

Keep Your Races:

CheckIn App Beyond Bib Assignments

Offer what race directors value the most at **every** race

— Presenter: Soren Larson

• RaceDay | • RunSignup



Today's Agenda

- **Wait, HOW Many Races Use This?**
- **A Solution for Every Race (Not Just Dynamic Assignment!)**
- **Checkin Features and Reporting**
- **Medical Mode**
- **Volunteer Management**
- **Results Kiosk**
- **Best Practices**
- **Keep Your Races Series**
- **Q&A**





RaceDay CheckIn Stats





2025 CheckIn Stats

- Game changer for events of all sizes.
- Most valued product by timers.
- Timer's role to set up and integrate with other technology.

In 2025:

18,500 races used RaceDay CheckIn app
8,000 races had 200 or less participants
26,800 participants checked in at largest event
7.3 million participants checked in with app

50%

Of all 2025 Races used
the RaceDay CheckIn
All

60%

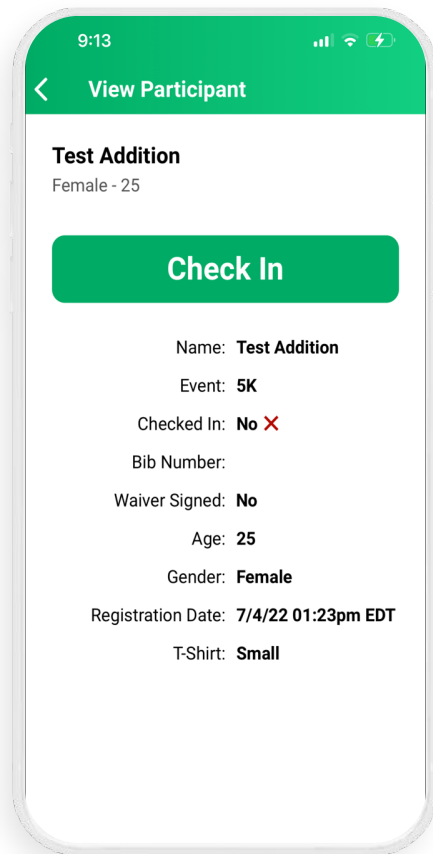
Of all 2025 Participants
were checked in with
the App





RaceDay CheckIn

- **Expedites** the check-in process for participants and volunteers
- **Dynamically Synchronizes** with other data points (registration, bibs, scoring)
- **Easily Processes** check-ins and changes
- **Provides Insights** to race organizers
- Used across all event types and sizes throughout the U.S.
- **FREE** tool for RunSignup registration customers
- Available for Apple and Android phones and tablets



Benefits for Timers and Event Organizers



TIMERS

- Automatic updating of data across functions.
- Seamless and increased efficiencies.
- Decrease effort to manage participant data.
- Positions timer as valuable resource for events.

Organizers

- **FREE**
- Substantially decreases wait time at packet pickup.
- Make use of volunteers vs. race staff.
- Reporting tools for managing resources.
- Streamlines changes and swag process.
- Make use of phones vs. new equipment.

Participants

- Reduces frustration with congested conditions at packet pickup.
- Simplifies process for changes = happy participants.
- Same pickup experience for on-site registrants (if you want!)



A Solution for Every Race



Who Should Use RaceDay CheckIn

- **Races with Dynamic Bib Assignment**
 - Ensures bibs are assigned to participants and available in scoring software
 - Efficient, clean, and effective way to prevent duplicate assignments or wrong bib ranges being assigned
- **Races With Multiple Event Types**
 - Easily apply a different behavior for a Relay event vs. Individual participation
 - Kids races can have bib assignment **NOT** required, while requiring it for other event types



Who Should Use RaceDay CheckIn



- **Races With Pre-Assigned Bibs**
 - Tracking the stats on who is checked in isn't just for Dynamic assignment
 - Knowing who didn't pick up their swag is almost as important as knowing who did
 - Track no-show rates before the race event starts
- **Races That Need Additional Information Collected**
 - Start asking a question part way through registration? Collect unanswered question responses in the CheckIn App
 - Add an additional waiver? Collect signatures in the CheckIn App

Who Should Use RaceDay CheckIn

- **Races that allow Event Changes at Aid Stations**
 - Allows aid station volunteers to transfer participants dropping from a longer distance
 - Gives the timer the freshest data possible
 - DO NOT DO THIS WITHOUT COORDINATING WITH ALL PARTIES INVOLVED (...please)
- **Races Lots of Add-Ons**
 - Display all of the purchases made on one screen
- **Races With Remote Packet Pickups**
 - Have easy oversight of what kind of volume is being picked up and where
 - Know what kind of staffing will need to be provided the next year, or even next day





CheckIn Features





New Features

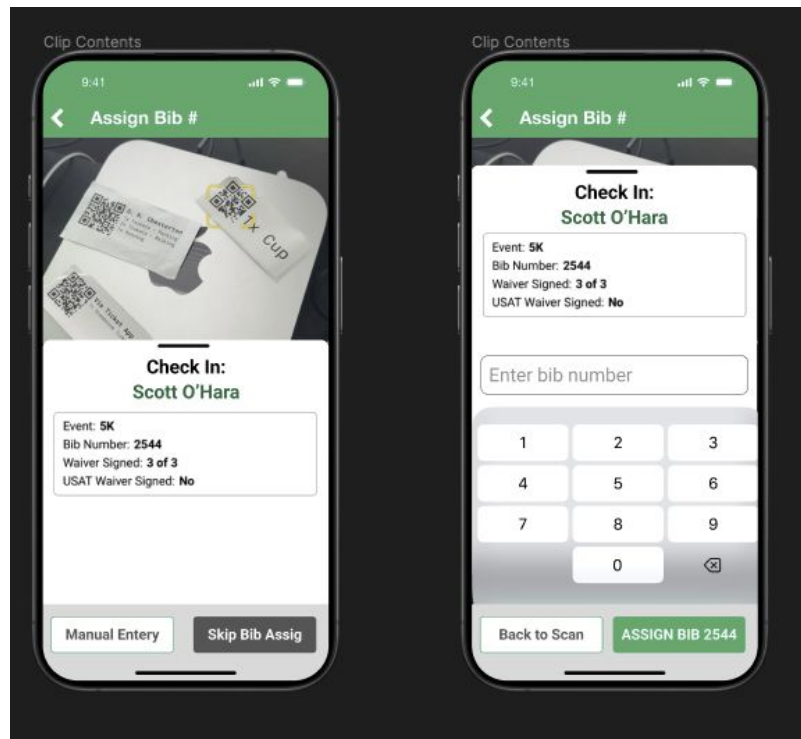
Age-Based Waivers: Presented to users based on their age.
Reminder that the CheckIn app supports multiple waivers!

OTA (Over The Air) Updates: a faster option for support to be able to deploy certain changes to the CheckIn app without the full App Store Review process

Race Deletion if Outside Date Range: Race is deleted from a device if opened outside of the allowed CheckIn date range

Manual Override of Camera: Allows users to easily switch between prioritizing a camera and switching to a keyboard

Optional Queued Edit Warning: Allows users to see how many changes haven't been synced at a glance





Label Printing





Supported Printers

We recommend using the Brother QL 820 NWB which has bluetooth connectivity and a screen that simplified the WiFi setup.

We also support the Brother QL 810W, though do not recommend it if given the option.

Should you be in locations without power, there is an additional external battery that can be purchased and affixed to either model





Label Printing

If you are planning on using a Label Printer with the CheckIn App, you must first enable Label Printing on a Configuration that will be used for printing.

To get started, select “Enable Label Printing” in a Configuration.

Lookup Result (after a tap or scan)	View Participant ▶
Quick Checkin Auto-Confirm (auto confirm speed)	5 Seconds ▶
Label Printing ? ▼	
Enable Label Printing	
Delete	

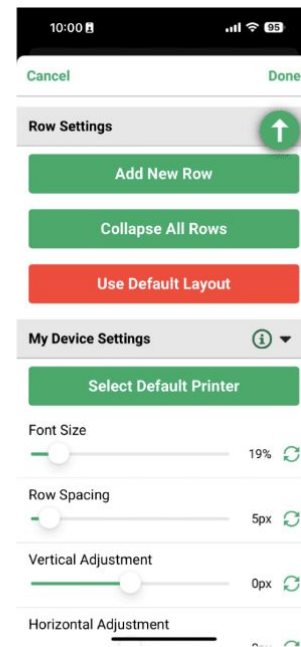
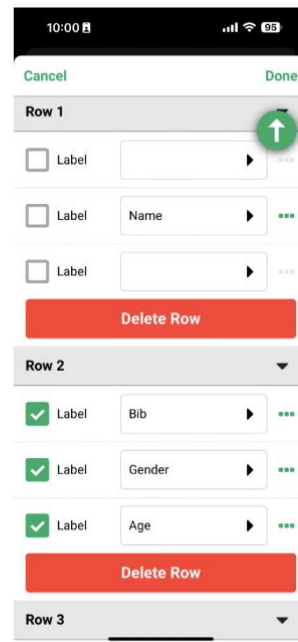
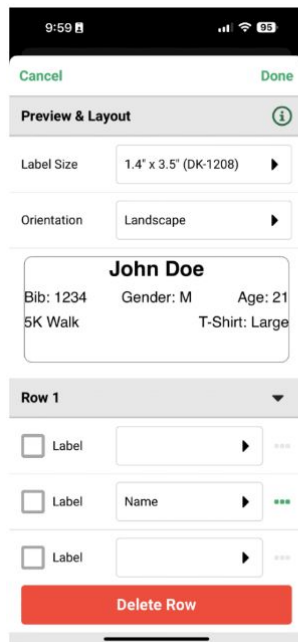


Label Printing

- Set up the format for your label, including the label size. The correct setting for the label size is required. If you have the incorrect setting here, the printing will not work. Android devices also have the extra step to select the paper size which is equally as important.
- Under this same area, scroll down to Select Default Printer to select your label printer.
- Adjust device settings to your preferences. These include things like Auto Print After Review to further streamline the check-in process.

Label Printing

- You have various label printing options to customize the content and appearance of the printed labels.
- You can adjust font size, style, and alignment.
- You can add and subtract rows and labels depending on the content you want printed.
- All customizations will be previewed in the label designer.



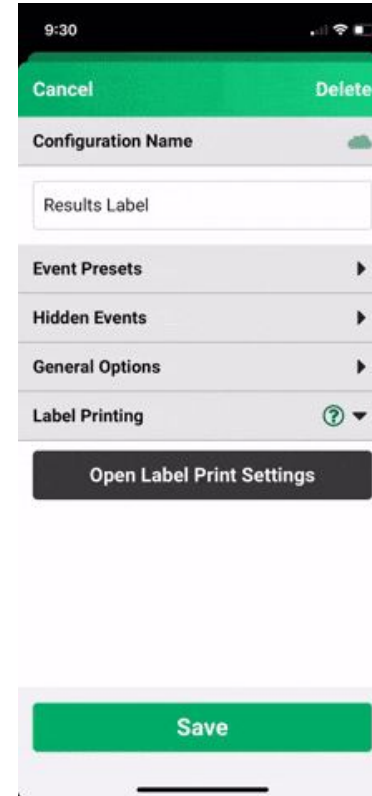


Apple: Native Printer

Native Printing is available for iOS devices and prints labels almost instantaneously

Go to:

**Configuration -> Label Printing -> Open Label
Printing Settings -> [Select Native Printer](#)**

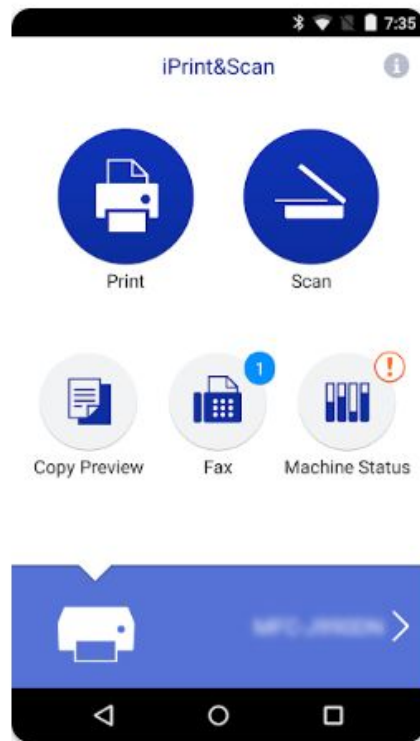




Android: **Brother** **iPrint&Scan**

Android devices require an additional piece of software called Brother iPrint&Scan to connect to the printer

You will want to heavily test your devices!





Best Practices

- When possible, use Bluetooth connections to the Label Printers - removes the issues of networking
- If using WiFi, limit yourself to a 2:1 device:printer ratio
- TEST everything as it will be on Race Day - this means:
 - Network
 - Device with Printer
 - Power
- Label your printers based on what devices you will pair with them



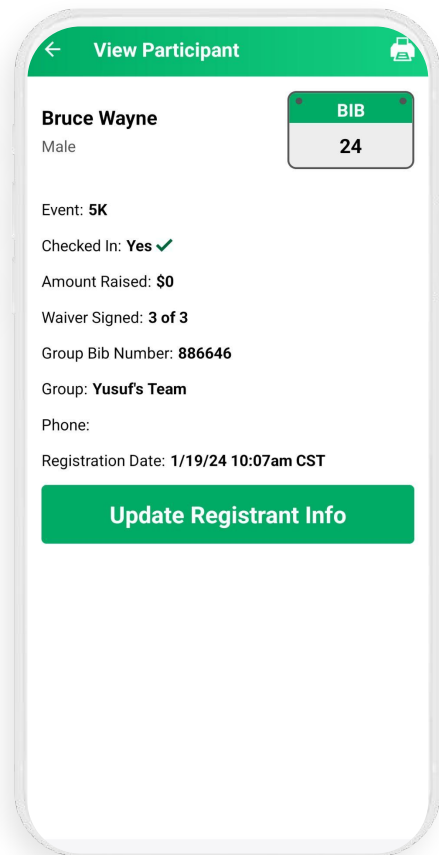
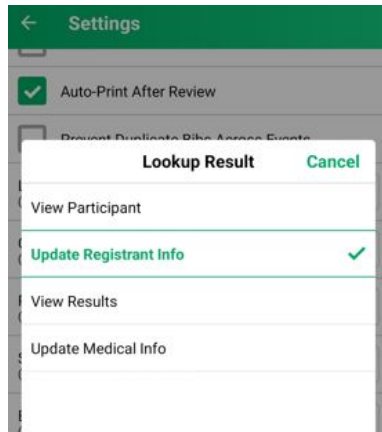


Updating Participants



No age? No Problem

- RaceDay CheckIn can be used to collect question responses that were not asked for all registrants
- This is a great way to correct for databases from external sources that are lacking essential information like age
- Can use a Configuration to go directly to updating information
 - **Configuration -> General -> Lookup Results -> Update Registrant Info**

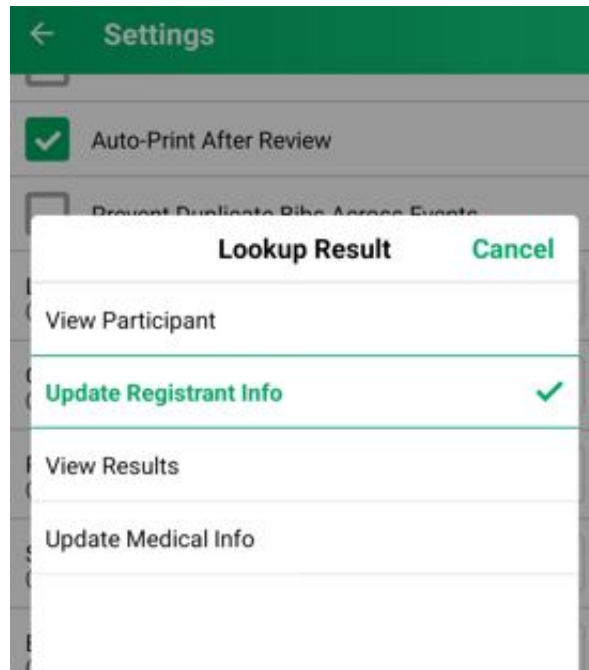




Updating Information

It's important to understand the workflow here - if you are going straight to the Update Registrant Info in your configuration you would need a separate step to assign bibs

- **Have a clear and tested plan** that gets the desired outcome and can be easily explained
- **Edit your Presets and configurations** to allow for this question to display and be updated for participants
- **Train your team** to include updating this information as part of their workflow
- ***Updating Participant Information is best handled separately from Bib Assignment***

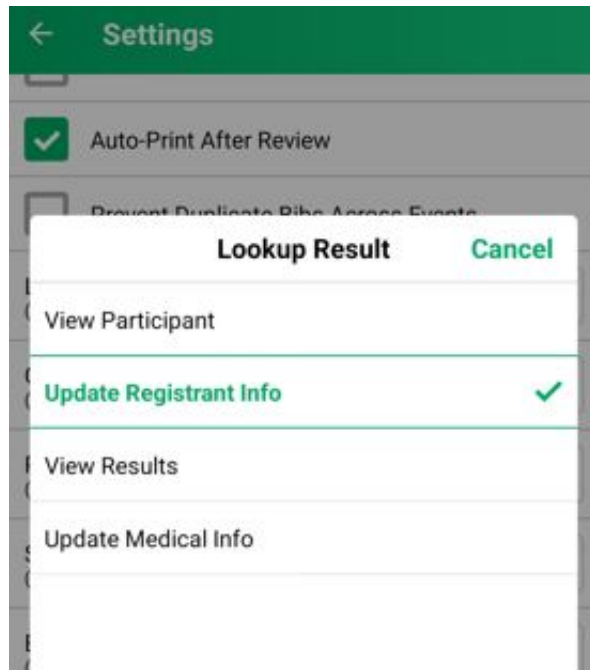




Early Start Corrals

A great use case for Timers is creating an easy, clean method to know who is starting early. Many races have an “early start” corral, but it’s often hard to tell who is **actually** in it.

- Create a Corral named “Early Start” (if one doesn’t already exist)
- Create a Preset/Configuration that Updates a participant’s Corral
- Have volunteers or timing staff go to the start line before the Early Start and make sure all participants in the Early Start are assigned the correct corral
- Early Start information syncs with scoring software so you have an accurate method for tracking and scoring these participants





Reporting





CheckIn Reporting

While CheckIn Stats are available at a glance in the App, a deeper dive can and should be done post-race to improve the CheckIn experience year over year.

- **Are there plateaus?** These indicate that the number of people checked in in a 5 minute window cannot increase, if they exist for sustained periods of time, more staff may be needed
- **Identify the busiest and slowest times:** Help organizers decide when shift changes should occur (lulls), if the PPU window is too wide or too narrow, and if there are too many or too few volunteers



DASHBOARD
LOCATION

RaceDayTools >> RaceDay CheckIn >> CheckIn Stats



26



CheckIn Reporting



- **Checked In Participants:** a CSV of participants that are currently checked in
- **Participants Not Checked In:** Participants that are not currently checked in. This can be a useful list to pull for creating an email reminding them about race morning PPU, reaching out to welcome them back for the next year (“We missed you this year!”), or other marketing purposes.
- **Bib Assignments from Checkins:** Data includes Registration ID, Bib, Chip, and CheckIn Time. This is useful if some assignments need to be investigated
- **Medical Event Data:** The output of Check In/Out produced by the Medical Mode of the app
- **CheckIn Summary:** Summary of how many people were checked in by which device on which day

Hidden Field Reporting

- CheckIn Data can be added to the Participant View report by going to the Hidden Fields area and checking “CheckIn App Information”.
- Columns available include:
 - Checked In Status
 - Checked In By
 - Checked In Date
- This data is helpful for seeing a more in-depth view of how many people are checked in by which devices, or identifying/segmenting data from a device or volunteer that struggled with the task of assigning bibs.

The screenshot shows the 'View Participants' interface for the '2026 - 5K, Half Marathon' event, which has 3,842 participants. The interface includes buttons for 'Search/Change Event', 'Report Options', 'Export Options', and 'Save as Custom List & Send Email'. A dropdown menu is open under 'Report Options', listing options: 'Search/Change Event', 'Customize View', 'Save Report', 'Summary Info', 'View Imports', 'Hidden Fields' (highlighted with a red arrow), and 'Graphical Reports'. The background shows a table with columns: NAME, EVENT, AGE, EMAIL, ADDRESS, BIB NO., and T-SHIRT. The first row shows a participant with AGE 49 and BIB NO. 56. The second row shows a participant with AGE 50 and BIB NO. 55. The page number 'Page 1 of 77' is visible in the top right corner of the interface.



Medical Mode



Medical Mode

RaceDay CheckIn has a Medical Mode Configuration that can be used as a way to check participants in and out of a medical tent.

This data is stored at RunSignup and can be downloaded for future reference if needed.

Additional data can be shown on this screen if needed, for example your registration provider may have included questions about medical info.

We are not lawyers, but you don't really want to talk to any lawyers, so be mindful of HIPAA

Video guide: [\(1\) RaceDay CheckIn App Now for Results Kiosk, Medic Tent and More - YouTube](#)

Addison Theriault

Female - 11

BIB

3001

Medical Check In

Medical Status: **Checked Out**

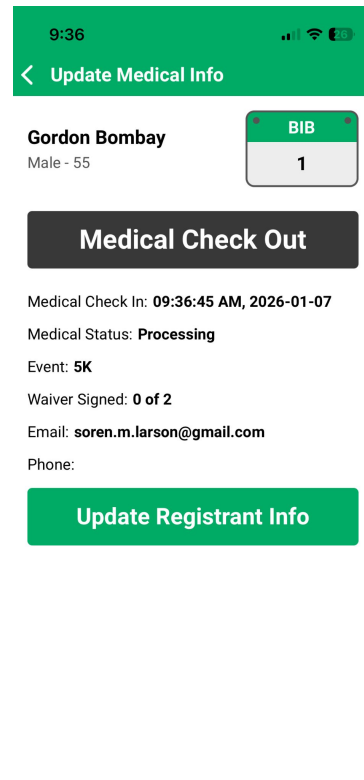
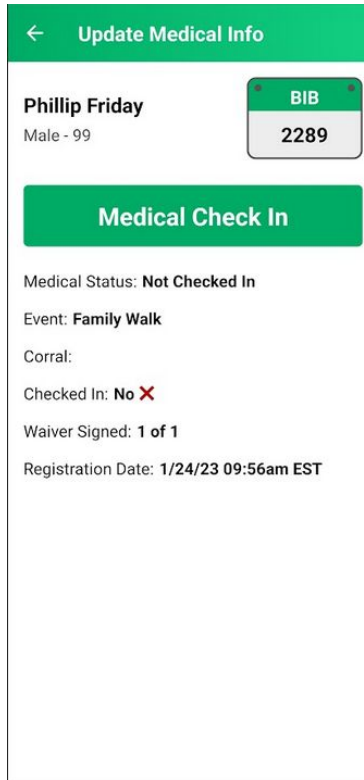
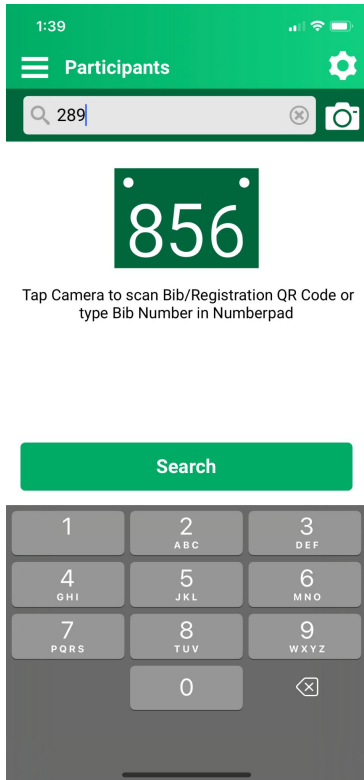
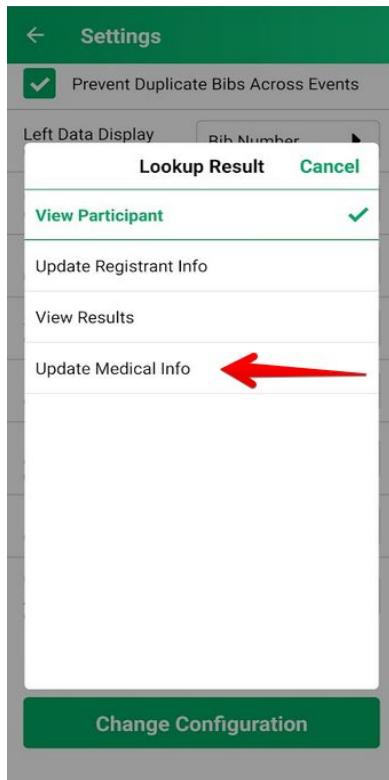
Event: **Push Up Challenge**

Waiver Signed: **0 of 2**

Email:

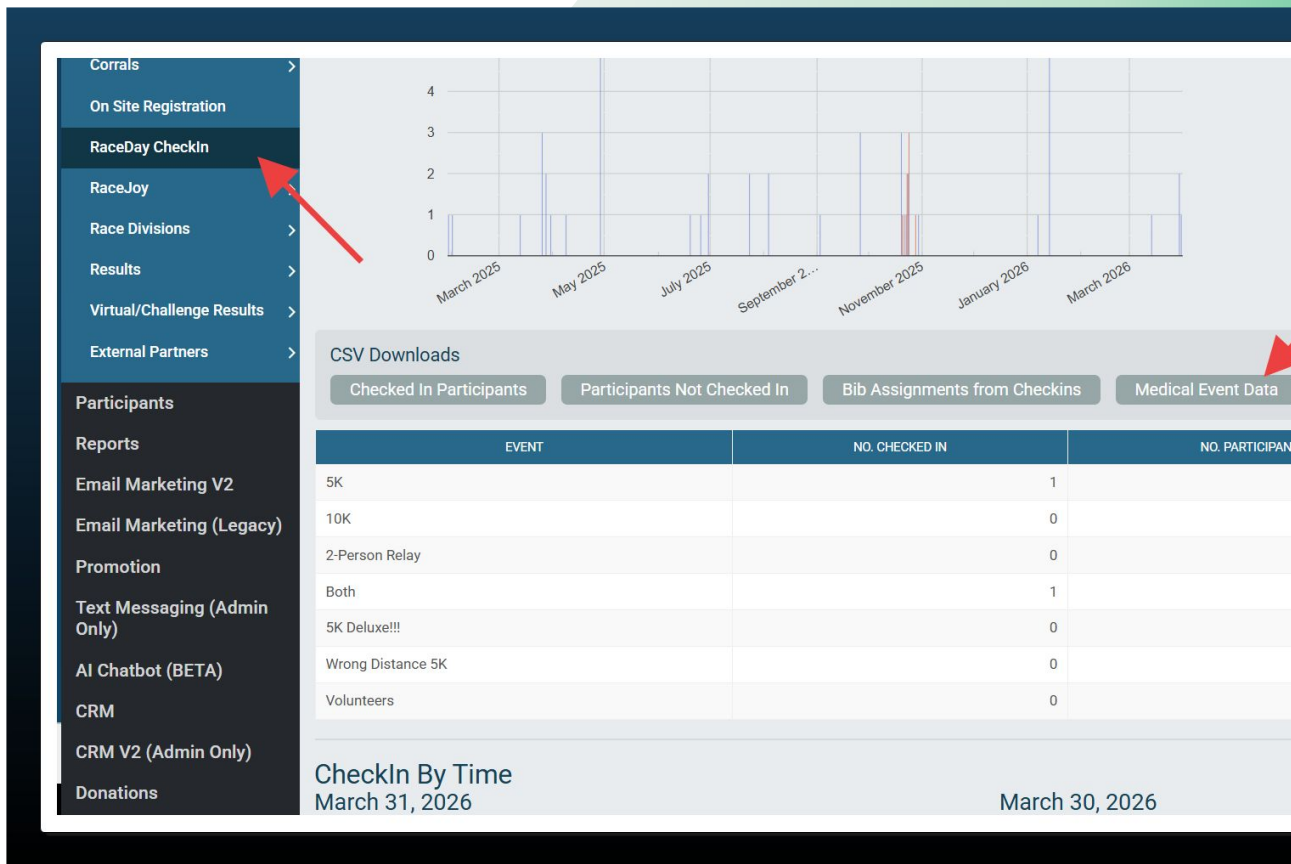
Phone:

Look Up Features - Update Medical Info



Medical Event Data

Can be viewed by going to
RaceDay CheckIn ->
CheckIn Stats -> Medical
Event data on the platform
dashboard





Volunteer Management



RaceDay CheckIn Volunteer Mode

What is it used for?

The Volunteer Mode of RaceDay CheckIn works with RunSignup's Volunteer Platform

This mode will pull in any Volunteers that have registered or were imported for volunteering

Report **Per Task** the Number of Volunteers Checked-In

Volunteers	
Search by Name	
Willow Joy	✓
CheckIn	
James Harris	✗
Registration	
Michael Chisolm	✓
Registration	
Brendon Lyra	✗
Medical Review	
James Harris	✓
Medical Review	
Nathanael Costa	✗

CheckIn

[Download as CSV](#)

Volunteer Assignments

FIRST NAME	LAST NAME	PHONE	EMAIL	ASSIGNMENT DATE	CHECKED IN	QUESTION RESPONSES	ACTIONS
James	Harris	407-921-4589	james@runsignup.com	04/10/2024 1:53pm EDT	✓ Yes 04/10/2024 2:12pm EDT	Please confirm you are available on July 4th (7AM to 12PM). Specific times will be assigned later based on task. Yes	Manage
David	Daffner	678-357-8436	Ddaffner@comcast.net	03/20/2024 7:13pm EDT	✗ No		Manage

RaceDay CheckIn Volunteer Mode

- *It is all about “Tasks” vs “Events” as found in Participant Mode*
- *Organize your configurations and setup around Tasks when using CheckIn App*
- *Reports by Tasks are available on your dashboard*

Firecracker 5K at Chickasaw Point ▼

📅 July 4, 2024 📍 Westminster, SC 29693

Setup



Jump to a Task:

Pre-Race

[Sponsorship Help](#)
[CheckIn](#)
[Parking-Men's Club](#)
[Start-Finish Structure-Women's Club](#)
[Decorations and Signage-Women's Club](#)
[Audio at Start-Finish-Men's Club](#)

Course

[Cones-Men's Club](#)
[Audio at Turnaround-Women's Club](#)
[Water Station at Turnaround-Women's Club](#)
[Water Station at RV Park](#)
[Direct Course Golf Carts-Men's Club](#)
[SAG Person-Men's Club](#)

After Party

[Chairs, Tables & Tents-Men's Club](#)
[Food & Water Station-Women's Club](#)
[Mimosa & Beer Station-Women's Club](#)
[Photos-Women's Club](#)
[Cleanup-Men's Club](#)

CheckIn

[Download as CSV](#)

Volunteer Assignments

◆ FIRST NAME	◆ LAST NAME	◆ PHONE	◆ EMAIL	◆ ASSIGNMENT DATE	CHECKED IN	QUESTION RESPONSES	ACTIONS
James	Harris	407-921-4589	james@runsignup.com	04/10/2024 1:53pm EDT	✓ Yes 04/10/2024 2:12pm EDT	Please confirm you are available on July 4th (7AM to 12PM). Specific times will be assigned later based on task. Yes	Manage
David	Daffner	678-357-8436	Ddaffner@comcast.net	03/20/2024 7:13pm EDT	✗ No		Manage





RaceDay CheckIn

Volunteer Mode

Current limitations

The CheckIn App has some limitations when it comes to Volunteer Mode.

Currently we do not:

- **Display Volunteer Task Timeslot information for a Volunteer.**
- **Display Volunteer Category Information.**
- **Allow Volunteer waiver signing.**
- **Allow editing Volunteer information in any way (besides checking them in).**

RaceDay CheckIn

Volunteer Mode

Task Presets - Volunteer Display

Like the Participant Mode, the Volunteer Mode also has Presets and Configurations.

Task Presets control what is displayed PER TASK TYPE

For example, you may have one **Task** that only shows basic information for Volunteers assigned to some **Task** and not the custom question data.

CancelSave

Preset Name

Volunteer

☐ Volunteer Display

☒ Last Name

☐ Email

☒ Phone Number

☒ Assigned Task

☐ Assignment ID

☒ Please confirm you are available on July 4th (7AM to 12PM). Specific times will be assigned later based on task.

Delete

RaceDay CheckIn

Volunteer Mode

Race Configurations - Task Presets

Configurations control what Task Types are SHOWN on the device and the Task Display Preset used per Task Type

Same Cloud, Local capabilities as in Participant Mode

Note: Tapping the chevron (>) on a Preset row will bring you to that Presets settings, so you can quickly make changes to a Preset that is currently in use in the Configuration you are editing.

The screenshot shows the 'Configuration' screen with a green header. Below the header is a 'Configuration Name' field with a folder icon. A 'Name and Task' input field is below that. The 'Task Presets' section is highlighted with a red border and contains three rows: 'CheckIn' with 'Name and Task' and a chevron, 'Registration' with 'Name and Task' and a chevron, and 'Medical Review' with 'Default Preset' and a chevron. Below this is the 'Hidden Tasks' section with three rows: 'CheckIn', 'Registration', and 'Medical Review', each with an unchecked checkbox. The 'General Options' section is at the bottom, featuring a 'Clear Search' checkbox and an 'Exact Match Lookup (opening speed)' dropdown set to 'Fast'.

RaceDay CheckIn Volunteer Mode

Race Configurations - Hidden Tasks

Hidden Tasks allows you to control which Volunteers should show in the App when this Configuration is loaded per device

The screenshot displays the 'Configuration' screen of the RaceDay CheckIn Volunteer Mode app. The interface is organized into several sections:

- Configuration Name:** A text input field labeled 'Name and Task'.
- Task Presets:** A list of tasks with associated presets:
 - CheckIn: Name and Task (dropdown)
 - Registration: Name and Task (dropdown)
 - Medical Review: Default Preset (dropdown)
- Hidden Tasks:** A section highlighted with a red border, containing three checkboxes:
 - ☐ CheckIn
 - ☐ Registration
 - ☐ Medical Review
- General Options:**
 - ☐ Clear Search
 - Exact Match Lookup (opening speed): Fast (dropdown)

RaceDay CheckIn

Volunteer Mode

Race Configurations - General Options

Customize your app experience using the General Options settings

- **Clear Search** - automatically clear the search term in the lookup list after checking in a Volunteer.
 - Typically disabled for quicker checkin for family with same last name
- **Timeout on Search** - reset the search on failed lookup after 5s
- **Exact Match Lookup** - determines the speed at which the app will automatically load a Volunteer that matches typed name

The screenshot shows the 'Volunteer Settings' screen. At the top is a green header with a back arrow and the title 'Volunteer Settings'. Below the header are three menu items: 'Task Presets', 'Race Configurations', and 'My Device Settings', each with a plus icon, an info icon, and a chevron icon. Below these is a red-bordered box containing three settings: 'Clear Search' with a checked checkbox, 'Timeout on Search' with an unchecked checkbox, and 'Exact Match Lookup (opening speed)' with a dropdown menu set to 'Fast'. Below the red box, it says 'Current Config: [Volunteer](#)'. At the bottom is a green button labeled 'Change Configuration'.

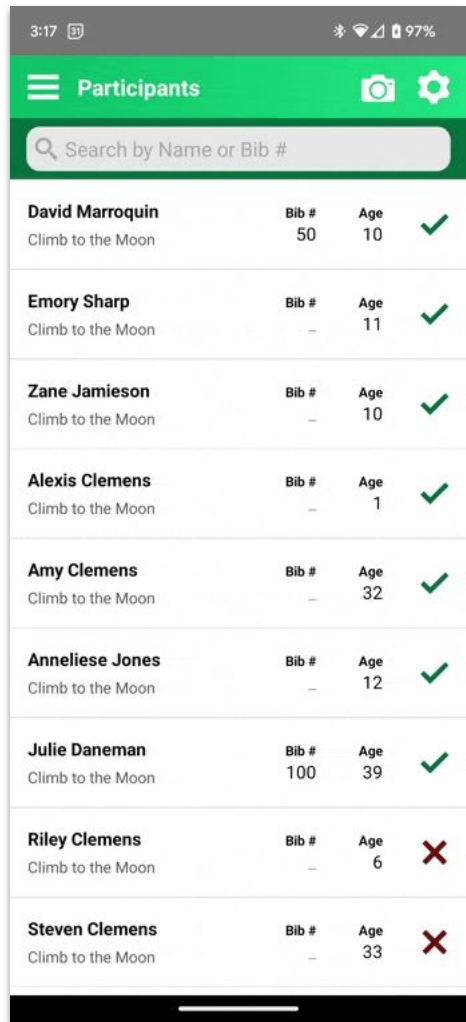
RaceDay CheckIn

Volunteer Mode

Creating Presets and Configurations

Use the menu option to Switch Modes to
Volunteer Check-In

Once in Volunteer Mode, the lookup list will only
display Volunteers



Participants			
Search by Name or Bib #			
David Marroquin Climb to the Moon	Bib # 50	Age 10	✓
Emory Sharp Climb to the Moon	Bib # —	Age 11	✓
Zane Jamieson Climb to the Moon	Bib # —	Age 10	✓
Alexis Clemens Climb to the Moon	Bib # —	Age 1	✓
Amy Clemens Climb to the Moon	Bib # —	Age 32	✓
Anneliese Jones Climb to the Moon	Bib # —	Age 12	✓
Julie Daneman Climb to the Moon	Bib # 100	Age 39	✓
Riley Clemens Climb to the Moon	Bib # —	Age 6	✗
Steven Clemens Climb to the Moon	Bib # —	Age 33	✗

RaceDay CheckIn

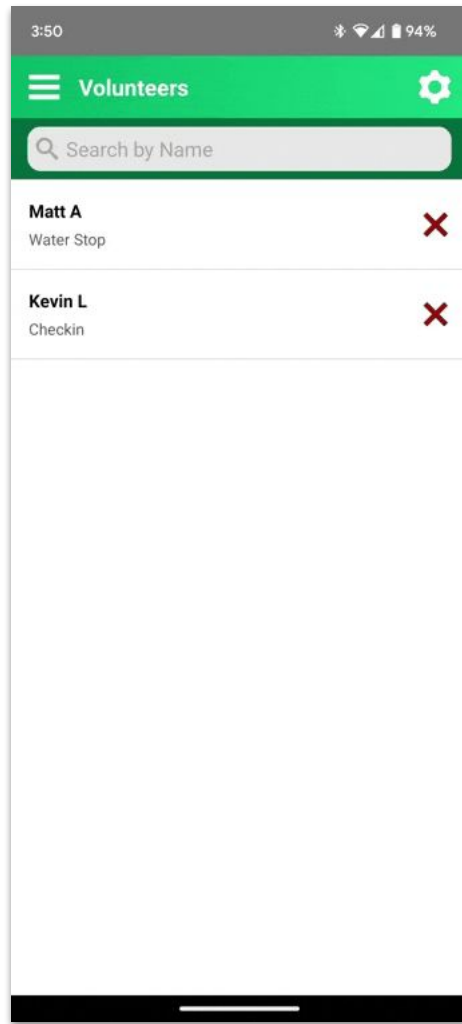
Volunteer Mode

Accessing Volunteer Settings

Use the gear action to access the Volunteer Settings
Task Presets, Configurations, My Device Settings.

Tap the “i” icons to learn more about any of these features.

My Device Settings are a way for users of the app to override some parts of the **Configuration Settings** without changing those settings for other users of the same **Configuration**.



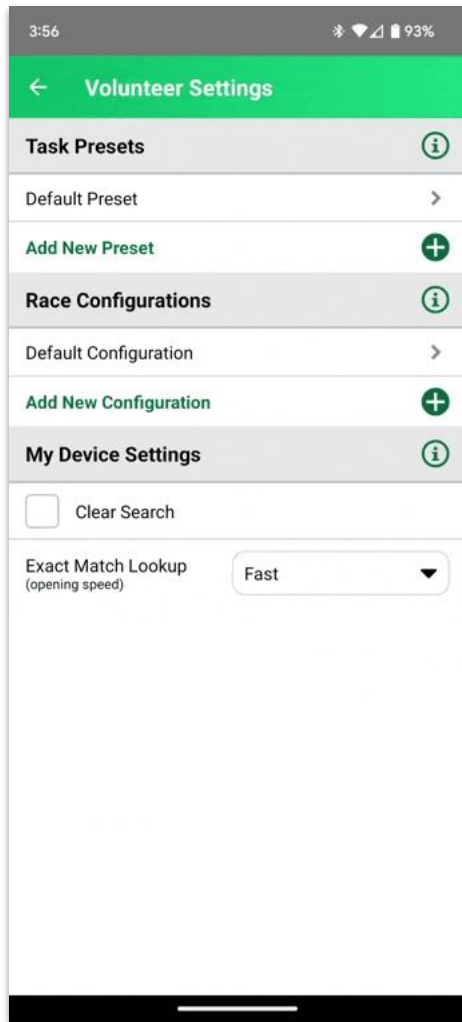
RaceDay CheckIn

Volunteer Mode

Adding a new Preset

Once you have the **Volunteer Settings** open, you can create a new **Task Preset** by tapping **Add a New Preset**.

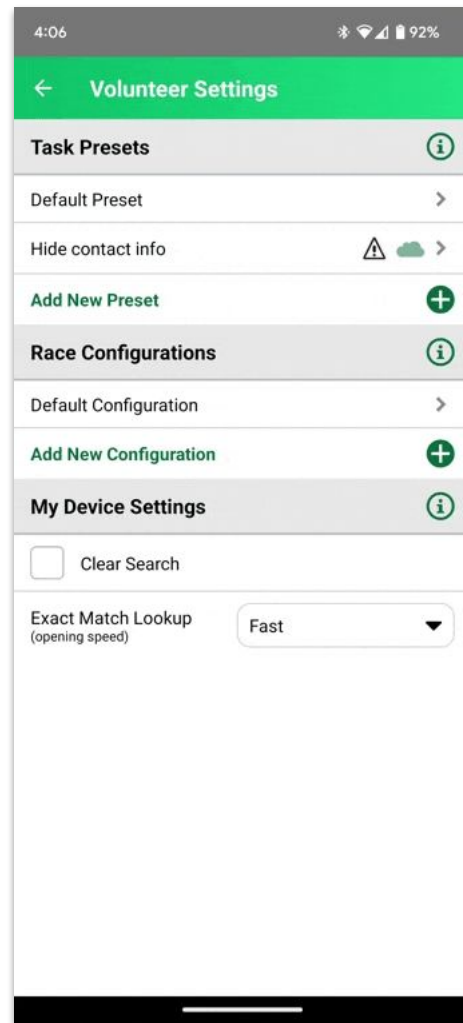
- Name the Preset
- Select what data should be displayed when viewing a **Volunteer** that is in a **Task**
- Sync to other devices, or set to only on this local device.
- One click action to make a configuration using this Preset



RaceDay CheckIn Volunteer Mode

Adding a new Configuration

Presets must be assigned to a Task within a Configuration!

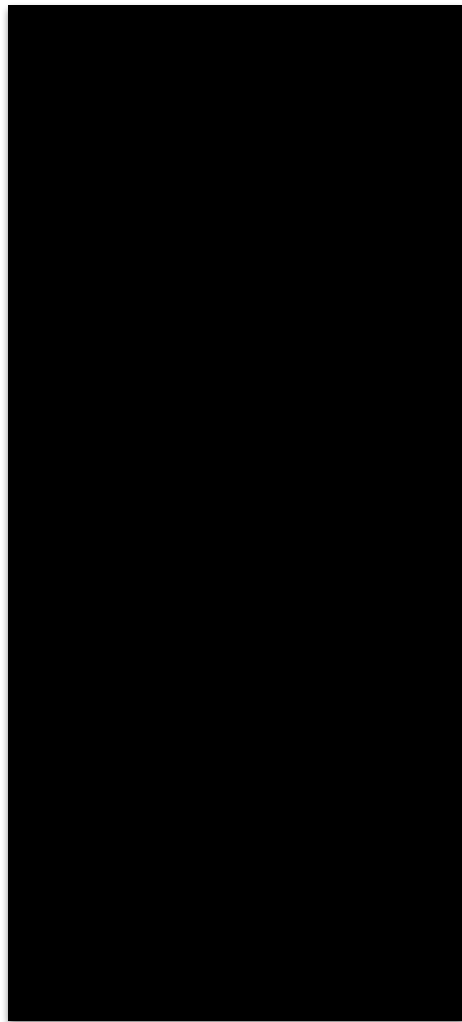


RaceDay CheckIn

Volunteer Mode

Adding a new Configuration

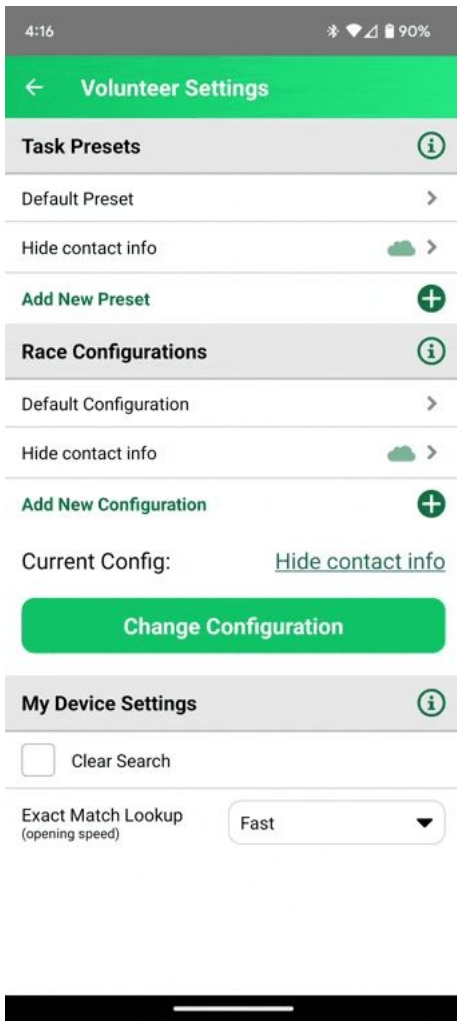
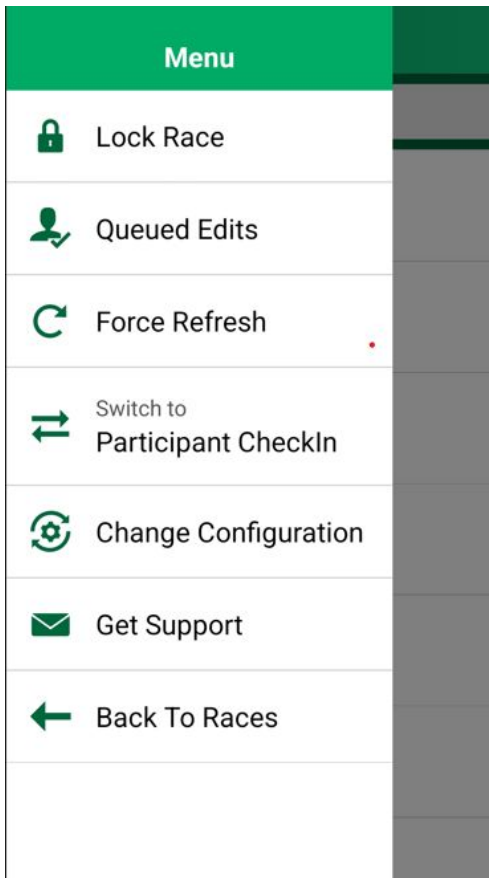
- Name the Configuration.
- Select which Preset each Task should use.
- Hide any Tasks that may want hidden for this Configuration.
- Sync to other devices, or set to only on this local device.



RaceDay CheckIn Volunteer Mode

Switching Race Configurations

Change Configuration action from menu
or settings to switch device for different
use cases

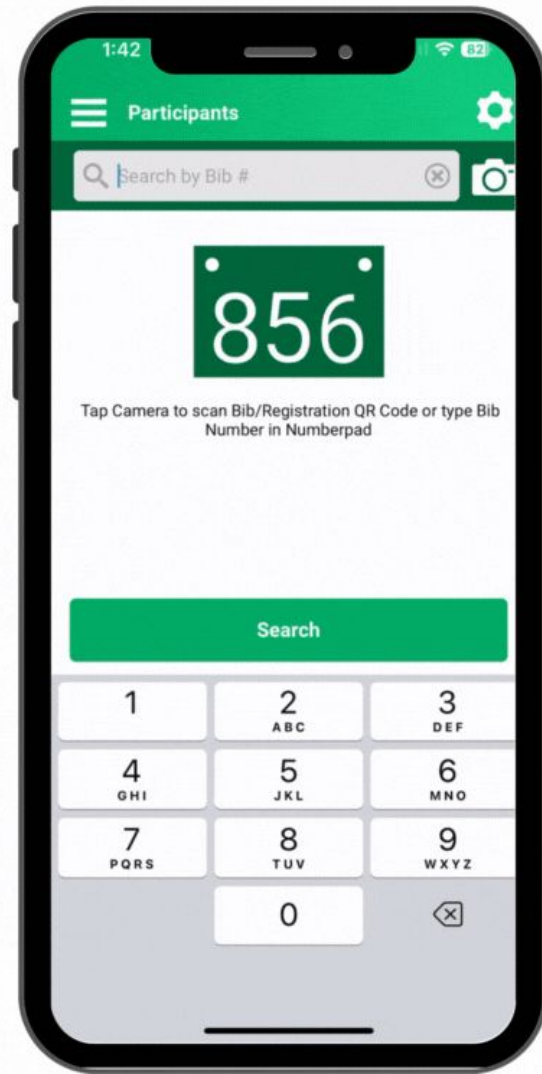
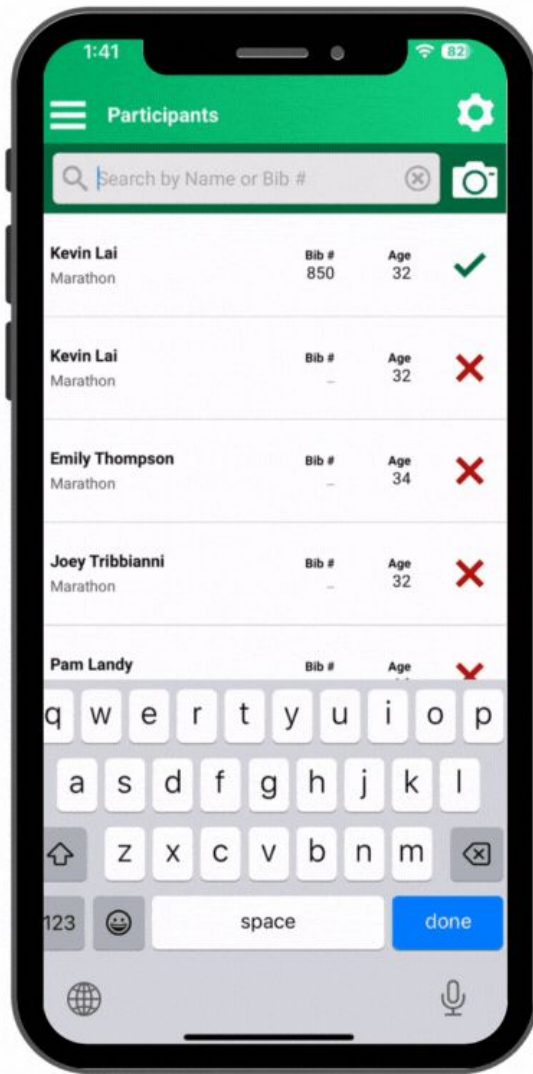




Results Kiosk



Results Kiosk



Results Kiosk

Participants

Search by Bib #

856

Tap Camera to scan Bib/Registration QR Code or type Bib Number in Numberpad

Search

1234567890

@#%&*([)' "

#+= % - + = / ; : ! ? . #+=

ABC undo ABC

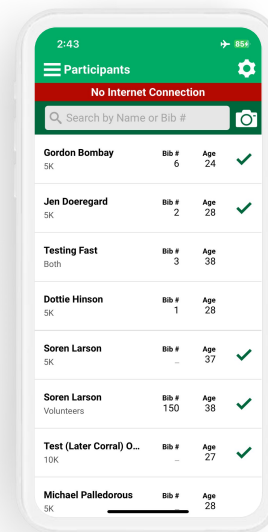
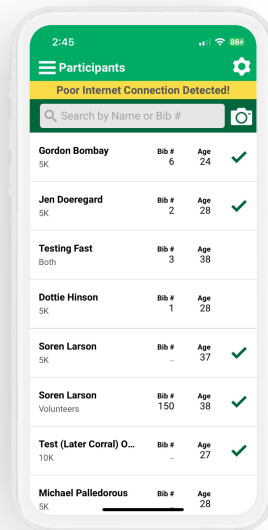
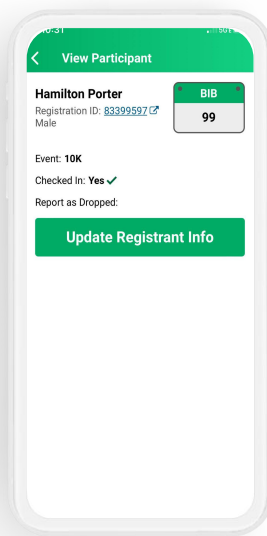


Best Practices



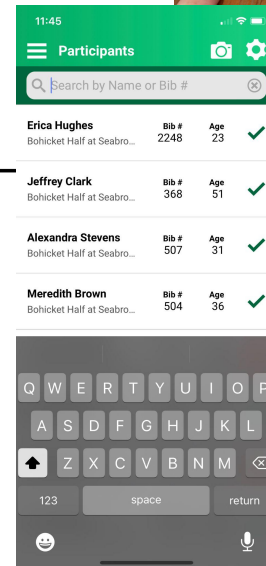
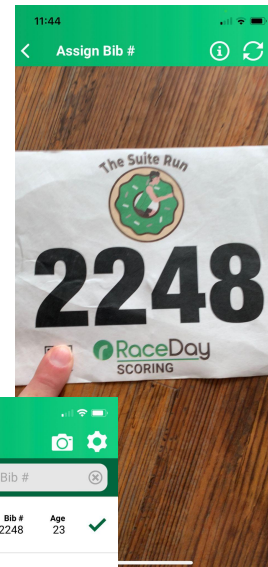
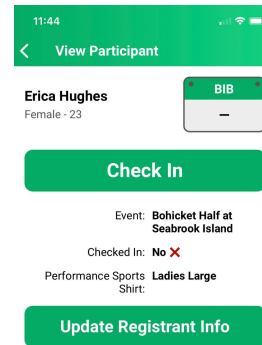
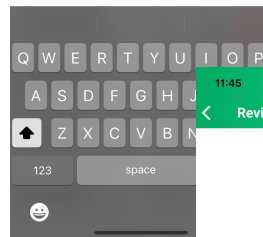
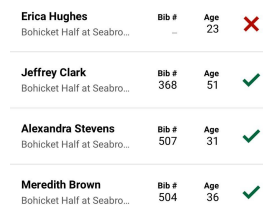
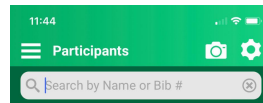
Offline/Spoty Internet

- We warn if you have a Poor Internet connection (yellow bar) or No Internet Connection (red bar)
- CheckIn still works, but will not be able to prevent duplicate assignment the same way a connected device will
- Once enough service is available, participants are updated on RunSignup
- Can set up to prevent CheckIns after X Queued Edits
 - Configurations -> General Options -> Prevent CheckIns After X Queued Edits -> number greater than 3
- **NEW!** Number of edits queued can be made visible



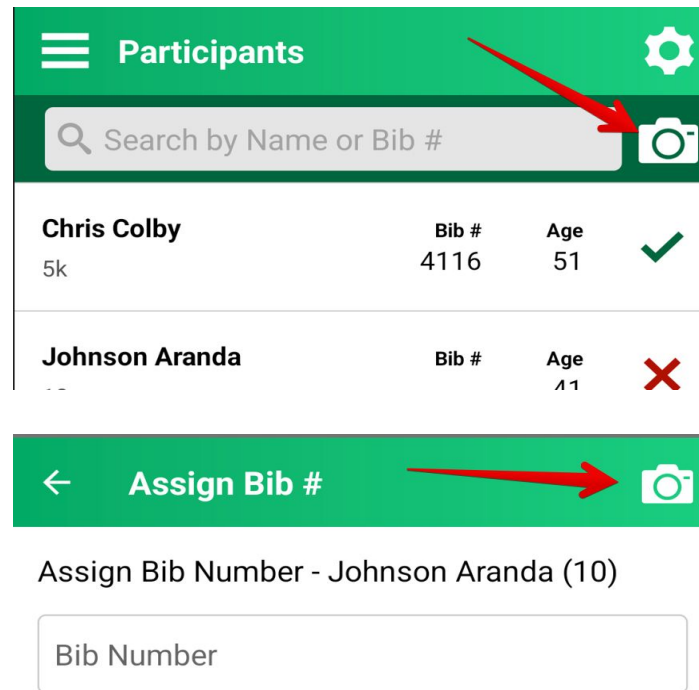
Use QR Codes

- QR codes can be used in two different ways with the Check In App
 - Looking up a Participant** by scanning a QR code that has their **RunSignup Registration ID** embedded into it.
 - Assigning a Bib Number** to a Participant by scanning a bib that has a QR code with a **bib number embedded into it**.
- The standard flow is:
 - Scan a registration QR code** to look up a participant.
 - Then **scan a bib number QR code** to assign them a bib.



Use Auto-Show Camera

- Camera scanning can be enabled manually on the **Participant List** to look up a Participant by their registration ID, or from the **Check-In Step** to assign this participant a bib number by it's QR Code.
- It can also be access automatically if the **Auto-Show Camera in Bib Assignment** setting or the **Auto-Show Camera in Kiosk Mode** setting is enabled in Configuration Settings > General Options.
- Alternatively, **Quick Check-In Mode** can be used to only use the camera to both look up participants and assign bib numbers at the same time.

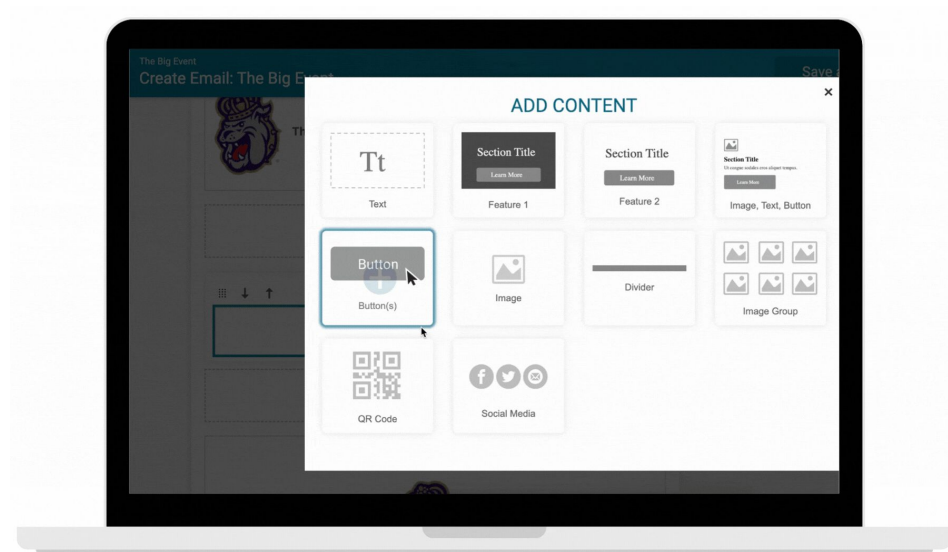




Re-send QR Codes Before PPU

RunSignup will include a registration ID QR code in their default registration confirmation emails, but we also recommend sending out a pre-race email with instructions for packet pickup that includes a registration ID QR code within it using the %registration_id% placeholder.

See this guide for details: [Email V2: QR Code Component for Email - RunSignup](#)





Dual-Use QR Codes

- The app recognizes any URL that ends in “#123” where 123 is the bib number of a participant and is treated as if it were just the bib number.
- This means that you can print one QR code onto your bibs that is **dual purpose** - it can be scanned during packet pickup to **assign the bib** number for Dynamic Bib Assignment, as well as after the race by participants to **find their results**.
- The best URL to use would be the Result URL found which is structured as
- [https://runsignup.com/Race/Results/\[RACE_ID\]/IndividualResult/#\[BIB\]](https://runsignup.com/Race/Results/[RACE_ID]/IndividualResult/#[BIB])
 - <https://runsignup.com/Race/Results/104330/IndividualResult/#2>
- Can be limited to specific year as well:
<https://runsignup.com/Race/Results/104330/IndividualResult/2021/#2>





Leave Registration **Open**

Using the RaceDay CheckIn App allows for races to leave their registration open through the start of the race. This allows for you as organizers to collect online registration/credit card registration easier and without any complications at packet pickup and on race morning.

One thing that often gets in the way of this is the complication of users not being logged in on their phones or remembering their passwords - this can be helped by using **On Site Registration** or **Fast Registration** options

Whether you are using Dynamic Bib Assignment, Automatic Bib-Assignment, Pre-Assigned Bibs, or any combination of these, bib assignment should never be a reason to turn away participants who want to register for a race!





Fast Registration

This allows for faster registration by skipping questions or steps during a certain date range. It does **NOT** override the registration time period.

BE VERY CAREFUL WHEN SKIPPING FIELDS OR STEPS as that information may be important to the scoring of your race, or you may be missing out on donations or contact information.

The screenshot shows a web form titled "Fast Registration Options" with a "Help" button in the top right. Below the title is the section "Enable Fast Registration by Date Range" with a subtext: "These settings apply to all participants who register during the date range entered." A checkbox "Enable fast registration during a date range." is checked. The form has two date pickers: "Start Date *" set to "03/11/2025" at "11:00 PM" and "End Date *" set to "09/13/2025" at "10:59 PM", both in "America/Denver Time".

Below the date range are three columns of checkboxes:

- Skip These Fields:**
 - ☐ Gender
 - ☒ State
 - ☐ Date of Birth
 - ☒ Country
 - ☒ Street Address
 - ☒ Zip Code
 - ☒ City
 - ☒ Phone
- Skip These Steps:**
 - ☒ Memberships
 - ☐ Custom Questions
 - ☒ Tech Partners
 - ☒ Virtual Race Phone/Email Settings
 - ☒ Donations
 - ☒ Corrales
 - ☒ Store
 - ☒ Shipping Address
 - ☒ Fundraisers
 - ☒ Sensitive Data Collection
 - ☒ Result Notifications
 - ☒ Giveaway
 - ☒ Add-ons
 - ☒ File Uploads
- Additional Options:**
 - ☒ Allow participants to register without creating an account. (Subtext: "Requiring an account makes it easier for participants to manage their registrations and sign up for future events.")
 - ☐ Collect Age instead of Date of Birth. (Subtext: "By turning this on, date of birth will be disabled.")
 - Skip These Custom Questions:**
 - ☐ This is a testing event
 - ☐ Are you Really sure?
 - ☐ This is an Internal Question!
 - ☐ Age Place
 - ☐ Chip Time
 - ☐ Early Start
 - ☐ Is it nice out today?
 - ☐ If you would like to sign up to receive text message updates for this race, please enter your cell phone number here.
 - ☐ Can't Score on this!
 - ☐ Gender Place
 - ☐ Clock Time
 - ☐ Volunteer Hours





On Site Registration

Using On Site Registration allows you to set a password protected station for people to register on a device that you manage (not their phones). This allows for accepting cash payments (which are password protected - this password should **NOT** be shared with anyone but the staff accepting these payments).

The screenshot shows the 'On Site Registration' settings page in the RaceDay Tools dashboard. The left sidebar contains a menu with categories: Race, RaceDay Tools (selected), RaceDay CheckIn, RaceJoy, Race Divisions, Results, Virtual/Challenge Results, External Partners, Participants, Reports, Email Marketing V2, Email Marketing (Legacy), Promotion, Text Messaging (Admin Only), and AI Chatbot (BETA). The main content area is titled 'Enable On Site Registration' with a toggle switch set to 'On'. Below this, the 'On Site Registration Link & Password' section includes a 'Share On Site Registration Link' button, a 'Copy Link' icon, a QR code, and a password hint field with a 'Change Password' button. The 'Optional Settings' section includes 'Cash Payments' with a checked option to 'Allow registrants to pay with cash instead of a credit card', a 'Cash Payments Password Hint' field, and another 'Change Password' button.





On Site Registration (Continued)

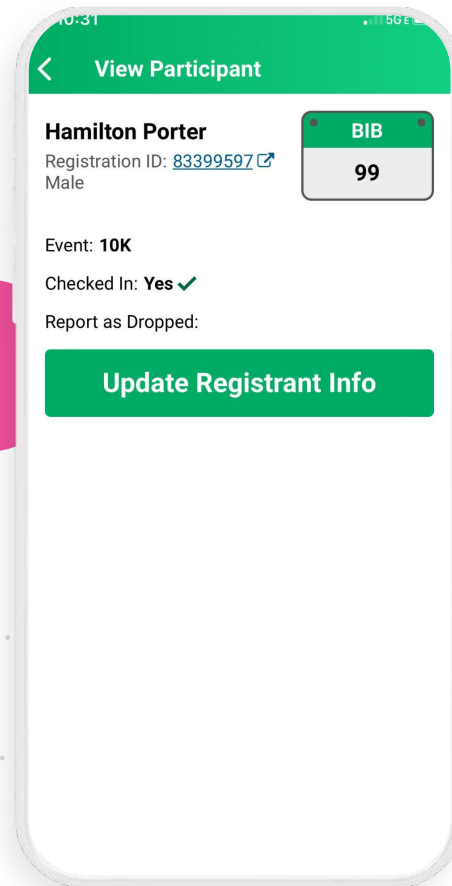
On Site Registration has the same option to skip fields or steps as Fast Registration does, so be sure to test the registration flow when using either method. When in doubt, it is best to simply leave everything unchecked except for “Allow participants to register without creating an account”

The screenshot shows the 'On Site Registration' settings page within the RaceDay Tools dashboard. The left sidebar contains a navigation menu with categories: Race, RaceDay Tools, Participants, Reports, Email Marketing V2, Email Marketing (Legacy), Promotion, Text Messaging (Admin Only), and AI Chatbot (BETA). The 'On Site Registration' option is highlighted under RaceDay Tools. The main content area is titled 'Enable On Site Registration' and has a toggle switch set to 'On'. Below this, the 'On Site Registration Link & Password' section provides a link to share and a QR code, with a 'Copy Link' button. A note states that each device using On Site Registration will need to enter the correct password, followed by a password hint and a 'Change Password' button. The 'Optional Settings' section includes 'Cash Payments' with a checked option to 'Allow registrants to pay with cash instead of a credit card' and an unchecked option to 'Allow cash transactions without a password'. It also includes a 'Cash Payments Password Hint' field and another 'Change Password' button.



Best Practices

- Have a plan for a Lead/Admin to address changes
 - Keeps participants moving
 - More focused training for volunteers
- Notate name on back of bib
 - Shirt Size/Giveaway as well if at a different table
- Include Giveaway Shirt Size on Detail and Confirmation Page
- Include Registration ID for quick link for features not currently supported in the app
- Have a “Use” and “Admin” preset and configuration
 - One Admin per shift to keep participants flowing
 - Only allow “Use” volunteers to check folks in



More Best Practices

- Set up Bib Validation in RunSignup
- Share [THIS VIDEO](#) with your volunteers
- Do a real check in before Packet Pickup opens!
 - Volunteer who is participating
 - Have one of the Earlybirds check in early
- Have a separate Preset for Relays/Teams
- Watch your volunteers through their first couple repetitions
- **Make sure your check in period is open**
 - Does not reset when race is renewed
- When in doubt - ask your timer!

The screenshot shows the 'Bib Validation' setup screen in RunSignup. It is divided into two sections: '5K' and '10K'. Each section has a table with 'STARTING BIB' and 'ENDING BIB' columns. For the 5K race, the starting bib is 1 and the ending bib is 1000. For the 10K race, the starting bib is 1001 and the ending bib is 2000. There are empty input fields for additional races. At the bottom, there is a blue button labeled 'Save Bib Validation'.

STARTING BIB	ENDING BIB
1	1000

STARTING BIB	ENDING BIB
1001	2000

Save Bib Validation

The screenshot shows the RunSignup mobile app interface. At the top, it says 'Assign Bib #'. Below that, it says 'Assign Bib Number - Hamilton Porter (10K)'. There is a text input field containing '2005'. Below the input field, it says 'T-Shirt: Large'. At the bottom, there is a white box with a red border containing the text 'Error' and 'This bib number does not conform to this race's bib validation rules.' Below the error message is a blue button labeled 'OK'.

9:24

Assign Bib #

Assign Bib Number - Hamilton Porter (10K)

2005

T-Shirt: Large

Error
This bib number does not conform to this race's bib validation rules.

OK



Next Step:
**Get RaceDay CheckIn
Timer Certification**





KEEP YOUR RACES

On Demand

WEBINAR SERIES A RACE RETENTION SERIES FOR TIMERS

Keep Your Races: Level Up Your Services

Free Tools & Features to Offer More at Every Race

WEBINAR SERIES A RACE RETENTION SERIES FOR TIMERS

Keep Your Races: Make Your Value Visible

How to Communicate What You Bring to Race Day

WEBINAR SERIES A RACE RETENTION SERIES FOR TIMERS

Keep Your Races: Offer Free, Integrated Photos

Results Integrated Photos Differentiate Your Services





Session 5

August 25 12pm ET





Timer Tip Tuesday

August 18 12pm ET





Workshop Wednesdays

New link for signing up:

<https://calendly.com/rsu-race-day-tools/workshop-wednesday>

- Participants can bring their own requested topics, questions, or scenarios
- Directed focus will vary from week to week based on the season, recent releases to the software, and Timer Tip Tuesday topics
- Up to 12 people per workshop
 - 10am or 12pm EASTERN TIME
- **Workshops will not be recorded**



Questions?



Thank You For Joining Us Today

Any questions?

