

COBRAS Championship Challenge

Instructions

The COBRAS have set up an online system for entering and tracking points earned for the COBRAS Championship Challenge. It is accessible from the COBRAS web site, under **Members** and **COBRAS Championship Challenge** menu.

Members can view their recorded events and points, and enter their own events for races, participating in the Senior Games and National events.

Board members and Committee Chairs can also record events and points for members who participate in COBRAS events including team rides, social events, etc.

Logging In

Member information is protected via individual member passwords. When a member initially uses the system, the member must establish a password.

The first time you use the Login page, click on **“First Time User? Set up your password”** button.

Your Email Address:	<input type="text" value="larry.potter@usa.net"/>
Your Password:	<input type="password"/>
	<input type="button" value="Submit"/>
	<input type="button" value="First Time User? Set up your password"/>
	<input type="button" value="Forgot your password?"/>

Next type in your email address and your new password. Since you can't see your password, the system will require that you enter it twice in case you mistype it the first time. Your password may consist of any letters, digits and the “-” and “_” characters. If you enter any other special characters, they will simply be stripped out of your password.

Your Email Address:	<input type="text"/>
Your Password:	<input type="password"/>
Your Password: (repeat)	<input type="password"/>
	<input type="button" value="Submit"/>

If you happen to forget your password, you can simply click on the **“Forgot your Password?”** button and the system will email your password to you.

Please note that the system will check your membership status before allowing you into the system.

General Member Main Menu

Once you have been verified by the system, you will see the the COBRAS Championship Challenge main menu.

COBRAS Championship Challenge

Hello Laurence Potter!

To see your **accumulated Points**, [click here](#).

To enter **Points from a race or other event**, [click here](#).

From here you can view you accumulated points, or enter an event from a race or other event that you participated in that is not a COBRAS function. Currently that would include all races, Senior Games and National Events. If you have a question regard an event, go to the main COBRAS Championship Challenge page and send an email using the form provided for a determination.

Viewing Earned Points

Clicking on “To see your accumulated Points, click here.” will take you to the following page:

COBRAS Championship Challenge			
for Laurence Potter			
Date	Event	Detail	Points
10-10-2015	Club Ride	KHMTT week 1	2
10-10-2015	Club Ride	KHMTT week 1	2
10/03/2015	KHMTT Volunteer	Week 5	3
10/03/2015	Race	Came in first	2
10/04/2015	National Event	Loven it	4
10/04/2015	Senior Games		4
10/10/2015	Senior Games	5k TT	4
10/10/2015	Race		2
10/17/2015	Club Ride Participant		1
10/31/2015	Race		2
Total Points			26

[Continue](#)

All your events for the current year will be listed by the date of the event. If an Event you participated in is not listed go to the main COBRAS Championship Challenge page and send an email using the form provided requesting credit. Just remember it may take the chair person responsible for the event a few days before they can post all the participant information.

You can click on the “Continue” button to return to the General Member Main Menu

Entering Race and other Events

Clicking on “To enter Points from a Race or other event, click here” will take you to the following page:

COBRAS Championship Challenge
Member Add Event

Select an Event:	<input type="text" value="Select an Event"/>
Select the date:	<input type="text"/>
If a race, enter the name of the race:	<input type="text"/>
<input type="button" value="SUBMIT"/>	


By Clicking SUBMIT I certify that I participated in the above Event, and adhered to the rules regarding earning points for the COBRAS Championship Challenge.

Here you can select the event from the dropdown list (it will only contain events that a member is allowed to post on their own account), and select the date of the event using the date picker.

COBRAS Championship Challenge
Member Add Event

Select an Event:	<input type="text" value="Race"/>
Select the date:	<input type="text"/>
If a race, enter the name of the race:	<input type="text"/>

By Clicking SUBMIT I certify that I participated in the above Event, and adhered to the rules regarding earning points for the COBRAS Championship Challenge.



Next enter the description of the race or event, such as “KHMTT week 1”. For audit purposes, this information is very important.

Be sure all the information is correct then simply click on Submit button.

After you click on Submit, you will see your list of events that have been posted, including the event you just submitted. If you accidentally posted a duplicate entry the system will reject it and report that at the end of the report.

COBRAS Championship Challenge
for Laurence Potter

Date	Event	Detail	Points
10-10-2015	Club Ride	KHMTT week 1	2
10-10-2015	Club Ride	KHMTT week 1	2
10/03/2015	KHMTT Volunteer	Week 5	3
10/03/2015	Race	Came in first	2
10/04/2015	National Event	Loven it	4
10/04/2015	Senior Games		4
10/10/2015	Senior Games	Sk TT	4
10/10/2015	Race		2
10/17/2015	Club Ride Participant		1
10/31/2015	Race		2
Total Points			26

Event not added duplicate

Board Member Main Menu

The system will automatically recognize board members or other members who have permission to post event information for other members and present you with the Board Member Main Menu.

COBRAS Championship Challenge

Hello Laurence Potter!

To see your **accumulated Points**, [click here](#).

To enter **Points from a race or other event**, [click here](#).

To enter **participation information for members**, [click here](#).

To see **total points by member, list of all events by Member or Date**, [click here](#).

This menu includes a menu of items to allow you to enter participation information for members and the ability to view the accumulated points for all member, and detail event listing so the Events may be audited.

COBRAS Championship Challenge Master Add Event

Entering event information for members is performed in two steps.

First you specify the Event information, including the event type, date and any description that would help identify the event, such as for the KHMTT, the week number.

COBRAS Championship Challenge Master Add Event

On this page, select the Event, Date and enter the Event Detail.
On the next page you will select the members who participated.

Select an Event:	<input type="text" value="KHMTT Volunteer"/>
Select the date:	<input type="text" value="10/03/2015"/>
Event Detail:	<input type="text" value="Week 5"/>
<input type="button" value="Go to Member page"/>	

Clicking on "Go to Member Page" will advance you to the Member Select page where you then select and submit the names of the member who participated in the event.

COBRAS Championship Challenge Master Add Event

On this page, select the members who participated.

Be SURE to either Confirm or Reject your entries when done!

Event:	<input type="text" value="KHMTT Volunteer"/>															
Date:	<input type="text" value="10/03/2015"/>															
Event Detail:	<input type="text" value="Week 5"/>															
Select Member:	<input type="text"/>															
Event Added																
<table><thead><tr><th>Name</th><th>Date</th><th>Event</th><th>EventDetail</th><th>Confirm</th></tr></thead><tbody><tr><td>Charles Greer</td><td>10/03/2015</td><td>KHMTT Volunteer</td><td>Week 5</td><td>No</td></tr><tr><td>Greg Kelton</td><td>10/03/2015</td><td>KHMTT Volunteer</td><td>Week 5</td><td>No</td></tr></tbody></table>	Name	Date	Event	EventDetail	Confirm	Charles Greer	10/03/2015	KHMTT Volunteer	Week 5	No	Greg Kelton	10/03/2015	KHMTT Volunteer	Week 5	No	
Name	Date	Event	EventDetail	Confirm												
Charles Greer	10/03/2015	KHMTT Volunteer	Week 5	No												
Greg Kelton	10/03/2015	KHMTT Volunteer	Week 5	No												
<input type="button" value="Confirm"/>	<input type="button" value="Reject"/>															

A dropdown list will be presented that you simply click on the member (one at a time), then click on the Submit button.

The system will either display the words “Event Added” if the add was successful, and list the member at the bottom of the page or if you accidentally added the event a second time for the same member, it will notify you and not post the duplicate event.

COBRAS Championship Challenge Master Add Event

On this page, select the members who participated.
Be SURE to either Confirm or Reject your entries when done!

Event:	Club Ride Participant
Date:	10/17/2015
Event Detail:	From Aspen Grove
Select Member:	Select a Member
<input type="button" value="Submit"/>	

Event Added

Name	Date	Event	EventDetail	Confirm
Alan Bossett	10/17/2015	Club Ride Participant	From Aspen Grove	No
Craig Seaman	10/17/2015	Club Ride Participant	From Aspen Grove	No
Paul Quigley	10/17/2015	Club Ride Participant	From Aspen Grove	No

Continue to post members until you have entered all the members who have participated.

Next review the list to be sure you selected all the correct members and the list is complete.

If you made an error, you can delete your list and start again by clicking on the “Reject” button.

If everything is correct, click on the “Confirm” button.

In either case, the system will respond to confirm your action.

COBRAS Championship Challenge Master Add Event

On this page, select the members who participated.
Be SURE to either Confirm or Reject your entries when done!

Event:	KHMTT Volunteer
Date:	10/03/2015
Event Detail:	Week 5
Select Member:	Select a Member
<input type="button" value="Submit"/>	

All Events Entries Confirmed

View Lists of Accumulated Points and Audit Lists

This page will show all points accumulated by Member, as well as listing all Events by Member and by Date.

Points Accumulated by Member:

Fullname	SUM Points
Alan Bossett	8
Ann Lantz	3
Brian Field	1
Charles Greer	3
Craig Seaman	5
David Spies	1
Gary Kutzler	3
Ging Kelson	4
LauraAnn Foster	26
Paul Quigley	1
Tom Duane	2

List all Events by Member:

Name	Date	Event	Detail
Alan Bossett	10/03/2015	Road Clean Up Volunteer	
Alan Bossett	10/03/2015	Club Ride Participant	
Alan Bossett	10/03/2015	KHMTT Volunteer	Week 5
Alan Bossett	10/17/2015	Club Ride Participant	From Aspen Grove
Ann Lantz	10/03/2015	Road Clean Up Volunteer	
Brian Field	10/17/2015	Club Ride Participant	
Charles Greer	10/03/2015	KHMTT Volunteer	Week 5
Craig Seaman	10/03/2015	KHMTT Volunteer	Week 5
Craig Seaman	10/03/2015	Club Ride Participant	
Craig Seaman	10/17/2015	Club Ride Participant	From Aspen Grove

This report is used for auditing posted events and to determine which Members qualify for awards at the end of the year. Any errors or corrections to the Events must be performed by the System Administrator

