

RUN RACE ENTRIES AND THE TEAM PROGRAMME

Add the season's meetings and enter your drivers, issue tyre sets, and publish practice, test and coaching dates that drivers commit to from the app.

For: Team managers · App and Web portal · 4 min read · Updated 16 October 2026

The season calendar is out. You want every meeting in one place with who is racing, each entry fee on the right driver's bill, the tyre sets accounted for, and your Friday test days filled without a WhatsApp thread. Drivers want to see their entry and book their test days from their phone.

Managers set all of this up on the web portal. Drivers answer and commit in the app (see *Join a team and book your sessions*).

BEFORE YOU START

- **Manager:** a team on AVB RaceLabs with an active team plan, and access to the web portal.
- Your drivers on the roster.
- The season's dates and entry fees.

ADD THE SEASON'S MEETINGS

1. On the web portal, open **Team > Racing, Calendar** tab.
2. Under **Add a meeting**, fill in **Meeting name, Championship, Circuit, First day** and **Last day**.
3. Set the **Entry fee per driver**. Left blank, confirming an entry charges nothing.
4. Click **Add meeting**.

To change a meeting, click **Edit**. **Cancel meeting** voids every entry that is not yet confirmed and charges nobody; a confirmed entry keeps the fee it already raised.

ENTER YOUR DRIVERS

1. Open the **Entries** tab and choose the **Meeting**.
2. Under **Add an entry**, choose the **Driver** and fill in **Class, Kart, Race number** and **Transponder**.
Use **Fee for this driver** to charge one driver a different fee.
3. Click **Add entry**. The entry reads **Entered** and nothing is charged yet.

4. When the entry is settled, click **Confirm — charges £X** on its row and confirm. The fee goes on the driver's account in **Money**.

The **Entries board** shows everyone entered for that meeting by where their entry stands: **Entered**, **Confirmed**, **no reply**, **Coming**, **Not coming** and **Withdrawn**. Drivers answer **I'm racing** or **Can't make it** in the app, so the board shows who you still need to chase. Click a card to jump to that entry's row.

Withdraw takes a driver out. Before confirmation it costs them nothing; after it, you can tick **Also void the entry fee**.

TYRES, RUNNING ORDER AND COMPARISON

- **Tyre pool:** use **Add a set to the pool** with its **Set reference**, **Name** and **Meetings allowed**. **Issue** a set to a driver for a meeting and **Take back** it afterwards; the pool counts meetings used and flags a set past its allowance.
- **Running order:** build the sessions with each driver, kart and mechanic. A kart put in two sessions that start together is refused.
- **Comparison:** the whole entry list side by side: entries, karts, tyres and mechanics. Lap times stay with each driver.

PUBLISH PRACTICE AND TEST DAYS

1. Open **Team > Programme, Programme builder** tab, and use **Create a session**.
2. Choose the **Kind (Practice, Test, Race or Coaching)**, the **Date**, **Start time** and **End time**, and a **Title**.
3. In **Circuit**, start typing and choose the track from the suggestions. Its layout and country show beneath, and drivers see the layout in the app. A circuit that isn't on the list is saved as typed, without a layout.
4. Set the **Capacity** (0 means no limit), the **Cost**, or tick **Cost to be confirmed (TBC)**, and choose **Charge the fee on:** attendance or confirmation.
5. Add a **Commitment deadline** if you want one. Type the full four-digit year, and keep it before the session starts: the portal refuses anything else.
6. Set a **Cancellation policy** if late drop-outs should pay: free until a number of days before, then a percentage or a flat fee.
7. Tick **Publish straight away**, or leave it as a draft that only you can see, and click **Create the session**.

To lay out a whole month at once, use **Lay out a month:** pick the weekdays and the range, untick any clashing dates, and create them together.

APPROVE PLACES AND MARK ATTENDANCE

Open a session from the **Session board**.

- Under **Commitments**, approve or decline each driver who has committed. A full session puts later drivers on the waitlist.
- Under **Cancellation requests**, click **Approve** to let a driver out (any fee applies), or **Approve and waive the fee** with a reason.
- After the day, mark each driver **Attended** or **No-show** under **Attendance**. A session charged on attendance raises its fees now; a no-show pays the full fee.

Mechanics tab: **Allocate a mechanic** puts a named mechanic with a driver for a date or session, charged as included, a fixed amount or by the hour. **Mark delivered** raises the charge.

READING THE RESULT

Entry fees, session fees, cancellation fees and mechanic charges all land on **Team > Money, Charges** tab, ready for the next invoice. On **Team > Overview**, the **Next event** module shows the coming meeting with how many are confirmed, coming or have not replied.

If drivers can't commit to a date, check its Commit by deadline has the right year and is before the session starts. If an entry fee didn't appear in Money, check the entry is Confirmed. For anything else, send us a message. The contact form is at <https://avbracelabs.com/contact>.

This guide is also at <https://avbracelabs.com/guides/run-race-entries-and-the-programme>, where it is kept up to date. AVB RaceLabs gives setup guidance, not guarantees: every adjustment is your call, so check it yourself or with a qualified mechanic before the kart goes out.