

BRITISH ROWING

# Setting up a Competition in BROE2

Version 2 – Jan 2020

TEAMWORK | OPEN TO ALL | COMMITMENT



If you are a current competition administrator, competition entries secretary and/or anyone deputised by their competition to act in this capacity you will have access to the British Rowing Online Entry system (BROE). After you have logged into BROE you will see a list of the competitions you are an administrator for.

Click on the competition you're looking for.

It will then show you the Upcoming meetings with the planned date for that competition. If the date is wrong, then immediately contact Sarah Leys ([onlinentry@britishrowing.org](mailto:onlinentry@britishrowing.org)) to get the date corrected and do not go any further until this is done.

When the date is correct, click on it and four questions will be asked relating to the use of BROE2 before being able to proceed with opening for setup.

To open this meeting for setup in BROE2, please provide the following information.

The information obtained from BROE2 will be securely stored on a password protected device

Please select...

I understand that in using BROE2 I will have access to the personal information of competitors. I will ensure that any device I use to access BROE2, or any storage solution I use to hold that information will be secured through password and/or encryption. It is my responsibility to ensure there is no unauthorised access to this information.

The information obtained from BROE2 will only be used for the purpose of running the competition

Please select...

Care should be given as to the use of data obtained through BROE2. It may be used for the purposes of administering the competition but must not be passed to third parties who do not have a direct role. If you use a third party solution you should have a written agreement outlining the data provided and the scope of their use.

We are using a software solution to manage the competition:

Please select...

We agree to follow the principles in the [British Rowing Privacy Policy](#):

Please select...

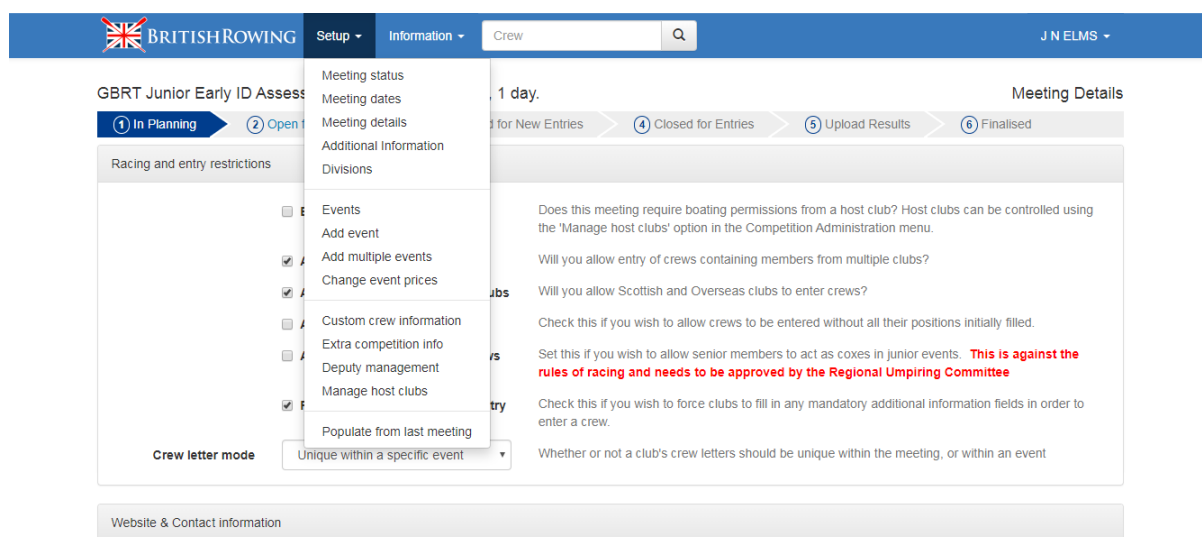
The British Rowing policies are a good starting point for your own policies.

✓ Open for setup

Now you are in! At the top of the page there are two tabs. On the left "Set up" and on the right "Information". Click on the "set up".

## SET UP

A drop down list will appear with the following titles and you simply work through them as appropriate.



## MEETING STATUS

This has a diagram showing the various stages a competition goes through from in planning to finalisation. It's also the screen where you find the buttons to click on to change the status of the competition eg. in planning / open for entries / suspended for entries /closed for entries etc. There is also a button (top right) to click on if you need to cancel the competition. NOTE only the main administrator can open and close the competition for entries.

## MEETING DATES

This is the time and date you open and close entries. This information feeds directly to the calendar on the BR [website](#) and is displayed to clubs on BROE2.

## MEETING DETAILS

This is where you fill in a lot of the basic information about the competition. Of particular note are:

- Accepting entries from Scottish & Overseas Clubs – The points recorded in BROE might not fully reflect the ability of Scottish & Overseas competitors and accepting such entries may necessitate extra administration by the competition organisers – see 5-5-3g of the [rules of racing](#).
- Placeholders – this enables a club to enter a crew without declaring all of the members. NOTE – the full crew line up does need completing BEFORE entries close. This does help prevent clubs “using” people’s membership numbers as placeholders and forgetting to change them prior to entries closing.

- Force Additional information – For example if you have limited space you might need to know in advance how many trailers will be attending.
- Auto suspend – setting this will mean the system automatically suspends (rather than closes) entries at the time you set in the meeting dates section.

## **ADDITIONAL INFORMATION**

If you ticked “force additional information” in the **MEETING DETAILS** section this is where you set up the questions you want to ask. You can either force questions to be answered by each club or by each crew or both.

## **DIVISIONS**

If you are splitting your regatta or Head into divisions this is where you do this. NOTE in head races a division must be one length of course due to the way points are allocated so for example if you run “morning division long course” and “morning division short course” they will need setting up as separate divisions in BROE.

## **EVENTS**

This is where you set up the individual events e.g. W.J14 1x. There are options for setting up events either individually or in bulk. You are also able to change the name of events and add notes.

One decision you need to make is do you offer a general event and band the crews once entries close or do you set up multiple events with specific entry criteria, e.g. “Open 4+ and band or “beginner 4+, Intermediate 4+ & Championship 4+”. You do the latter by setting up multiple versions of the former and renaming them. NOTE the system will not police your own specific entry criteria.

## **CUSTOM CREW INFORMATION**

This is where you can bulk upload custom crew information e.g. crew numbers or names.

## **EXTRA COMPETITION INFO**

This is where the competition can edit the general information about itself. This information is used in the almanac and on the BR website.

## **DEPUTY MANAGEMENT**

The main administrator for a competition can only be changed by BR but that person can add and remove deputies here.

## MANAGE HOST CLUBS

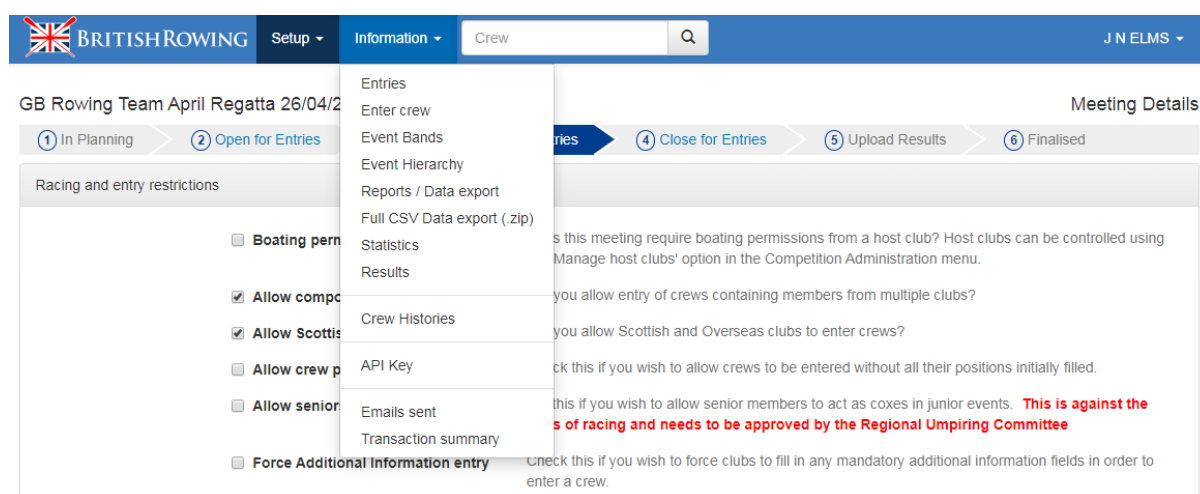
If crews can go afloat from multiple locations here is where you can set up the options. Club availability for hosting is between the competition and club(s) concerned.

## POPULATE FROM LAST MEETING

This menu option allows you to transfer the event set-up information, including the Meeting Details page, Additional Questions, Host Clubs and Events from the previous year's meeting date. It does not transfer the bands or crews! You can edit and update the information relevant to the upcoming competition. It is a good starting place if most of the competition is similar to last year.

## INFORMATION

Once the competition is "open" you use the "Information" tab.



The screenshot shows the British Rowing website interface. At the top, there is a navigation bar with the British Rowing logo, a 'Setup' dropdown, an 'Information' dropdown, a search bar with the text 'Crew', and a user profile 'J N ELMS'. Below the navigation bar, the main content area is titled 'GB Rowing Team April Regatta 26/04/2020'. A progress bar shows the current stage as '2 Open for Entries', with other stages being '1 In Planning', '3 Entries', '4 Close for Entries', '5 Upload Results', and '6 Finalised'. The 'Information' dropdown menu is open, listing options: Entries, Enter crew, Event Bands, Event Hierarchy, Reports / Data export, Full CSV Data export (.zip), Statistics, Results, Crew Histories, API Key, Emails sent, and Transaction summary. The 'Meeting Details' page is visible in the background, showing a section for 'Racing and entry restrictions' with several checkboxes: 'Boating permissions' (unchecked), 'Allow competition from multiple clubs' (checked), 'Allow Scottish and Overseas clubs to enter crews?' (checked), 'Allow crew positions to be entered without all their positions initially filled?' (unchecked), 'Allow senior members to act as coxes in junior events?' (unchecked), and 'Force Additional Information entry' (unchecked). The text for 'Allow competition from multiple clubs' includes a warning: 'This is against the rules of racing and needs to be approved by the Regional Umpiring Committee'.

## ENTRIES

List all of the crews who have entered the competition, their entry status (Accepted, Submitted, Withdrawn/ Scratched etc) and their payment status.

## ENTER CREWS

If you need to enter crews as the competition administrator

## EVENT BANDS

If you need to subdivide an event into bands and groups once entries have closed:

- Bands splits the entry by ability with band 1 being the higher ability – and at the top of the page. (Vertical splitting)
- Groups splits the event but not by ability. (Horizontal splitting)
- You can also split a band.

For example, if you had 32 W.1x's you could split it into three bands 1,2 & 3 with 8 crews in band 1, 8 in band 2 and 16 in band 3 and then split band 3 into two groups of 8.

### **EVENT HIERARCHY (only regatta's)**

If you decide to set up specific events with entry criteria rather than using banding to divide them this is where you detail the relationship between the various events.

For example, you decide to run three events in coxed fours (4+), beginner, intermediate and Championship. In the Hierarchy the "championship" event is the "parent" event. The "intermediate" event is the "child" event and the "beginner" event is the "child of the child". It's also possible to have events of an even level e.g. Championship eights as the parent with both "University" and "club" eights events placed as equal children under the championship event.

### **REPORTS / DATA EXPORT**

There are various reports you might find useful depending on your set up.

### **CREW HISTORIES**

A timeline showing any edit made to a crew by a club administrator or an action completed relating to a crew by a designated competition administrator.

### **RESULTS**

For templates relating to result uploads for both regattas and head races click on the green "Help" button in the bottom left of your screen. This takes you to the BROE2 Help page and includes, amongst other useful information, a link to 'useful documents' under Main Menu where you can find these example templates.