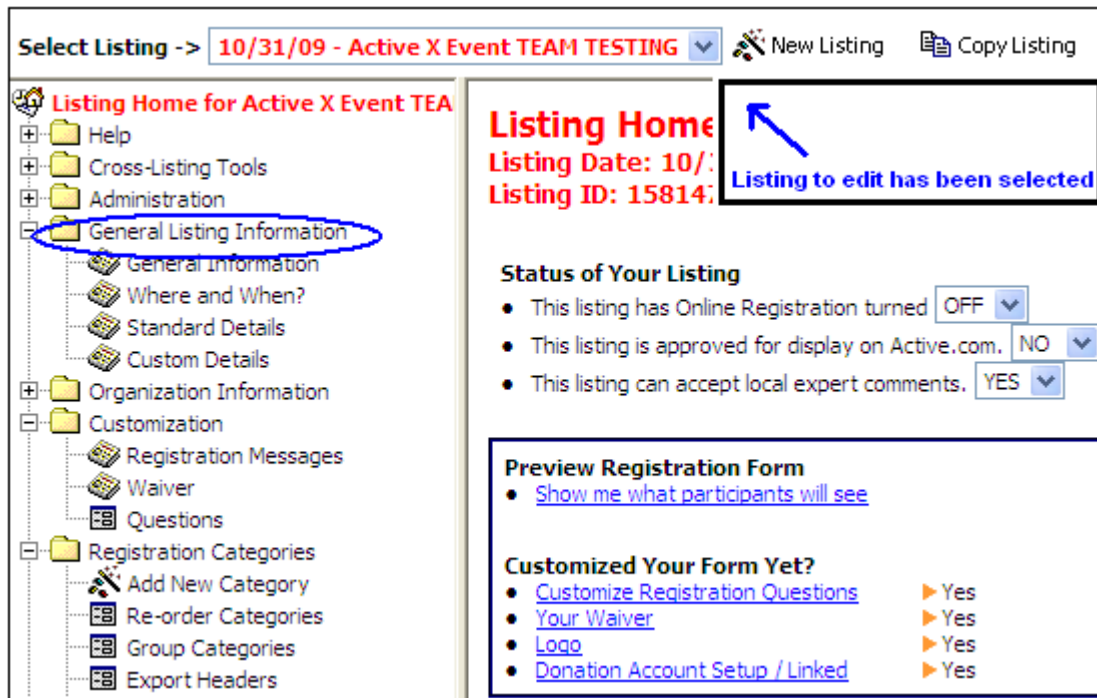


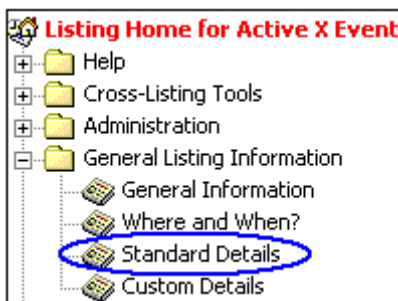
## Standard Details

This document will demonstrate the process of how to update/edit your event's Standard Details.

1. Go to the General Listing Information folder on the left side of the screen. *(The General Information and the Where and When tabs were already updated during the wizard process.)*



2. **Click STANDARD DETAILS** tab.



- 3. Here the following things that can be edited and/ or updated.
  - A. Logo (event logo does not copy over)
  - B. Update Fees section
  - C. Add or update Brief Description
  - D. Add or update Additional Information

**A. Logo:** [\[click here to add/update your logo\]](#)

**Details Table**

<b>Date:</b>	Saturday, October 31, 2009 7:00 AM
<b>Location:</b>	La Jolla - Girard St.
<b>Address:</b>	1090 Prospect St.
<b>City:</b>	La Jolla
<b>State:</b>	CA
<b>Country:</b>	USA
<b>Online Reg. Closes:</b>	November 14, 2009 11:59 PM Pacific Time

**Fees:**  **B.**

**Times:**  
Any 'Times' information entered in this field will supersede the time entered for the event's start date on the 'What and When?' form.

**Display close date?**  Yes  No

**C. Brief Description** (limit 500 characters)

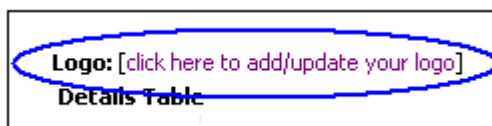
BRIEF DESCRIPTION

**D. Additional Information**  
Include any information to be added to your online details page.  
Examples: schedule, divisions, difficulty, history, crowd, prizes

ADDITIONAL INFORMATION

A. Logo

- 1. To upload a new logo, click the link at the top of the page that says [click here to add/update your logo](#).



- Next, **click BROWSE** to upload a logo saved on your computer.



- Select the logo to be uploaded.
- Click SAVE** at the bottom right of the screen.

## B. Fees

- The fees box located at the bottom half the page is updated here in Standard Details.



Note: All of your categories and their current pricing will appear on your front event details page, but if you have a price change after a certain date or would like to give extra information regarding fees, this is where the information can be placed.

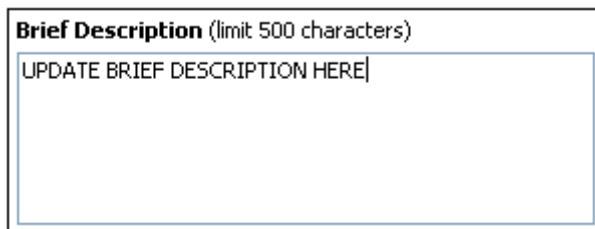
- Insert the fee information in the box.



- Click SAVE.**

## C. Brief Description field is where you can update the description from last year.

- Make sure to update all dates and times with this year's information.



This section is limited to 500 characters.

- When all the information has been updated, **click SAVE.**

Note: If your brief description is longer than 500 characters then you may want to place the text in the 'Additional Information' section instead (as there is no character limit there).

- D. The 'Additional Information' field is an unlimited field that you can use to communicate additional event information to your participants.
1. If the 'Additional Information' field was used in the past please be sure to update all dates, times and locations so the text is relevant for this year's event.

**Additional Information**  
Include any information to be added to your online details page.  
Examples: schedule, divisions, difficulty, history, crowd, prizes

UPDATE ADDITIONAL INFORMATION HERE!!

2. When all information has been updated, **Click SAVE**.

Note: The Brief Description and Additional Information boxes are both HTML capable.

If any edits, updates, and/ or changes have been made to the standard details page, be sure to **click SAVE** at the bottom right corner of the page before navigation elsewhere or your information will be lost.