

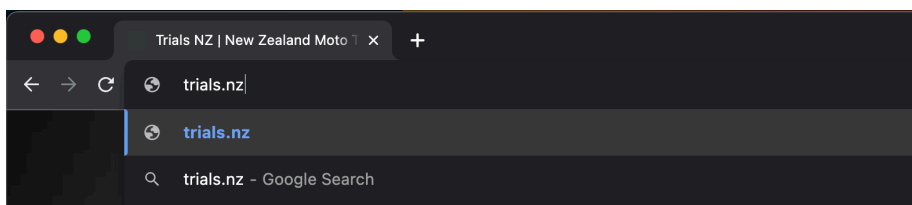
TRIALS.NZ HOW TO: UPDATE EVENTS

Updating an event is easy! just go to www.trials.nz and find “upload” in the menu at the top of the webpage, then click “Update Your Trial”, the password is “imimportant”, because if you’re doing this then you’re important to the trials community. Then fill in the details and click “Submit” at the bottom of the page! Easy!

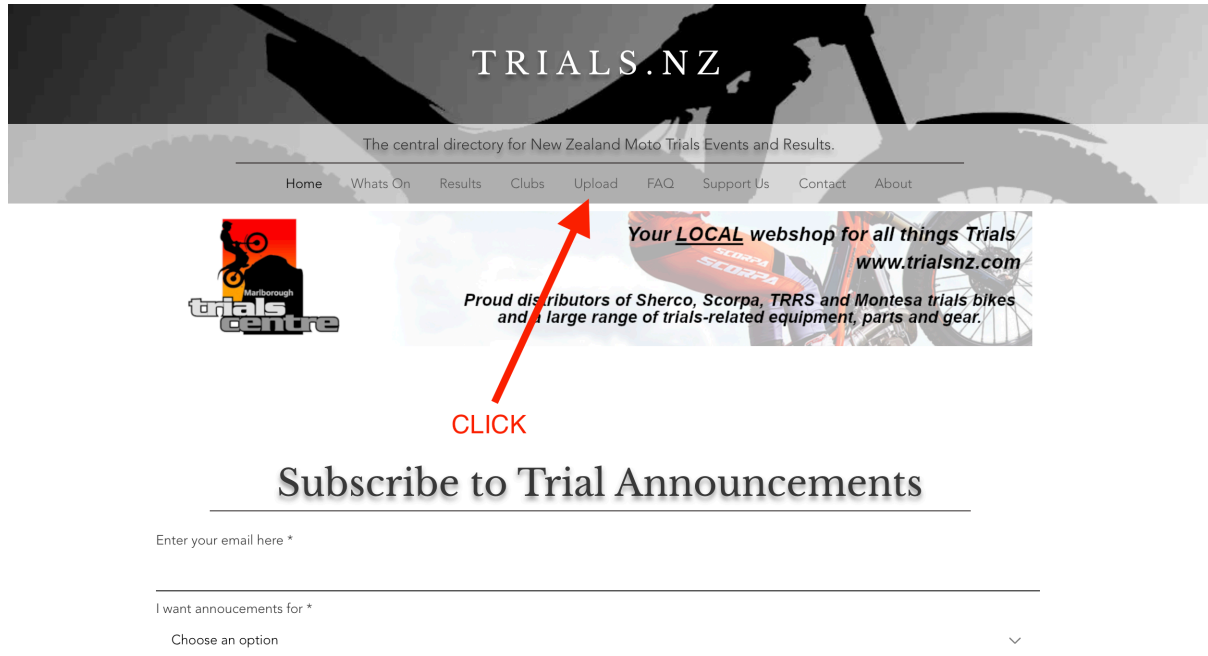
If you’re still wondering how to update your event listed on TRIALS.NZ then follow the walkthrough below!



1. First, open your web browser on your computer, be it Chrome, Internet Explorer, Microsoft Edge etc, any is fine!
2. Navigate to www.trials.nz you can either click this link -> www.trials.nz or type trials.nz into the address bar at the top of your browser



3. After the webpage loads, click the “upload” button on the menu bar at the top of the page under where it says TRIALS.NZ in big letters.



4. In the menu that drops down, click “Update Your Trial”



5. Enter the password, which is “imimportant” and then click “go”.

Guest Area

Please enter the password below.



Go

The Password is:
imimportant

6. When the page loads, first select the CORRECT trial from the first drop down, then complete all the text boxes on the page

Update Trial

First, select the trial you wish to update from the drop down at the top, then update any fields as needed, then click submit. Check that your updates are shown correctly on the next page when loaded.

Filter by Title

Select Trial:

Select the trial here

Guys, please be very careful to check the details below to make sure its your trial before updating anything. As much as I wish I was an internet wizard, I am not and I haven't figured out how to only show you your own Trials, so we just have to be careful when editing.

Update fields below

Double check its the one you want to update first!

Status:

Update details here

Trial Name:

Type:

Location:

7. Click the “I’m not a robot” check box and complete the puzzle to prove that you are a human. and click “Submit”.

The page will reload to your newly updated Trial event.

If not, scroll up and find the red text box (indicating that its not completed) and enter the required information, then click “Submit” again.

Replace Image: Select File +

Upcoming or historical: Upcoming ▼

Changing this to historical will mean you can't edit again after submitting the changes without asking me to put it back for you. This will also remove it from the upcoming trials page (good practice if the trial is complete)

I'm not a robot

Complete this

Click Submit

Submit

8. If you would like to share the update (say it's a venue change), share the link to the webpage to either your mailing list or your facebook page, any updates you make in future will show when they click the link too.

Copy the link from address bar at the top of your web browser. Circled green in the image to the right.

Or use the helpful share to facebook button.

