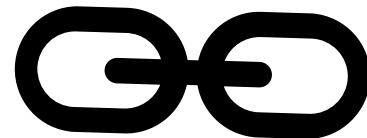




***Racing4fun.de / RaceDesk Light***  
***Usermanual***

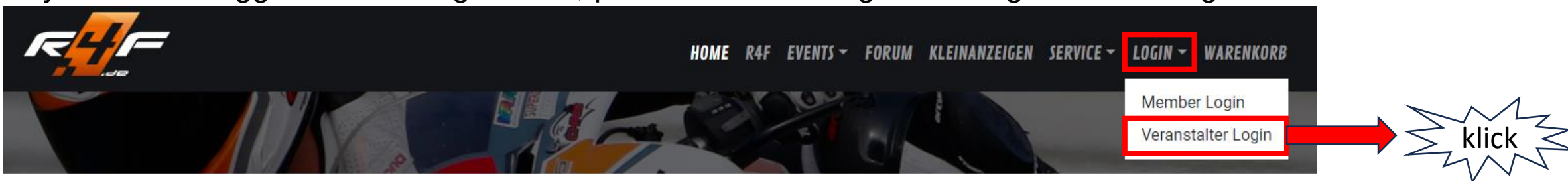
The following describes how events can be entered and organizer information stored.

You can go directly to the organizer area by entering:  
[racedeck.racing4fun.de](https://racedeck.racing4fun.de) or as described on the next page via the main page  
[racing4fun.de](https://racing4fun.de).

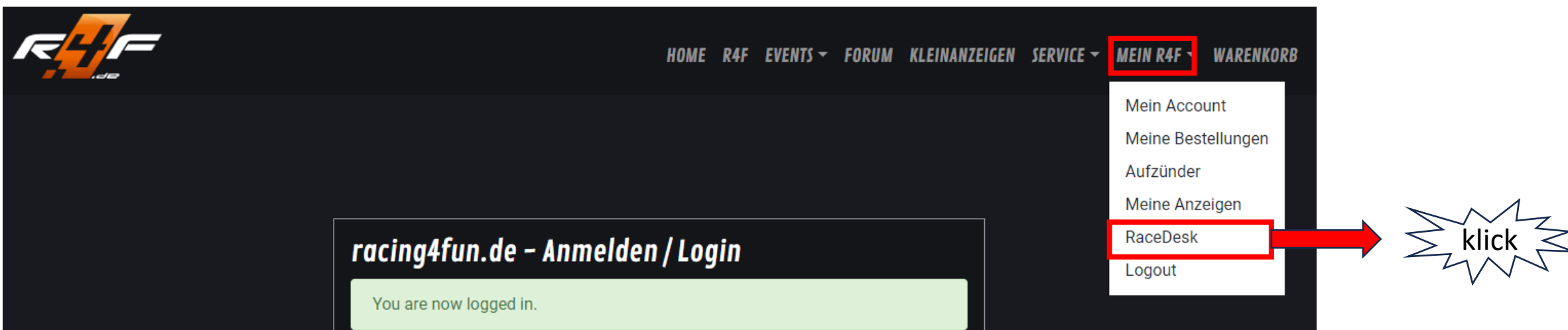


From now on, it is no longer absolutely necessary to be logged in to racing4fun.de in order to maintain your organizer data and dates.

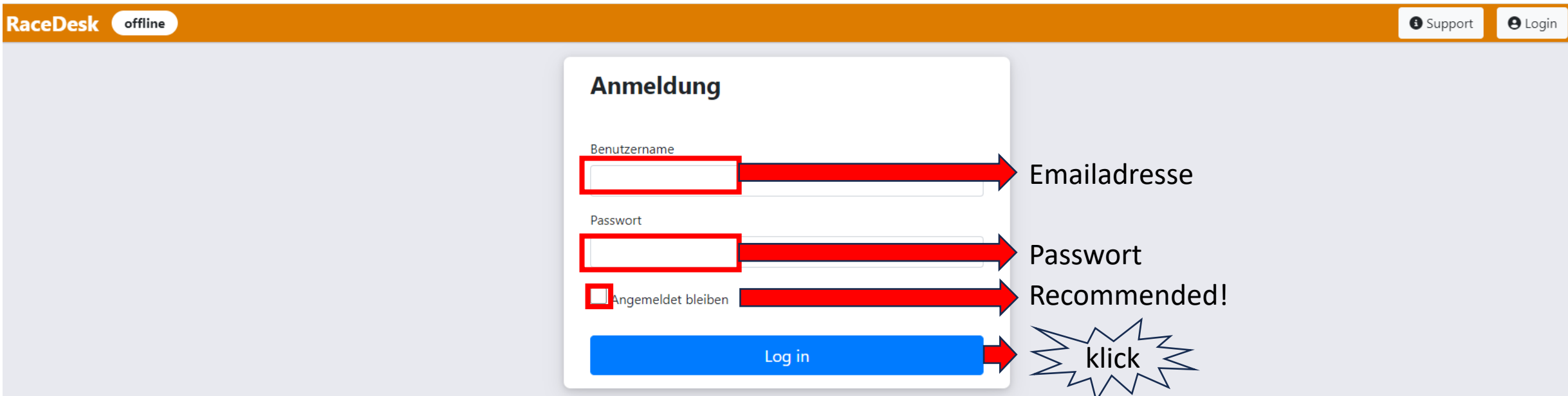
If you are not logged in to racing4fun.de, please click on “Organizer Login” in the “Login” menu:



If you are logged in to racing4fun.de, please click on “RaceDesk” in the “My R4F” menu:



Please log in to the RaceDesk login page with the login data sent to you:



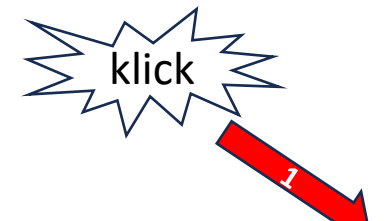
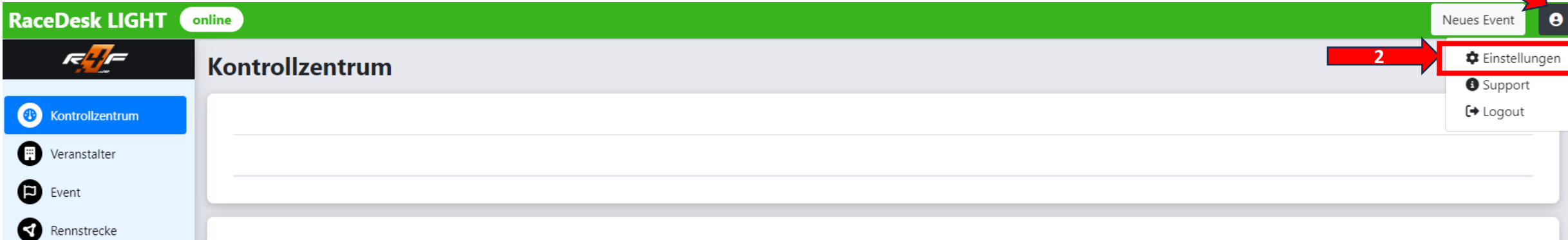
The screenshot shows the RaceDesk login interface. At the top left, it says "RaceDesk" and "offline". At the top right, there are links for "Support" and "Login". The main content area is titled "Anmeldung" and contains the following fields and elements:

- Benutzername:** A text input field with a red box around it. A red arrow points from this field to the text "Emailadresse".
- Passwort:** A password input field with a red box around it. A red arrow points from this field to the text "Passwort".
- Angemeldet bleiben:** A checkbox with a red box around it. A red arrow points from this checkbox to the text "Recommended!".
- Log in:** A blue button with a red arrow pointing to a starburst shape containing the text "klick".

After logging in, you will land in the “Control Center”.

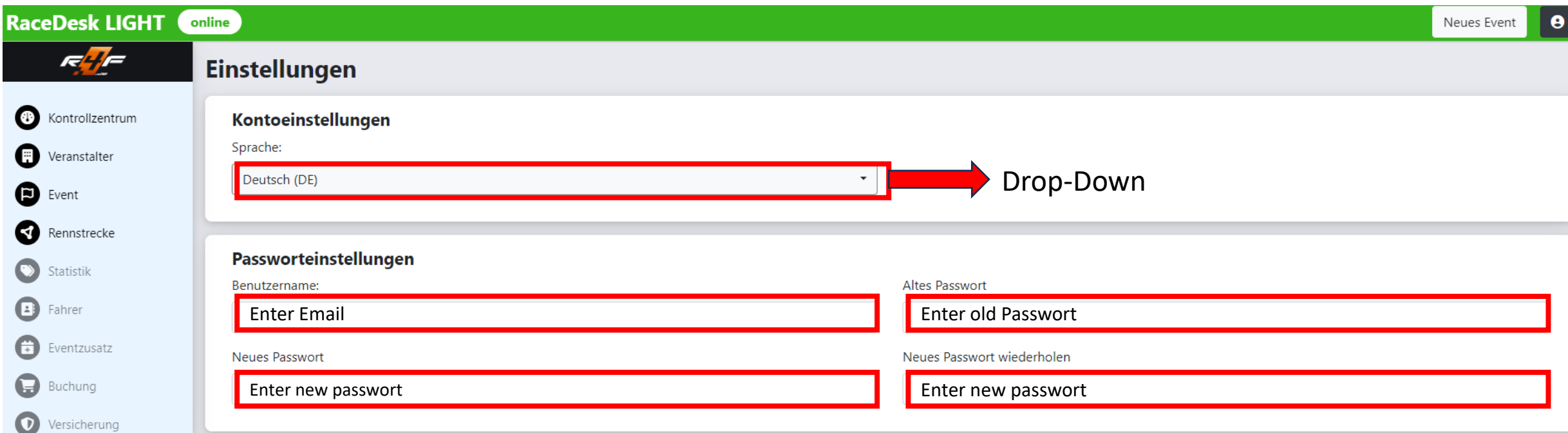
We recommend changing your login password as a first step.

Click on the symbol at the top right and then on “Einstellungen”.

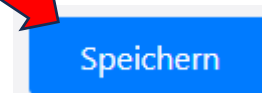





Please enter your e-mail address, the old password and the new password (twice).

Here you also have the possibility to set the language.



Then click on the “Speichern” button at the bottom right



You can change your information in the  Organizer section. This data will be published on racing4fun.de after clicking  within a very short time!

Name

Contact Person

Event Description

File Edit View Format

← → Formats **B** *I* [List Icons]

Free text !!!

Powered by TinyMCE




Here you can adjust the text field to the desired size for better editing.

Mobile

Phone

Street

Number

In the  Event section you will see an overview of your events. Here you can edit your events or create new events.

Create new events::

**RaceDesk LIGHT** online Create Event

**Event**

Create Event Email All Drivers My R4F

**Legend (Numbers):** Over Booked, Over 80% Booked

Show 25 entries Search:

**klik** or



You can enter your event details here:

## Create Event

Label\*

Event title of your choice, which will appear on racing4fun.de

Date - From\*

Start date of the event

Date - To\*

End date of the event

Track:\*

Please Select

Drop Down

Event Type:\*

Please Select

Drop Down

You can enter your event details here:

## R4F Website Data

THE FOLLOWING INFORMATION IS NECESSARY FOR PRESENTATION AND BOOKING ON R4F

### Event Description

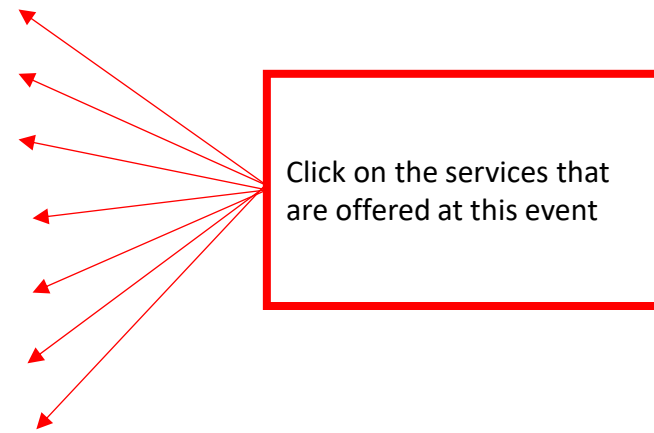
File Edit View Format

Formats B I

Free text description of your event, which will be published on racing4fun.de.

### Select the available services for this event

- Catering
- Photography
- Tyre Service
- Mechanic
- Timekeeping
- Live Timing
- Instructor



### Save/publish:

If you are finished with the entry and want to publish the event on racing4fun.de, you have to check the box at the bottom right and then

If you want to create the event but do not want to publish it yet (e.g. because the confirmation of the race track is missing), then leave the check mark and (Publication possible at a later date!)

Publish this Event on R4F

You can edit your events here:

RaceDesk LIGHT online Neues Event

**Event**

Create Event Email All Drivers My R4F

Dashboard  
Organizer  
**Event**

Suche:

ID	Name	Aktionen
	Event 1	<span>Info</span> <span>Edit</span> <span>More</span>
	Event 2	<span>Info</span> <span>Edit</span> <span>More</span>
	Event 3	<span>Info</span> <span>Edit</span> <span>More</span>

After clicking, you will be taken to the editing page as when creating a new event (page 11).



# Contact



If you have any questions/problems or anything else, please send an e-mail to:

[racedesk@racing4fun.de](mailto:racedesk@racing4fun.de)

Otherwise we recommend the FAQ section under “Support”.