

Adding Special Events classifications to an Event

- 1) Login to the Club Maintenance and ESR Entry Site
- 2) Click on 'Events'
- 3) Click on 'Special'
- 4) Click on 'Please Select an Event' to open the drop-down menu then click the event to which you are adding the classification(s).
- 5) Click on 'Please Select a Classification' to open the drop-down menu of Special Events. Click on one that you wish to add to this event.
- 6) You can add up to three (3) Special Events then click on the 'Submit' button. If your event qualifies for more than three Special Events, after you have submitted the first three click on 'Return to ESR Navigation Page'. From there again click on 'Special' and repeat the process until all have been added.
- 7) If you need to remove a Special Event go to the Event Navigation Page and click on 'Check ESR'.
- 8) Find the event that needs to be edited and click on 'Special Classification Listing' on the lower bar.
- 9) Click on 'Delete this classification' to remove the one entered in error.
- 10) From this point if you need to do further work on your events you will need to click on 'Club' and log in again.