



JUMP TIME

EVENT ORGANISER USERS GUIDE

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A platform for riders to book time slots for upcoming equestrian events or lessons and a place where organisers can create them.

EVENT ORGANISER FEATURES

- Publish Your Events
- Manage Times & Results
- Competition - Custom Time Slots.
- Competition - Drawn Order.
- Lessons.
- Venue Hire.
- Duplicate previous events and save time.
- Live events & filter by class.
- Download event time sheets.
- No cost to event organiser.
- Full support from the Jump Time team to get you started.

Less Administration

BETTER TIME
MANAGEMENT



1

Customise your time slot bookings to make more money and improve the user experience.

2

Make it easy for riders to book and pay online in one place.

3

All your information in 1 place. Live Events and Timesheets.

THE STEPS OF CREATING AN EVENT

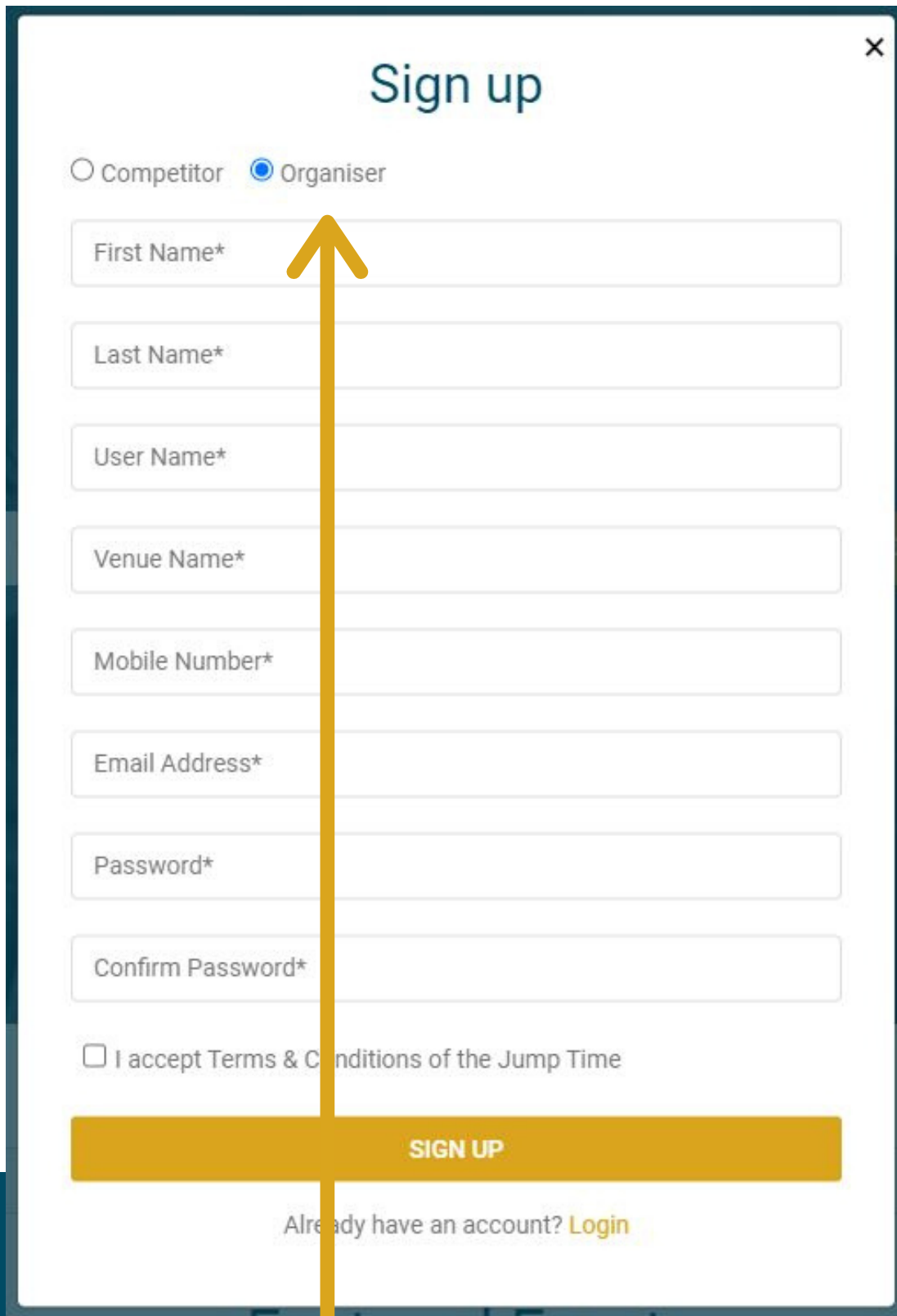
1. SIGN UP

2. LOGIN

3. CLICK ADD AN EVENT

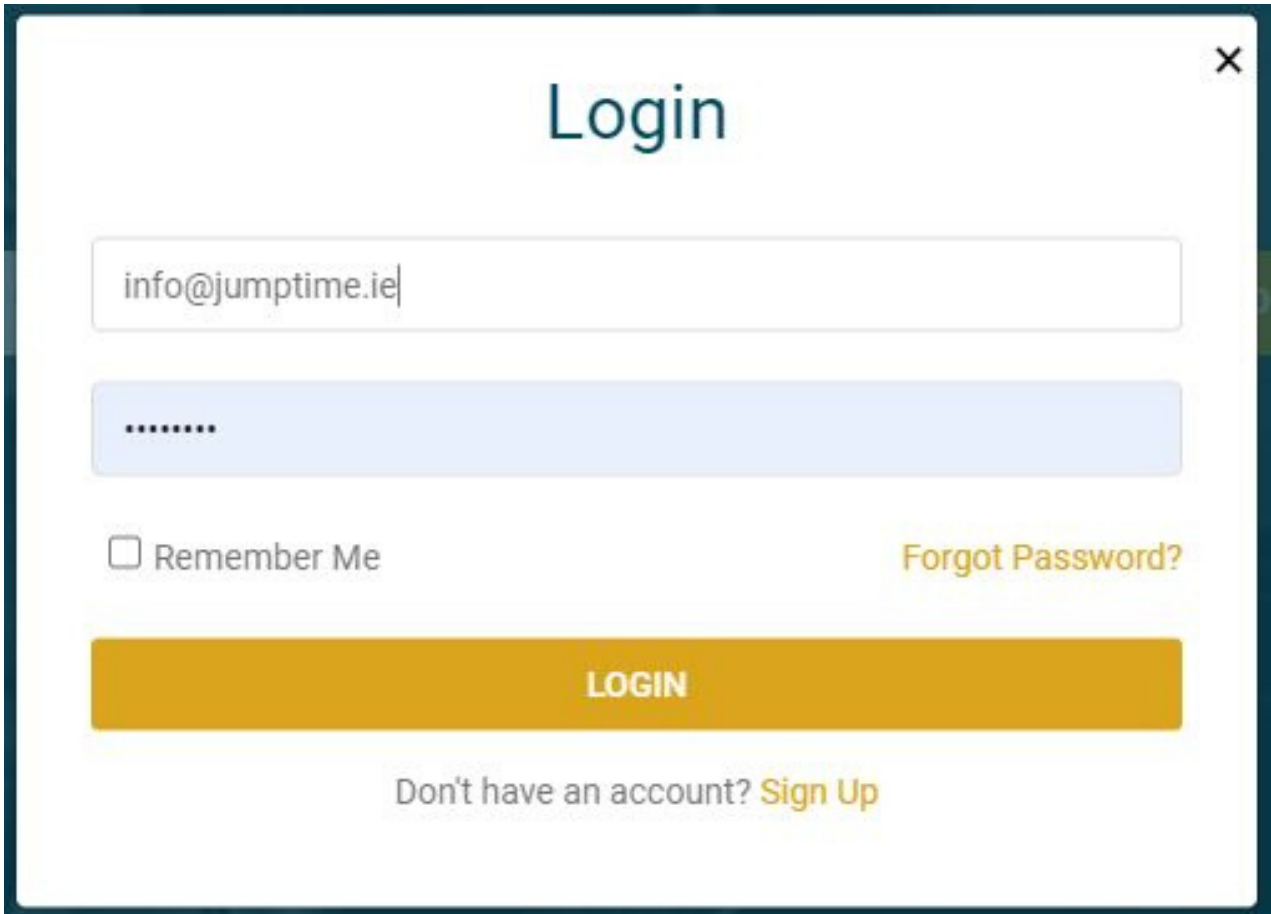
4. FILL IN DETAILS

5. GO LIVE WITH EVENT



The image shows a 'Sign up' form with a dark blue header and a white body. At the top right of the form is a close button 'x'. Below the title 'Sign up', there are two radio buttons: 'Competitor' (unselected) and 'Organiser' (selected). A yellow arrow points from the bottom of the page up to the 'Organiser' radio button. Below the radio buttons are several input fields: 'First Name*', 'Last Name*', 'User Name*', 'Venue Name*', 'Mobile Number*', 'Email Address*', 'Password*', and 'Confirm Password*'. At the bottom of the form is a checkbox labeled 'I accept Terms & Conditions of the Jump Time'. Below the checkbox is a yellow 'SIGN UP' button. At the very bottom of the form, there is a link: 'Already have an account? [Login](#)'.

Choose "Organiser" as the type of profile you want to set up.

A screenshot of a login form titled "Login" with a close button (X) in the top right corner. The form contains an email input field with "info@jumptime.ie|", a password input field with masked characters "*****", a "Remember Me" checkbox, a "Forgot Password?" link, a large yellow "LOGIN" button, and a "Don't have an account? Sign Up" link at the bottom.

Login

info@jumptime.ie|

Remember Me [Forgot Password?](#)

LOGIN

Don't have an account? [Sign Up](#)

Enter your email address and password, created in the Sign Up.

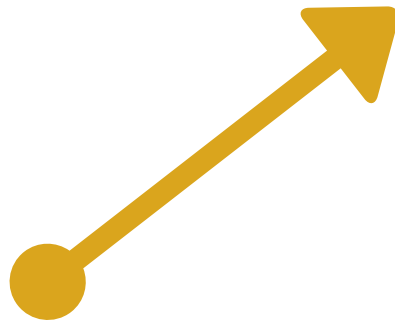
LOGOUT

PROFILE



€ 0.00

ADD AN EVENT



Click "ADD AN EVENT"

EVENT NAME:

Give the event a name.

EVENT ADDRESS:

Give the events full address

START EVENT:

Pick the event start date. eg. Saturday 11th of July

END EVENT:

Pick the event end date. eg. Saturday 11th of July (for 1 day event.

EVENT TYPE:

Pick form

- Competition - Time Slots,
- Competition - Drawn Order,
- Lessons,
- Arena Hire.

ADD LOGO

Upload your logo. If you don't have one a Jump Time logo will go in it's place.

ENTER DESCRIPTION

Give the event as much of a description or notes as you need.

ORGANISERS NAME

Your name.

ADD RELATED DOCUMENT

Add any document you want to attach to your event. The rider will be able to download this document when booking a place at your event.

Add An Event

The screenshot shows the 'Add An Event' form with the following fields and values:

- Event Name***: Kildare Show Jumping Time Slot Event
- Event Address***: Kildare Show Jumping Event Centre
- Start Event***: 18/07/2020
- End Event***: 18/07/2020
- Event Type***: Competition - Time Slots
- Add Logo**: Documents/files/logo.jpg
- Event Description**: Enter Description
- Organiser's Name**: Enter Organiser Name
- Add related Documents**: Documents/guide.pdf

A modal window is open showing details for a class:

- Category***: Horse/ Pony Show Jumping
- Arena Name***: Outdoor/Indoor Arena
- Class***: 80cm
- Time Slot Start**: 12:00 PM
- Time Slot End**: 1:00 PM
- Time Interval**: 2:30
- Booking Close date**: 17/07/2020 09:42
- Create Price**: €0.00
- Add Class Document**: Documents/guide.pdf

Competition Time Slots

You pick the 1st class you will have on your event day which will then allow you to set the length of a round in minutes and seconds. If you want the competitor to book their 2m30s(customisable) time slot you choose this Event Type. Each competitor will be given their start time for their round. You can continue to add more classes to that day's event. The organiser will be able to print off time sheets.

The screenshot shows a form for creating a class. It includes the following fields and values:

- Category*:** Horse/ Pony Show Jumping
- Arena Name*:** Outdoor/Indoor Arena
- Class*:** 80cm
- Time Slot Start:** 12:00 PM
- Time Slot End:** 1:00 PM
- Time Interval:** 2:30
- Booking Close date:** 17/07/2020 09:42
- Create Price:** €0.00
- Add Class Document:** Documents/guide.pdf

CATEGORY:

Pick from

- Horse/
- Pony Show Jumping
- Riding
- Lessons
- Combined Training
- Dressage
- Eventing
- Hunter Trials
- Pony Club
- AIRC Shows

ARENA NAME

This is a text field input - to allow you to enter the arena name where that class will be held.

CLASS

Pick from the list of Classes

TIME SLOT END

What time that Class will end.

TIME SLOT START

What time that Class will start.

TIME INTERVAL

How long in minutes and seconds you want the rider to have to complete their round. You choose how long the round will be. Riders will book and pay per time slot.

BOOKING CLOSE DATE

When booking online will close.

CREATE PRICE

Price for entry per rider for that class.

ADD CLASS DOCUMENT:

Upload a document relating to that class.

Competition Time Slots

You pick the 1st class you will have on your event day which will then allow you to set the length of a round in minutes and seconds. If you want the competitor to book their 2m30s(customisable) time slot you choose this Event Type. Each competitor will be given their start time for their round. You can continue to add more classes to that day's event. The organiser will be able to print off time sheets.

EVENT NAME:

Give the event a name.

EVENT ADDRESS:

Give the events full address

START EVENT:

Pick the event start date. eg. Saturday 11th of July

END EVENT:

Pick the event end date. eg. Saturday 11th of July (for 1 day event.

EVENT TYPE:

Pick form

- Competition - Time Slots,
- Competition - Drawn Order,
- Lessons,
- Arena Hire.

ADD LOGO

Upload your logo. If you don't have one a Jump Time logo will go in it's place.

ENTER DESCRIPTION

Give the event as much of a description or notes as you need.

ORGANISERS NAME

Your name.

ADD RELATED DOCUMENT

Add any document you want to attach to your event. The rider will be able to download this document when booking a place at your event.

Add An Event

The screenshot shows a web form titled "Add An Event". The form is divided into several sections:

- Event Name***: A text input field containing "Kildare Show Jumping Drawn Order Event".
- Event Address***: A text input field containing "Kildare Show Jumping Event Centre".
- Start Event***: A date picker field showing "18/07/2020".
- End Event***: A date picker field showing "18/07/2020".
- Event Type***: A dropdown menu with "Competition - Drawn Order" selected.
- Add Logo**: A field with "Documents/files/logo.jpg" and a file upload icon.
- Event Description**: A large text area with the placeholder "Enter Description".
- Organiser's Name**: A text input field with "Enter Organiser Name".
- Add related Documents**: A field with "Documents/guide.pdf" and a file upload icon.
- Category***: A dropdown menu with "Horse/ Pony Show Jumping" selected.
- Arena Name***: A text input field with "Outdoor/Indoor Arena".
- Class***: A dropdown menu with "80cm" selected.
- Booking Close date**: A date and time field showing "18/07/2020 09:52".
- Create Price**: A text input field with "25".
- Add Class Document**: A field with "Documents/guide.pdf" and a file upload icon.

Two yellow arrows originate from the left side of the page. One arrow points to the "Event Name" field, and the other points to the "Event Description" text area.

[+ ADD CLASSES](#)

Competition - Drawn Order

The "drawn order" is literally the "luck of the draw" type competition/ event. You simply add the category of event(eg. Show Jumping, Dressage etc.) arena name, booking closing date and cost per rider. You can then add more classes.

The screenshot shows a form with the following fields:

- Delete Category***: A dropdown menu with the selected value "Horse/ Pony Show Jumping".
- Arena Name***: A text input field containing "Outdoor/Indoor Arena".
- Class***: A dropdown menu with the selected value "80cm".
- Booking Close date**: A text input field containing "2020-07-17 23:59:00".
- Create Price**: A text input field containing "20".

CATEGORY:

Pick form

- Horse/
- Pony Show Jumping
- Riding
- Lessons
- Combined Training
- Dressage
- Eventing
- Hunter Trials
- Pony Club
- AIRC Shows

ARENA NAME

This is a text field input - to allow you to enter the arena name where that class will be held.

CLASS

Pick from the list of Classes

BOOKING CLOSE DATE

When booking online will close.

CREATE PRICE

Price for entry per rider for that class.

Competition - Drawn Order

The “drawn order” is literally the “luck of the draw” type competition/ event. You simply add the category of event(eg. Show Jumping, Dressage etc.) arena name, booking closing date and cost per rider. You can then add more classes.

EVENT NAME:

Give the event a name.

EVENT ADDRESS:

Give the events full address

START EVENT:

Pick the event start date. eg. Saturday 11th of July

END EVENT:

Pick the event end date. eg. Saturday 11th of July (for 1 day event.

EVENT TYPE:

Pick form

- Competition - Time Slots,
- Competition - Drawn Order,
- Lessons,
- Arena Hire.

ADD LOGO

Upload your logo. If you don't have one a Jump Time logo will go in it's place.

ENTER DESCRIPTION

Give the event as much of a description or notes as you need.

ORGANISERS NAME

Your name.

ADD RELATED DOCUMENT

Add any document you want to attach to your event. The rider will be able to download this document when booking a place at your event.

Edit An Event

The screenshot shows the 'Edit An Event' form with the following fields and values:

- Event Name***: Kildare Show Jumping Lessons Event
- Event Address***: Kildare Show Jumping Event Centre
- Start Event***: 2020-07-18
- End Event***: 2020-07-18
- Event Type***: Lessons
- Add Logo**: Documents/files/logo.jpg
- Event Description**: This is where you put your description of your Event
- Organiser's Name**: Enter Organiser Name
- Add related Documents**: Documents/guide.pdf
- Delete Category***: Riding Lessons
- Arena Name***: Outdoor/Indoor Arena
- Class***: Semi-Private
- Booking Close date**: 12/07/2020 17:57
- Create Price**: 20
- Notes**: notes

Two yellow arrows point from the text instructions on the left to the 'Event Type' and 'Event Description' fields in the form.

Lessons

The Lessons type of event allows you to set up many different types of lessons. The function of this form is to give you the freedom to create customisable lessons for individuals or groups. You can upload documents and disclaimers to make your lessons more efficient. All paid for online by the rider.

The screenshot shows a form for creating lesson classes. It has the following fields:

- Delete Category***: A dropdown menu with 'Riding Lessons' selected.
- Arena Name***: A text input field containing 'Outdoor/Indoor Arena'.
- Class***: A dropdown menu with 'Semi-Private' selected.
- Booking Close date**: A date and time input field showing '12/07/2020 17:57'.
- Create Price**: A text input field containing the number '20'.
- Notes**: A text area containing the word 'notes'.

[+ ADD LESSONS](#)

CATEGORY:

Pick form

- Horse/
- Pony Show Jumping
- Riding
- Lessons
- Combined Training
- Dressage
- Eventing
- Hunter Trials
- Pony Club
- AIRC Shows

NOTES

Notes for rider in relation to their lesson.

ARENA NAME

This is a text field input - to allow you to enter the arena name where that class will be held.

CLASS

Pick from the list of Classes

BOOKING CLOSE DATE

When booking online will close.

CREATE PRICE

Price for entry per rider for that class.

Lessons

The Lessons type of event allows you to set up many different types of lessons. The function of this form is to give you the freedom to create customisable lessons for individuals or groups. You can upload documents and disclaimers to make your lessons more efficient. All paid for online by the rider.

Click **"SAVE EVENT"** if you want to save the event to edit later with more detail before it goes live for the riders to see on jumptime.ie



Click **"GO LIVE WITH EVENT"** if you are happy with the event to go live for the riders to see on jumptime.ie

Don't worry about making mistakes, you can delete or edit any of your events in the **My Live Events** in your profile section. We can also change your details for you, just email support@jumptime.ie

Now that your EVENT IS LIVE, Sit back and watch your events book up.


1. You will be emailed when you have a booking.
2. You can print and download your timesheet when your booking is closed and view at any time.
3. You will receive your money into your bank account. We will contact you for your bank account information.
4. If you have any problems please don't hesitate to contact us, we are here to help.

support@jumptime.ie

MY LIVE EVENTS

Edit / Delete / Duplicate your event.

My Account
MY PROFILE
MY LIVE EVENTS
MY EVENTS HISTORY
CHANGE PASSWORD

My Live Events					
Logo	Event Name	Event Address	Start Event	End Event	View Bookings
	Dublin Test Event	Dublin Test Centre	25-07-2020	25-07-2020	View Bookings

Booked Slots															
My Event Booked Slots															
Filter Classes															
Class	Horse	Color	Sire	Dam	Height	Year	Gender	Breeder	Owner	Rider	Phone	Email	Arena	Timeslot	Price
Print															






**You can print
your booked up
event slots /
timesheet here.**

MY EVENTS HISTORY

Edit / Delete / Duplicate your event.

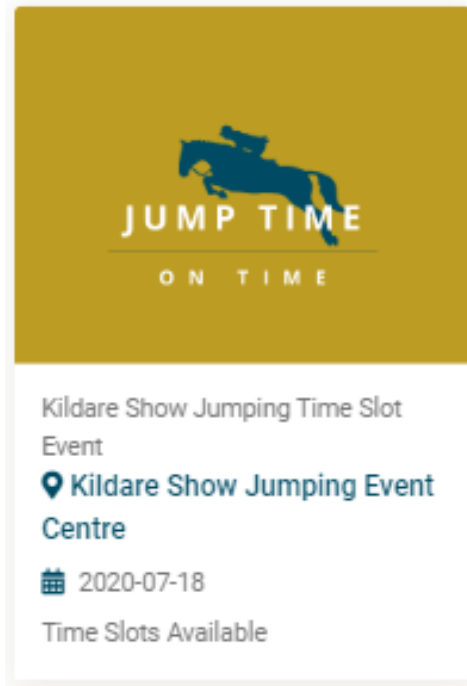
My Account
MY PROFILE
MY LIVE EVENTS
MY EVENTS HISTORY
CHANGE PASSWORD

My Events History							All Events ▾
Logo	Event Name	Event Address	Start Event	End Event	Organiser Name	Edit/Delete	
	Dublin Test Event	Dublin Test Centre	25-07-2020	25-07-2020		 	

[DOWNLAOD CSV](#)

YOUR EVENT LIVE ON THE SITE (EXAMPLE)

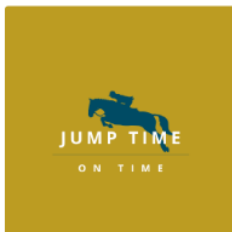
Shows the Name, Location, Date and that their are time slots available.



JUMP TIME
ON TIME

Kildare Show Jumping Time Slot Event
 Kildare Show Jumping Event Centre
 2020-07-18
 Time Slots Available

Home | Search Results | Kildare Show Jumping Time Slot Event



Kildare Show Jumping Event Centre.
 18-07-2020

Categories: Horse/ Pony Show Jumping |
 Classes: 80cm |
 Price: € 20 |
 Organiser:
 Name: Kildare Show Jumping Time Slot Event
 Telephone: 879146968
 Time: 01:00 PM
 Notes: This is where you put your description of your Event

*Add Horse and Add Riders under [My Profile](#)

Event Date: 18-07-2020 | Category: Horse/ Pony Show Jumping

Class: 80cm | Time Slot: X

80cm Class			Outdoor/Indoor Arena
Time Slot	Select Rider*	Price	Select Horse
Slot	Select Rider	20	Select Horse

[Add More Slots](#)

[ENTER ANOTHER CLASS](#)

BOOKING A SLOT AT YOUR EVENT (EXAMPLE)



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 @jumptime2020
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