



GAMEDAY

How do I create an Event Participant ID rule?

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GameDay administrators using the Events module can create an Event ID rule that assigns a custom sequence of unique IDs to participants who register for an event.

Event Participant IDs can be assigned in two different ways:

- Through a custom Event Participant ID rule
- Through an existing [Member ID](#) rule used generically for members

To create a custom Event Participant ID rule:

1. In the left-hand menu, click **Events > MANAGE EVENTS**

 Dashboard

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Dashboard

Manage Events

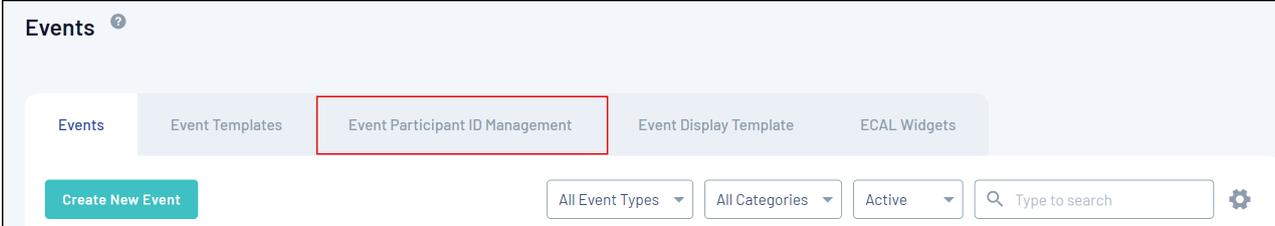
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2. Click the **EVENT PARTICIPANT ID MANAGEMENT** tab



The screenshot shows the 'Events' management interface. At the top, there's a header 'Events' with a help icon. Below it, there are five tabs: 'Events', 'Event Templates', 'Event Participant ID Management', 'Event Display Template', and 'ECAL Widgets'. The 'Event Participant ID Management' tab is highlighted with a red border. Below the tabs, there's a 'Create New Event' button on the left. On the right, there are three dropdown menus: 'All Event Types', 'All Categories', and 'Active'. Next to them is a search bar with the placeholder text 'Type to search' and a magnifying glass icon, followed by a settings gear icon.

3. Click the **CREATE NEW RULE** button

Events ?

Events Event Templates **Event Participant ID Management** Event Display Template ECAL Widgets

Create New Rule Please Select ▾ 🔍 Type to search ⚙️

Rule Name	Prefix	Suffix	Starting Number	Max Number	Status	Action(s)
Bib Numbers	BIB		0001	9999	Active	Edit ▾

Show 5 ▾
Showing rows 1-1 of 1

⏪ < 1 > ⏩

4. Enter parameters for this rule

- **A Rule Name**
- **Prefix/Suffix** (optional) - Allows you to add a generic prefix (at the beginning) or suffix (at the end) of each Event Participant ID generated using this rule
- **Starting Number/Max Number:** Allows you to define a range of unique numbers that will be assigned to event participants. Each new registration will be assigned a number within this range in an ascending sequence based on their registration date

You will notice based on the values you have entered above there is an example provided of what your IDs will look like based on the values, and you can use the **GENERATE A RANDOM ID** button to cycle through some example IDs

Create New Rule ✕

Rule Name *

Prefix

Suffix

Starting Number *

Max Number

ID Min

ATH00124

ID Max

ATH99924

Random ID Example: [Generate a random ID](#)

ATH53924

Cancel **Create New Rule**

5. Click **CREATE NEW RULE** to finalise the ID rule

Create New Rule ✕

Rule Name *	<input type="text" value="Bib Numbers - Athletics"/>	ID Min	ATH00124
Prefix	<input type="text" value="ATH"/>	ID Max	ATH99924
Suffix	<input type="text" value="24"/>	Random ID Example: Generate a random ID	ATH53924
Starting Number * ?	<input type="text" value="001"/>		
Max Number ?	<input type="text" value="999"/>		

This new rule will now become available to use as the primary sequence of Event Participant IDs when you are creating an Event Entry Event.

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