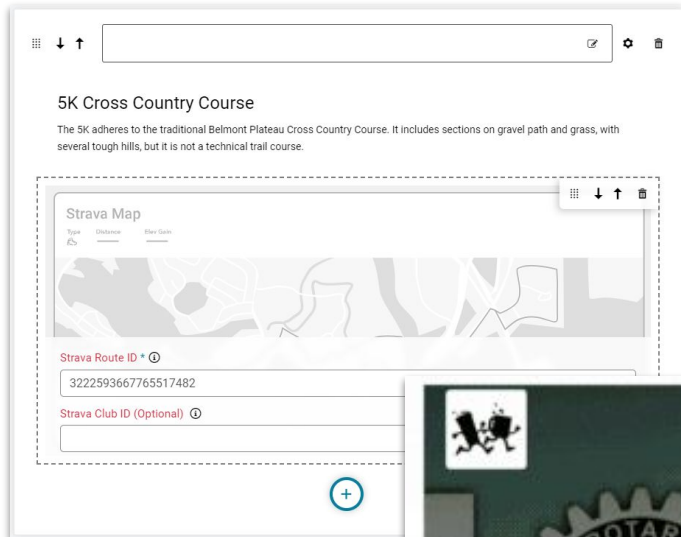- Medium Logos
- Large Logos

Apply Settings

Create Content **Cards**

- Multi-item display
- Mobile responsive
  - **Check image sizes on a variety of devices**

Create Content
Strava

- Displays an interactive Strava Route
- Can be linked to a Strava Club

Create Content
Event List

- Display ticket events and races by event ID, Timer ID, or Partner ID
- Grid or List View

EVENT LIST SETTINGS   ✕

Event Types   **Event Layout Style**

☑ Show race events   ○ List   ● Grid

☑ Show ticket events

Include / Exclude Event Options
Fields take a comma separated list of IDs.

Include Race IDs	Exclude Race IDs	Include Timer IDs	Exclude Timer IDs
21			

Include Partner IDs	Exclude Partner IDs	Include Ticket Event IDs	Exclude Ticket Event IDs
72		5938	

Update   **Cancel**

runsignup.com/TicketEvent/Dashboard/Overview/5938

Scott Coffee Moorestown Rotary 8K   Sign Up   Donate

Event List

Upcoming Events (84)   Past Events (1601)

Bucks 5K Series
Sat March 23 - Sun June 16, 2024
Doylestown PA
Sign Up

The New Jersey Virtual Challenge Presented by CompuScore
Wed May 1 - Mon July 1, 2024
Any City - Any State NJ
Sign Up

Girls on the Run Spring 5K
Sat May 18, 2024
Sparta NJ
Sign Up

Run4Rare 5K / 1K
Sat May 18, 2024
Bridgewater NJ
Sign Up

THE CALDWELL CLASSIC 5K RUN/WALK & FAMILY FUN RUN
Sat May 18, 2024
West Caldwell NJ
Sign Up

11th Annual Greta's Run for Imagine
Sun May 19, 2024
Westfield NJ
Sign Up

HFEE 5K + Kids 1Mile Fun Run
Sun May 19, 2024
Holmdel NJ
Sign Up

JerseyMan Triathlon
Sun May 19, 2024
Lebanon NJ
Sign Up

Ocean Parks 5k
Sun May 19, 2024
Ocean NJ
Sign Up

DEMO

Thank You For Joining Us Today

Questions about today's webinar? Email info@runsignup.com

Next Webinar: Website V2 - AI Chatbot 7/16 at 2pm EST

RunSignup