



Ace your Race

**Want to duplicate last year's race?** - When you're ready for last year's event to go live, simply duplicate it on your Running Room Race Director Dashboard and all important settings will be carried forward. Submitting your event has never been easier. All it requires is your quick review and approval to go live.



### Race Director

#### Archived Races

Running Room Fun Run 2015

#### Duplicate Race

Please select...

**CREATE NEW RACE**

**RACE MANAGEMENT**

**RACE DIRECTOR DASHBOARD**

Setting up Your Next Event is a Breeze. Simply follow these 5 easy steps:

1. Login to RunningRoom.com – [Login Page](#)  
\*If you've forgotten your password, you can easily reset it by going to - [www.runningroom.com/password](http://www.runningroom.com/password)
2. Go to the 'Members' tab (top left) | Race Director Dashboard  
\*Click on 'Duplicate Race'
3. You will see your previous events listed, click on the name of your previous race – we show your last years race id # as well.
4. The form will repopulate all relevant fields from your previous event.
5. Review and update the Form Settings to reflect the new event

Thanks,

**Running Room Events Team**

[eventsadmin@runningroom.com](mailto:eventsadmin@runningroom.com)