

Share SortArena™ Event Data with Anyone, Anywhere

Maybe you will be entering all the pre-registration slips, and your affiliate across the country will be running the event. Maybe your affiliate has finished running the event, and you want to look at the invoices or reports. Now you and your affiliates can share event data quickly and securely through the cloud.

Here's how it works:

YOU

STEP 1: CREATE AN EVENT AND CLASSES

Create an event and classes in ShowRunner as you normally do. The event will be created in the cloud.

Add registrations, team, run classes, and update invoices, as desired. Now your event has data.

STEP 2: UPLOAD THE EVENT TO YOUR EVENT SHARE

When you are ready to share your event data, go to the Available Events screen in ShowRunner, and select the **Upload** icon next to the event you want to share.



YOUR AFFILIATE

STEP 3: CHECK OUT THE EVENT

Anyone who is signed in as you or your affiliate can check out the event in ShowRunner as they normally do. When you initially check out the event, it will be empty.

STEP 4: DOWNLOAD EVENT FROM YOUR EVENT SHARE

To retrieve the event data from your event share, select the **Download** icon next to the event.



Your affiliate can make changes to the event and then send it back to you by uploading the event data again.

WARNING: ONLY ONE USER SHOULD MAKE CHANGES TO AN EVENT AT A TIME. BEFORE DOWNLOADING EVENT DATA, MAKE SURE ALL OTHER USERS HAVE FINISHED MAKING CHANGES AND HAVE UPLOADED THE LATEST EVENT DATA.