#### 2019-2020 Rally Results Entry System

In conjunction with the new points system, we are also initiating a new points entry system. There are 3 steps to entering and submitting your results:

- 1) Enter the racers
- 2) Enter the results
- 3) Send in your paperwork (heat sheets, registration forms, etc.)

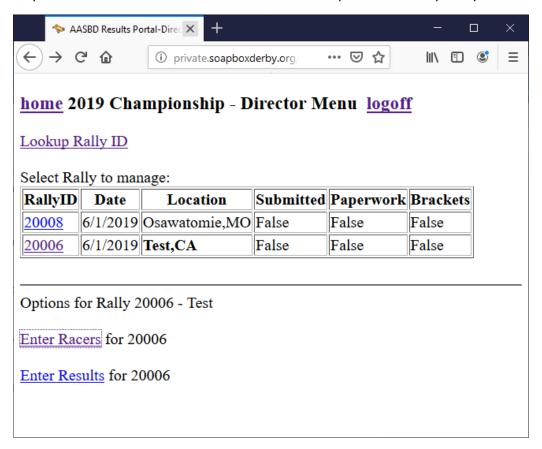
Racer and results entry is done from the following web site:

https://private.soapboxderby.org

If you haven't already done so, please request a login and check the box for director.

#### Select Rally:

All your rallies will be listed with most recent on the top. Select the rally that you want to work on:



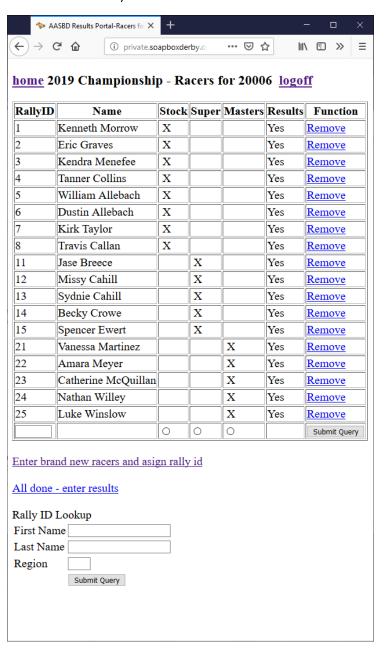
### **Step 1:**

# **Entering Racers:**

Later this quarter, we will roll out racer self registration but for now we ask that you enter the racers for your rally. You can enter racers that you THINK will be there – don't worry if they don't show.

Entry is by rally ID. If you do not know their rally ID, you can look it up by any combination of name and region to find it.

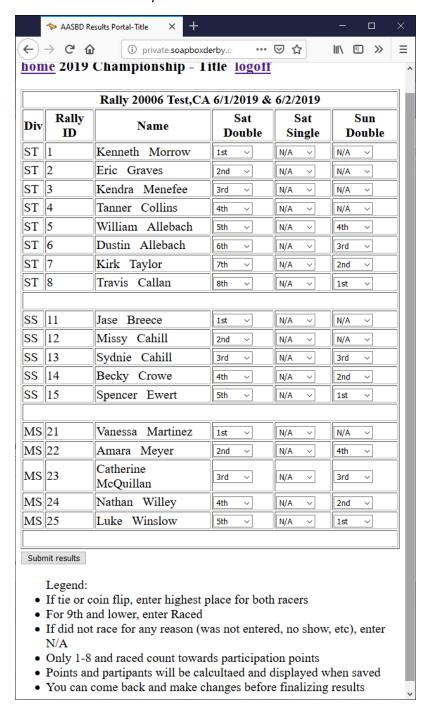
Be sure to enter what division they will be racing in (if they plan on changing division mid race weekend, enter them in both).



### **Step 2:**

## **Entering results:**

After your race, please enter the results. The display will show all racers by division down the left and all races for the weekend across the right. For each race, please enter the place. See the bottom of the display for the latest information on how to enter ties and coin flips. You can enter partial results, save, and come back later if you need to.



### Submitting:

When you have completed the entry of all racers, submit the results. Once submitted, you will not be able to change your entries (you would need to call the office to request any corrections). Your results will be considered \*unverified\* until you also send in your heat sheets and registration forms. Once the office receives your paperwork and verified the information, they will accept the results and post them as live.

# **Points Standings:**

Points will be posted to the public as unverified as soon as you submit. As soon as your paperwork is received and verified, results will be fully posted and region, all-star, national point standings will all be updated instantly.

### **Step 3:**

## Sending in paperwork:

It is still required that heat sheets, registration forms, volunteer waivers, code of conducts, and any additional paperwork is submitted to Kayla within 7 days of the completion of your rally. Please email the above paper work to kayla@soapboxderby.org. Once the office receives your paperwork and verified the information, they will accept the results.