



Cascade Relays

Database Manual

OVERVIEW & TEAM MANAGEMENT

Topic Outline

Database Log-in
View Team Information
Edit Team Information
Register Teammates
Enter Information
Complete Your Roster

Database Login

HOW TO LOGIN

- Once registered for an event, Team Captains and Team Members (Runners, Walkers, Volunteers and Drivers) all have a unique account within the database.
- Follow the link provided on the event's Prepare to Relay page to access the database login page.
- To login, use the email and password used at registration.

Sign in to Account

or use your email account

EMAIL*

email@example.com

PASSWORD*

Password

Remember me

[Forgot Password?](#)

Sign In Now

Dashboard

NAVIGATING THE DATABASE

- Once logged into the database, Team Captains and Team Members will see information displayed for all teams/events they are registered for.
- **Actions** Team Captains have the ability to edit team and Team Member information through the Actions function.
- Team Members only have the ability to view their team details and edit personal information.

The screenshot displays the 'Teams' section of the Cascade Relays database. At the top, there is a 'Screen Lock' button set to 'ON'. Below this, a dropdown menu shows 'All records'. The main content is a table with the following columns: Actions, Event, Team Name, Team Type, Team Division, Team Captain, Volunteer Option, Roster Complete, Bib No, Start Time, Volunteer Paid, Accepted, and Creation date. A green circle highlights the 'Actions' column, which contains links for 'Team Members', 'Team Info', and 'Share Register URL'. The table shows one entry for 'Jo Testing December 2'.

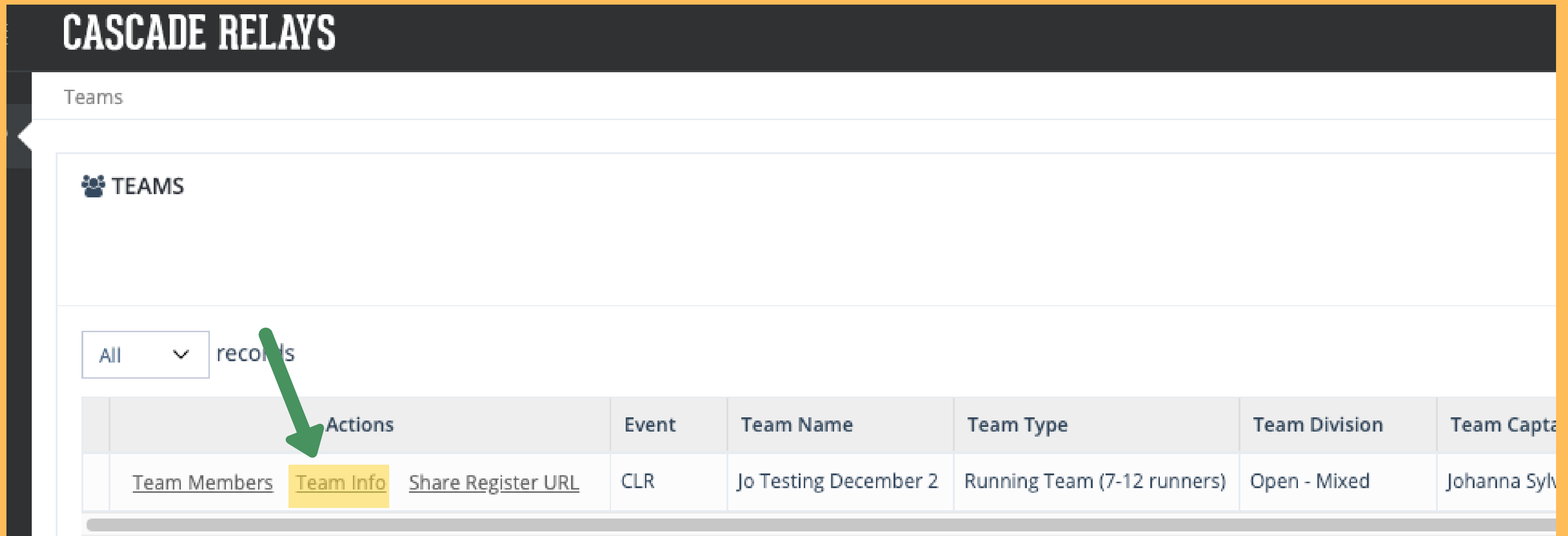
Actions	Event	Team Name	Team Type	Team Division	Team Captain	Volunteer Option	Roster Complete	Bib No	Start Time	Volunteer Paid	Accepted	Creation date
Team Members Team Info Share Register URL	CLR	Jo Testing December 2	Running Team (7-12 runners)	Open - Mixed	Johanna Sylvester	Supply your own Volunteers	N	unassigned	unassigned	No	Yes	12/02/2020 09:24 am

Showing 1 to 1 of 1 entries

Team Details

HOW TO ACCESS THE TEAM DETAILS VIEW

From the dashboard, under **Actions**, click "Team Info" to access the Team Detail View.



The screenshot shows a dashboard titled "CASCADE RELAYS" with a "Teams" section. Below the section header, there is a "TEAMS" icon and a filter dropdown set to "All records". A table lists team information with columns: Actions, Event, Team Name, Team Type, Team Division, and Team Captain. The first row is highlighted, and a green arrow points to the "Team Info" link in the Actions column.

Actions	Event	Team Name	Team Type	Team Division	Team Captain
Team Members Team Info Share Register URL	CLR	Jo Testing December 2	Running Team (7-12 runners)	Open - Mixed	Johanna Sylv

Team Details

VIEW TEAM INFO
ENTER TPCT
ROSTER COMPLETE BOX

- Within the Team Detail, Team Captains can view all of their team information and team members, enter their Total Projected Course Time (TPCT) and check the Roster Complete Box when all teammates are registered.
- Bib number and Start Time will be visible from the Team Detail view once assigned.
- Team Captains do not have the ability to edit their Team Name, Team Type, Team Division or Volunteer Option. Request for these changes but be sent to Cascade Relays at info@cascaderelays.com.

Team Detail

Creation Date: 12/02/2020 09:24 am	Status: Accepted
Team Type: Running Team (7-12 runners)	Team Division: Open - Mixed
Average Team Pace (mins): 41.50	Volunteer option: Supply your own Volunteers
Total Projected Course Time: 0 HRS 0	Captain name: Johanna Sylvester
Team Roster Complete <input type="checkbox"/>	Start Time: unassigned
Bib number: unassigned	
Team Members: 2	Volunteers: 0
	Drivers: 0
	Volunteers Paid: No

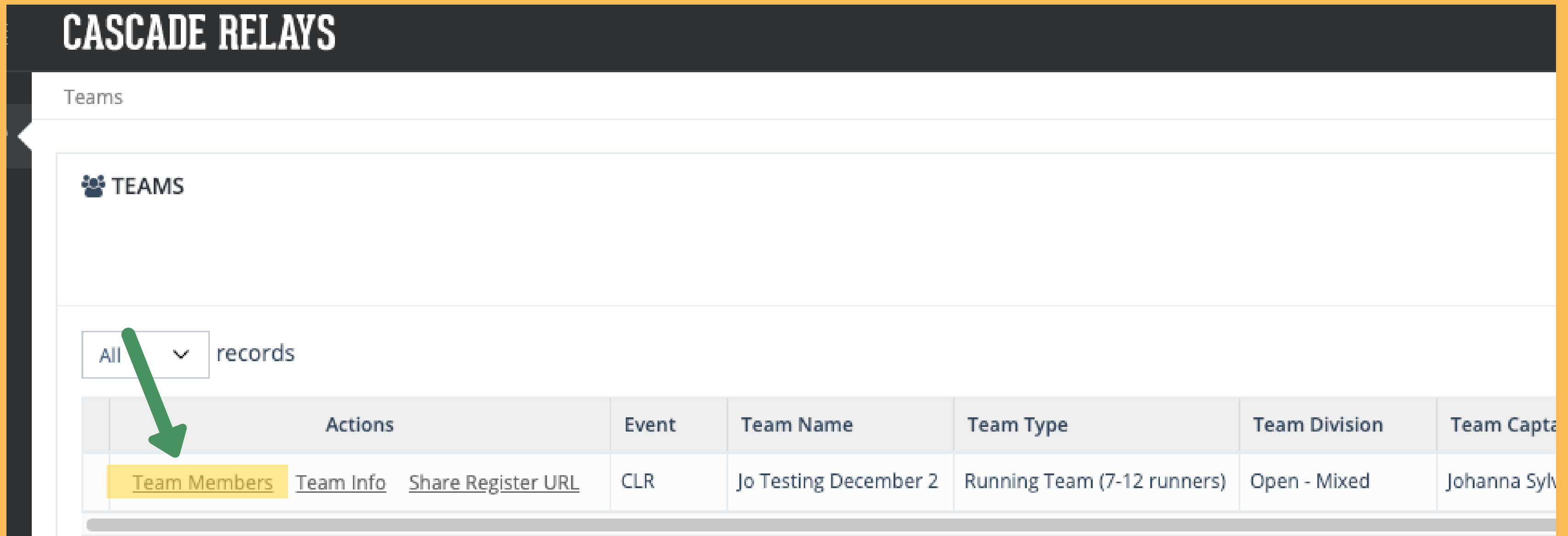
TEAMMATES

Date	Role	User	Email	Telephone	Gender	T-shirt Size	Average 10k Pace	Years Participating
03/23/2020 10:45 am	Runner	Friend of - Jo	johannathomas@gmail.com	1112223333	Female	Womens M	43	1
02/14/2020 10:01 am	Captain - Running	Johanna - Sylvester	jo@cascaderelays.com	5413160191	Female	Womens S	40	5

Team Details

HOW TO ACCESS THE TEAM MEMBERS VIEW

From the dashboard, under **Actions**, click "Team Members" to access the Team Members view.




The screenshot shows a dashboard titled "CASCADE RELAYS" with a "Teams" section. Below the "TEAMS" header, there is a dropdown menu set to "All records". A table lists team details with columns for Actions, Event, Team Name, Team Type, Team Division, and Team Captain. The first row is highlighted, and a green arrow points to the "Team Members" link in the Actions column.

Actions	Event	Team Name	Team Type	Team Division	Team Captain
Team Members Team Info Share Register URL	CLR	Jo Testing December 2	Running Team (7-12 runners)	Open - Mixed	Johanna Sylv

Team Members

VIEW / EDIT / DELETE
TEAM MEMBERS

- Within the Team Members view, all users have the ability to view info for all the members on their team.
- From **Actions**, Team Captains have the ability to edit and delete information for all of team members.
- Whereas, Team Members only have the ability to edit their own information.

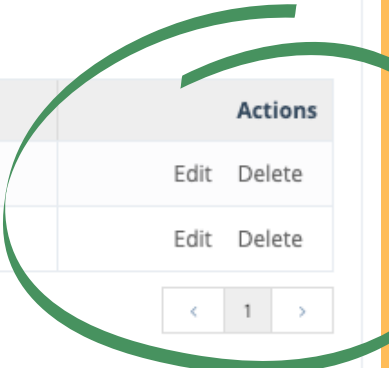
 TEAM MEMBERS

10 records

Date	Role	user	Email	Telephone	Gender	T-shirt Size	Average 10k Pace	Years Participating	Actions
02/14/2020 10:01 am	Captain - Running	Johanna Sylvester	jo@cascaderelays.com	5413160191	Female	Womens S	40	5	Edit Delete
03/23/2020 10:45 am	Runner	Friend of Jo	johannathomas@gmail.com	1112223333	Female	Womens M	43	1	Edit Delete

Showing 1 to 2 of 2 entries


< 1 >



Team Members

EDIT INFORMATION

- Once "edit" is selected from **Actions**, users have the ability to edit the following fields: Email, Phone Number, Address, T-Shirt Size, Gender, Avg. 10K Time, Affiliated Running Club and Yrs Participated in the event. Hit "Save" to save all changes.
- If you need to change the Member Type or Name, you will need to email your request to info@cascaderelays.com.

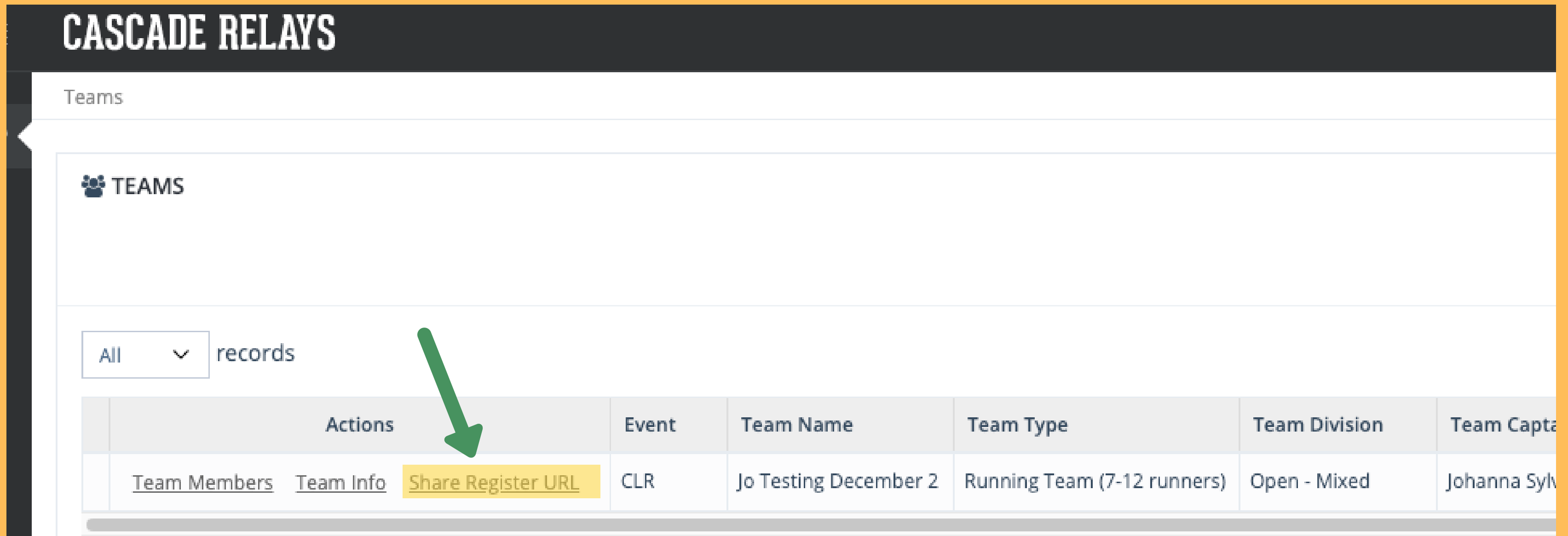
 EDIT TEAM MEMBER

Member Type *	<input type="text" value="Captain - Running"/>	User *	<input type="text" value="Johanna Sylvester"/>
Email *	<input type="text" value="jo@cascaderelays.com"/>	Phone Number *	<input type="text" value="5413160191"/>
Address	<input type="text" value="123 Bend Street"/>	City *	<input type="text" value="Bend"/>
State	<input type="text" value="OR"/>	zipcode	<input type="text" value="97702"/>
T-Shirt Size	<input type="text" value="Womens S"/>	Gender	<input type="text" value="Female"/>
Your Avg 10k Time (in minutes)	<input type="text" value="40"/>	Affiliated Running Club	<input type="text" value="Running Club"/>
<input type="text" value="5th"/>		Registration Date	<input type="text" value="mm/dd/yyyy"/>

Register Teammates

HOW TO SHARE YOUR UNIQUE REGISTRATION LINK

From the dashboard, under **Actions**, click "Share Register URL" to access your unique team registration link.



The screenshot shows the 'CASCADE RELAYS' dashboard with a 'Teams' section. A table lists team records, and the 'Share Register URL' action is highlighted with a green arrow.

Teams

TEAMS

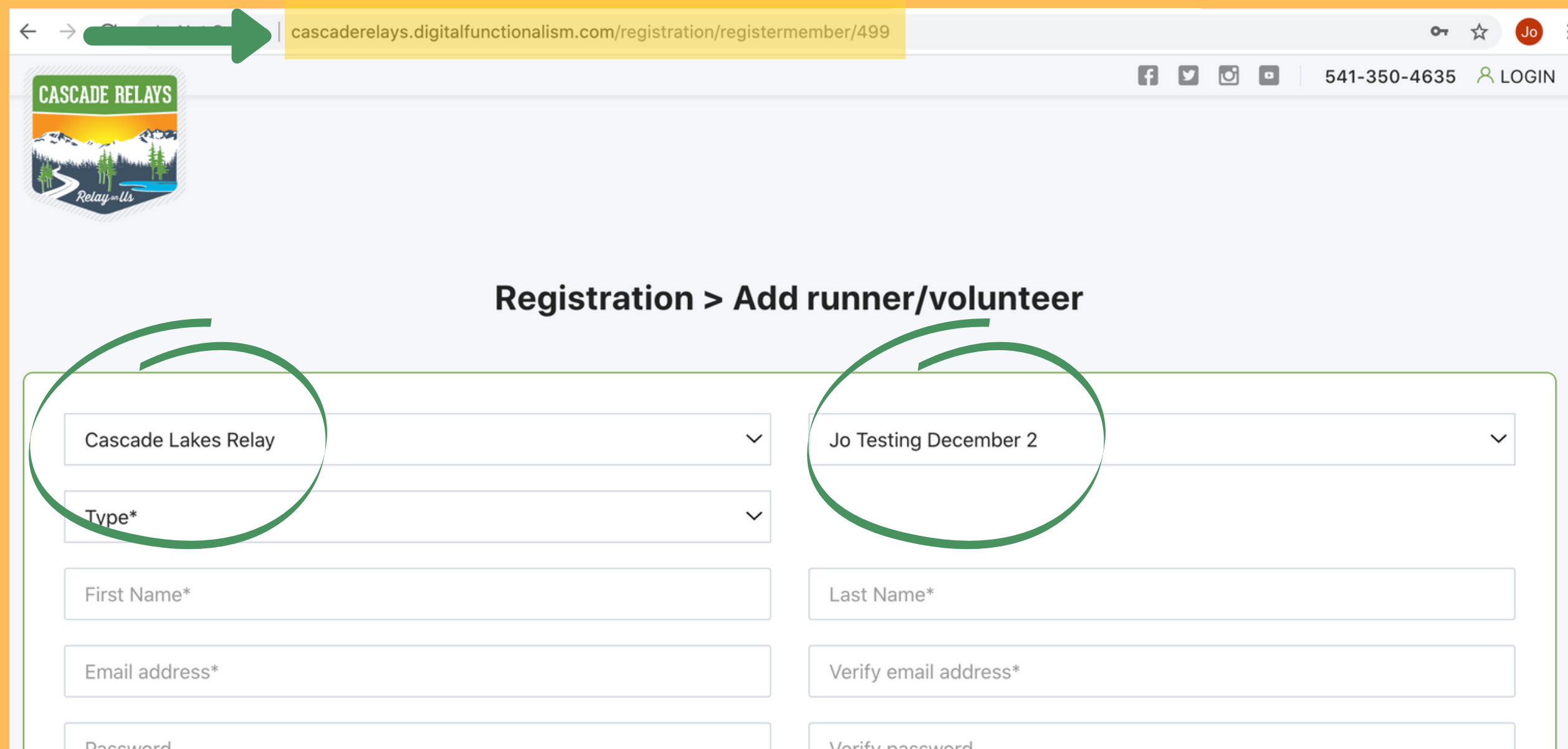
All records

Actions	Event	Team Name	Team Type	Team Division	Team Captain
Team Members Team Info Share Register URL	CLR	Jo Testing December 2	Running Team (7-12 runners)	Open - Mixed	Johanna Sylv

Register Teammates

SHARE REGISTER URL CONT.

- The Share Register URL feature provides an easy way for Team Captains to assist their teammates with registration.
- Simply copy and paste the URL code and share it with your teammates. The event and your team name auto-select when using this URL.
- Bookmark the page for quick access!



The screenshot shows a web browser window with the URL `cascaderelays.digitalfunctionalism.com/registration/registermember/499`. The page title is "Registration > Add runner/volunteer". The form is pre-filled with the following information:

- Event: Cascade Lakes Relay
- Team: Jo Testing December 2
- Type: (blank)
- First Name: (blank)
- Last Name: (blank)
- Email address: (blank)
- Verify email address: (blank)
- Password: (blank)
- Verify password: (blank)

Green circles highlight the event and team dropdown menus, and a green arrow points to the URL in the browser's address bar.

Register Teammates

WAIVERS

- The registration process requires all Team Members to read and sign the Participation Waiver.
- For this reason, it is imperative that all Team Members register themselves.
- Team Captains are not to register their Team Members as done in the past.

Please read the following waiver carefully. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

Check this box if you are a legal guardian registering a Minor (under 18)

I agree to the [Participant Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement](#)

By entering my name bellow, I assert that I have reviewed and agree to all the waivers and agreements I have selected above.

Electronic Signature *

Submit



Still need help?

email us info@cascaderelays.com