



# RIDERNET

Ride. Race. Enjoy.

## Event Reporting and Financial Transactions

To view the Reporting, Financial records and Download Documents, club administrators can access this from their Manage Events.

By clicking Manage Events, you will have the option to View, click View to review the event setup and reporting.

Test	Toowoomba Motocross Club	Competitive Club	Motocross	27-Aug-22	Echo Valley QLD	Active MX/22/C/00035 Permit Fee: \$0.00	Deactivate	Completed	<b>View</b>
👤 1 registration									

The following page will take you to the Event Details. From here you will be able to review the setup including the Details, Registration, Clubs & Locations, Officials & Endorsements, Classes, Supp Regs and Products & Questions.

If any information requires changing or updating, you can click 'Cancel' which will revert the event into Inactive, which you will be able to edit before resubmitting for approval.

View Participants, Reports and Download Documents will also be available.

### Event Details

[View Participants](#) [Reports](#) [Download Documents](#) [Cancel](#) [Copy](#) [Close](#)

[Details](#) [Registration](#) [Clubs & Locations](#) [Officials & Endorsements](#) [Classes](#) [Supp Regs](#) [Products & Questions](#)

Status	Active
State	QLD
Event Name	Test
Permit Type	Competitive
Event Type	Club
Event Discipline	Motocross (MX)
Event Short Description	Test
Event Image	

[Updates](#)

Clicking 'View Participants' will display all attendees of the event, including Riders, Officials and Coaches and includes their Name, RiderNet ID, Licence Status, Address, Emergency Contact and Ambulance Fund information.

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The information can be downloaded and exported in a CSV format.

### Event Participants

Attendee Types:  Participant  Official  Coach

Filter:  Find:

EVENT	EMERGENCY CONTACT										AMBULANCE POLICY FUND									
	NAME	RIDERNET	ACT.	SUSP.	ENDORSEMENT	LICENCE	ADDRESS	PART.	OFF.	COACH	NAME	RELATIONSHIP	PHONE	NAME	NUMBER	EXPIRY	CHECKIN DATE	NOTES	PAID	CAN CHECKIN
752495	Test																			
Lisa Smith	313287	Yes		Inactive		1 Loonar Ave Tasville QLD 4222	Yes	No	No	Chris Bailey	Brother							N/A		<input type="button" value="View"/>

**NOTE: riders that are highlighted red do NOT have a valid or current MA licence. They will need to be contacted to renew their licence or purchase a licence for the event.**

By clicking on 'View', this will open a window on the screen which will allow you to view the member in greater detail, including:

- Details – personal details, address, emergency contacts and insurance information
- Classes – classes entered for the event
- Licences – current licences held by the rider
- Endorsements- list of the valid endorsements for the rider
- Suspensions – any current suspensions applied to the rider, including the type and when they were suspended

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### Member Details

- 
- 
- 
- 
- 

#### MEMBER DETAILS

First Name :  
 Middle Name :  
 Last Name :  
 Gender : \*  
 Date of Birth :  
 Mobile :  
 Profile Picture :  
 Are you of Aboriginal / Torres Strait Islander descent? \*

#### RESIDENTIAL ADDRESS

Address :  
 Address :  
 Suburb :  
 Postcode :  
 State : \*  
 Country : \*  
 Is your postal address different to your street address?

#### Postal Address

Address :  
 Suburb :  
 Postcode :  
 State :  
 Country :

#### EMERGENCY CONTACT DETAILS

Emergency Contact Person :  
 Emergency Contact Phone No :  
 Relationship : \*



**REPORTS:**

Clicking 'Reports' will display the reports available to Event and Club Administrators. The following reports are available:

- Participants
- Riders/Class
- Rider/Products
- Questions
- Medical
- Supp Regs
- Event Payments

## Event Reports

[Participants](#)
[Riders/Class](#)
[Riders/Products](#)
[Questions](#)
[Medical](#)
[Supp Regs](#)

[Event Payments Report](#)

The 'Participants' report will redirect to the Event Participants page and display the same information.

**Riders/Class report** will show the riders entered and information regarding their entries including, Class, Race Plate, Sponsors, Class Fees, Bike details, as well as personal information, licencing, and paid status.

### Event Riders/Class

Filter:  Group By:  [Search](#) X Close

EVENT		EMERGENCY CONTACT										AMBULANCE POLICY FUND														
NAME	RIDERNET	DOB	EMAIL	STATE	ACT.	SUSP.	SUSP.TO.	LICENCE	ENDORSEMENT	PART.	OFF.	COACH	NAME	RELATIONSHIP	PHONE	NAME	NUMBER	EXPIRY	CHECKIN DATE	NOTES	PAID	CAN CHECKIN	ROLE	CLASS NAME	CLASS DESCRIPTION	RACE PLATE
Lisa Smith	313287	15/12/2010	test@test.com	QLD	Yes			Inactive		Yes	No	No	Chris Bailey	Brother							Yes	Yes	Rider	MX2		45345435

[Download Riders/Class](#)

The report can be downloaded and exported in a CSV format.

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**The Riders/Products report** will show the riders name, RiderNet ID, DOB, Product, Quantity, Price of each Unit and Total price.

The report can be downloaded and exported in a CSV format.

### Event Riders/Products

X Close

Filter:

Search

EVENT									<a href="#">Download Riders/Products</a>
NAME	RIDERNET	DOB	PRODUCT	DESCRIPTION	VARIANT	QTY	UNIT PRICE	PROD PRICE	
Luke			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
David			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Cody			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Jack			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Ben			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Scott			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Cooper			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Levi			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>
Kadel			Transponder Hire	Transponder Hire	Transponder	1	15.0000	15.0000	<a href="#">View</a>

**The Questions report** will show the any questions that had been setup during the registration process, the answers, rider name, DOB and RiderNet ID.

The report can be downloaded and exported in a CSV format.

### Event Riders/Products

X Close

Filter:

Search

EVENT					<a href="#">Download Riders/Questions</a>
NAME	RIDERNET	DOB	QUESTION	ANSWER	
Michael			If you are a sidecar, please advise if you are F1 or F2:	F2	<a href="#">View</a>
Michael			If you are in SBK Masters, please advise what capacity and period of class you are competing in:	n/a	<a href="#">View</a>
Michael			Please advise who you would like to share a garage / carport with? All effort will be made, however it cannot be guaranteed	Clancy sidecar 26	<a href="#">View</a>
Michael			Would you like to be considered for a full garage / carport? Note: if you are allocated additional space, payment is required PRIOR to any ontrack activity.	yes	<a href="#">View</a>



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The **Medical Report** will display the basic member information including their full name, DOB, address, emergency contact and ambulance fund information. This report is also available for download on the top right-hand corner of the report.

### Event Participants

Attendee Types:  Participant  Official  Coach

Filter:  Find:

EVENT										EMERGENCY CONTACT			AMBULANCE POLICY FUND			
FIRST NAME	LAST NAME	RIDERNET	DOB	ADDRESS	MEDICAL ISSUES	CLASSES	PART.	OFF.	COACH	NAME	RELATIONSHIP	PHONE	NAME	NUMBER	EXPIRY	
																<input type="button" value="View"/>
																<input type="button" value="View"/>
																<input type="button" value="View"/>
																<input type="button" value="View"/>
																<input type="button" value="View"/>
																<input type="button" value="View"/>

The **Supp Regs Report** will display in a new window the regulations for the event. This is the same information that is displayed for members as they process their event registrations – Terms and Conditions.

The **Event Payment Report** will show all the transactions involved with the event, e.g. entries and products

Initially, the report will display as blank and will require you to define the Payment Type (All) and Exclude Batch Paid (Yes/No). After you have selected the appropriate options, click 'Generate Report'

**NOTE: You will need to have Pop-Ups enabled for RiderNet as this report will automatically download and open once generated**

### Event Payments Report

Payment Type:  Exclude Batch Paid:  Yes  No

Export Complete

If the file did not download, please check you are not blocking popups from this site.

### DOWNLOAD DOCUMENTS:

The documents available in the **Download Documents** page are as follows:

- Meeting Approval – confirmation that the event has been approved including organiser/promoter, address, permit number, meeting name, venue, and date
- Permit – proof that the event has been approved and permitted by the RCB
- Rider Participation – used for calculating rider levies
- Sign-on Sheet – downloadable sheet used for event sign-on as well as the contract to participate at the event



× Close

[Download Meeting Approval](#)

[Download Permit](#)

[Download Rider Participation](#)

[Download Sign-On Sheet](#)

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