

# Virtual Races on ITS YOUR RACE

What is a “virtual race”?

A virtual race is a race that is set up for athletes to register and run or walk a certain distance on their own and record their own time. The “race” is not in any physical location. It’s an ideal way to raise money for a cause without having to go through the logistics of putting on an actual event. ITS YOUR RACE provides great tools for admins to set up and put on a successful virtual race event.

The instructions below take you step-by-step through creating an event on ITS YOUR RACE and converting it to a virtual event. Our IYR VIRTUAL mobile app is an app that syncs directly with the registration and results on ITS YOUR RACE. It allows participants to run their event with their phone and the app will use the phone’s GPS capabilities to track their run or walk and send their results up to ITS YOUR RACE automatically. Instructions for participants to use the app can be found at this link: <https://itsyourrace.com/pc/iyrvirtualhowto>

## **Setting Up a Virtual Event on ITS YOUR RACE**

- 1) Create your event - Login, go to MANAGE EVENTS and click on the CREATE A NEW EVENT button just as you would a physical event.
  - a) EVENT DATE - You can have a single day for everyone to run your race, however, since your event will not be at a physical location, we recommended selecting a RANGE OF DATES to host your virtual event. In the first step of creating your new event, select the EVENT DATE as the date you will allow runners and walkers to start participating in your event.
  - b) Set SHOW END DATE to YES and set the LAST DATE that participants will be able to run your event. So for example, if my virtual race is going to be throughout the month of August, my EVENT DATE will be AUGUST 1, at 12:00AM and my EVENT END DATE will be AUGUST 31st at 11:59PM. Fill out the rest of the fields and continue to the next step.
  - c) Select your desired template. For the FULL DESCRIPTION OF YOUR EVENT, we recommend letting your athletes know how virtual events with ITS YOUR RACE works. Here is a template you can copy and alter for your event:

# HOW DOES THIS WORK?

## REGISTER FOR THE RUN!

Register for the run online for **\$30** (plus processing fees). This includes an event tshirt that will be shipped to your door following the last day of our event (August 31st)

**Registered participants can begin running this virtual race event on AUGUST 1, 2020 at 12:00AM.**

## GET READY TO RUN OR WALK FOR YOUR CAUSE!

Once you're registered, click the link below for full instructions on how to record your time and submit your results:

<https://rsstestevent.itsyourrace.com/pc/iyrvirtualhowto>

**Registration for this event will close on AUGUST 30, 2020 at 11:59PM. All registrants must run their virtual race by 11:59PM on AUGUST 31, 2020. After that, time submissions will no longer be posted to the results.**

- 2) Event Location - Put in a physical location during the event wizard. Once your event is created, you have the option to overwrite the location with text (such as Anywhere, USA!). Instructions for doing this are below.
- 3) Add your RACES (divisions/distances) that you'd like to offer. It's important to set RACES with actual distances (for example, a 5K with 3.1 miles) for the IYR Virtual app and Results to work properly. Note that during the event creation wizard, the options for converting your divisions to virtual are not available. The instructions for doing this are below.
- 4) REGISTRATION TYPES - After you create your races, you will be asked to set up your registration types. You can use the QUICK SETUP option to set the prices. Remember, you should keep your registration open until a date and time close to your EVENT END DATE. In my example, I am keeping registration open until 11:59PM on August 30th, and

my registrants have until 11:59PM on August 31st to run their race.

- 5) Once your registration types are set up, I typically go in and EDIT each registration type and uncheck "SHOW and REQUIRED" for emergency contact, since that field is not necessary for a virtual race. If you will be displaying results for your virtual race, you will want to leave BIRTH DATE as an option so the event is scored properly by age groups.
- 6) Set up payment information - With all events on ITS YOUR RACE, we need to know where the money will be paid out. Your event must be set up under a business account with a valid W9 for check payments or create a Stripe account tied to your business checking account for direct deposit payments. If you have this information, you can set yourself as the OWNER and proceed with connecting a payment account or filling out a W9 for check payments, or you can set yourself as MANAGER or TIMER and send the owner an invitation to fill out the payment information via email.
- 7) On the final step of the event wizard, under CUSTOM HTML I typically copy and paste the "how-to" information that I put on the event details page, so all registrations will have the link that shows them how to run a virtual race using the IYR Virtual mobile app. Here is a template to copy and paste into the CUSTOM HTML ON RECEIPTS/ORDER CONFIRMATION EMAILS:

**HIGH FIVE! YOU'RE REGISTERED!**

**View the link below for full instructions on running or walking your virtual race:** <https://rsstestevent.itsyourrace.com/pc/iyrvirtualhowto>

**You can begin running your virtual race for this event on **AUGUST 1, 2020 at 12AM EST.****

**All registrants must run their virtual race by **11:59PM on AUGUST 31st.** After that, time submissions will no longer be posted to the results.**

- 8) Proceed to the Event Dashboard and make the following changes to turn your event to a virtual race:
  - a) Go to the RACES menu item and EDIT each race.
  - b) Make sure RESULTS - SHOW ONLY FINISHERS is set to NO
  - c) Change RESULTS TYPE - to VIRTUAL RACE and set the dates and times to your START and END date range. In my example, my Date to Start Allowing Results to be Posted by Participants will be August 1, 2020 at 12:00AM and my end date will

be August 31, 2020 at 11:59PM.

- d) Set the DATE TO START SHOWING RESULTS. This will depend on how competitive you are making your event. For all charitable virtual events that I've set up, I always opt to set the DATE TO START SHOWING RESULTS to the date and time I am allowing results to be posted, or the event START DATE and TIME. This prevents confusion when a participant runs the race using the IYR app then going to check their results.  
However, if you are planning on offering a more competitive virtual race and want to wait until all finishers have submitted their times to display results and offer finisher certificates, you may opt to wait to display results until the event END DATE and TIME.
- e) For CUSTOM HTML to show at the top of the results page, I remind participants again of the date and time range that they are permitted to run their race and give them the link with instructions to run their race:  
***Participants can run their virtual race anytime between AUGUST 1, 2020 at 12:00AM and AUGUST 30, 2020 at 11:59PM. After that, results will no longer be able to be update. For instructions on running your virtual race and posting results, [click here](#).***
- f) LOCATION - If you would like to turn your event location off, go to EVENT SETTINGS - LOCATION and under "SHOW THE FOLLOWING TEXT INSTEAD OF CITY AND STATE" you can fill something like "All of the World!" or "Anywhere, USA!" or just enter a space if you'd like the location to be completely blank.