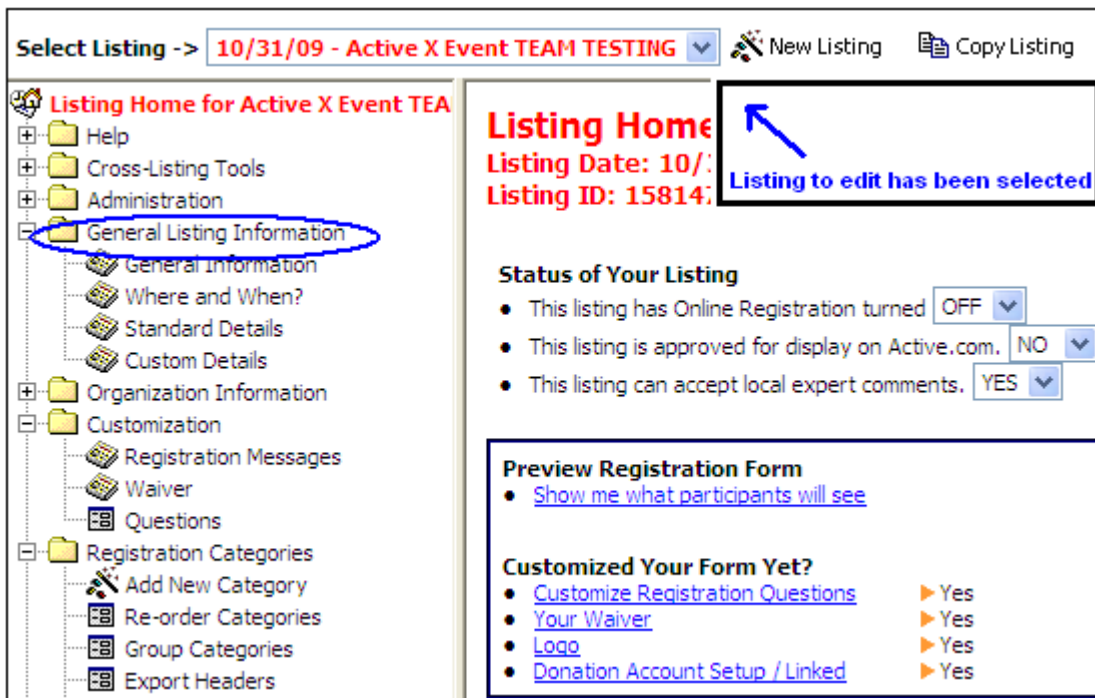


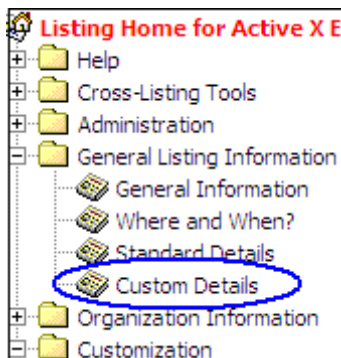
Custom Details

This document will walk through the process of how to make edits to custom details.

1. Go to the General Information folder on the left side of the screen.



2. **Click CUSTOM DETAILS** tab.



3. The Custom Details created is the information below the black solid line.

Details Table	
Date:	Saturday, October 31, 2009 7:00 AM
Location:	La Jolla - Girard St
Address:	1090 Prospect St
City:	La Jolla
State:	CA
Country:	USA
Fees:	8 Mile Ra 08; \$20 thereafter 3 Mile Fu 01/08; \$15 thereafter
Online Reg. Closes:	November Pacific Time
<hr/>	
Parking:	Please park around back in Lot 25 [Edit Delete]
Directions:	From I-5 take exit 14 and turn right. End at the stadium on your right. [Edit Delete]
Label:	<input type="text"/>
Detail:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
Order:	3 <input type="button" value="v"/>

The Custom Details created will appear as below for the registrant on the event details page:
(for example: please see the Parking and Directions sections)

<p>Date: Saturday, October 31, 2009</p> <p>Time: 07:00 AM</p> <p>Venue: La Jolla - Girard St</p> <p>Address: 1090 Prospect St La Jolla, CA 92222</p> <p>Brief Description: Come out and join us for our 1st annual event. After go soak up rays of sun at La Jolla Cove.</p> <p>Fees: 8 Mile Race - \$15 until 09/01/08; \$20 thereafter 3 Mile Fun Run - \$10 until 09/01/08; \$15 thereafter</p> <p>Online Registration Closes: 11/01/09 11:59 AM</p> <p>Website: http://www.active.com/running</p> <p>Parking Please park around back in Lot 25</p> <p>Directions From I-5 take exit 14 and turn right. End at the stadium on your right.</p>	
--	--

Custom Details Created

Two blue arrows point from the 'Custom Details Created' box to the 'Parking' and 'Directions' sections of the event details page.

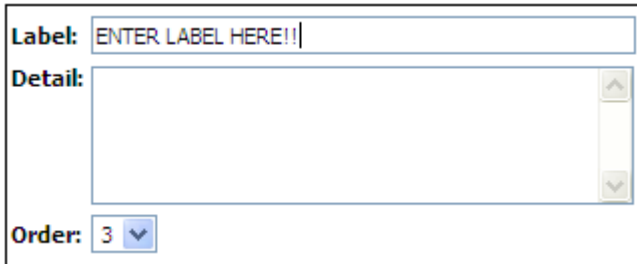
4. In Custom Details the following can be done:
 - a. Edit a current custom detail
 - b. Add a new custom detail
 - c. Delete a detail
5. To update a custom detail **click the EDIT** link for that specific detail.

Parking:	Please park around back in Lot 25 Edit Delete]
Directions:	From I-5 take exit 14 and turn right. End at the stadium on your right. Edit Delete]

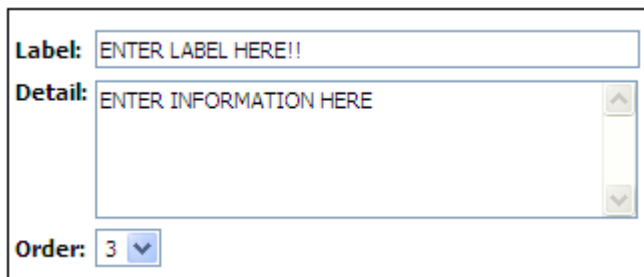
6. Make any necessary adjustments and then **click SAVE DETAIL** at the bottom right of the screen.

<input type="button" value="Save Detail"/> <input type="button" value="New Detail"/>
--

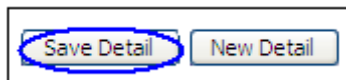
- To add a new detail, first enter the label.



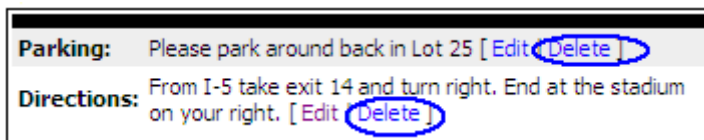
- Next, enter the detail in the box located directly beneath.



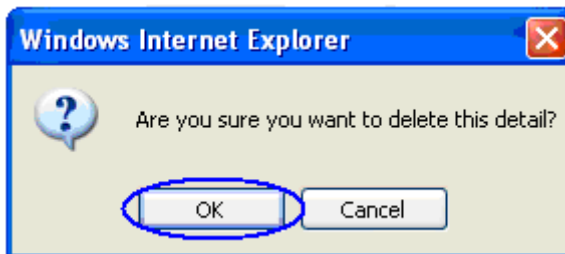
- Click **SAVE DETAIL** in the bottom right of the screen.



- To delete a detail, **click the DELETE** link next to that detail.



- Click **OK**.



Note: The custom detail field has a maximum of 250 characters and is HTML capable. In addition, the order the details will appear on the front event details page can be adjusted.