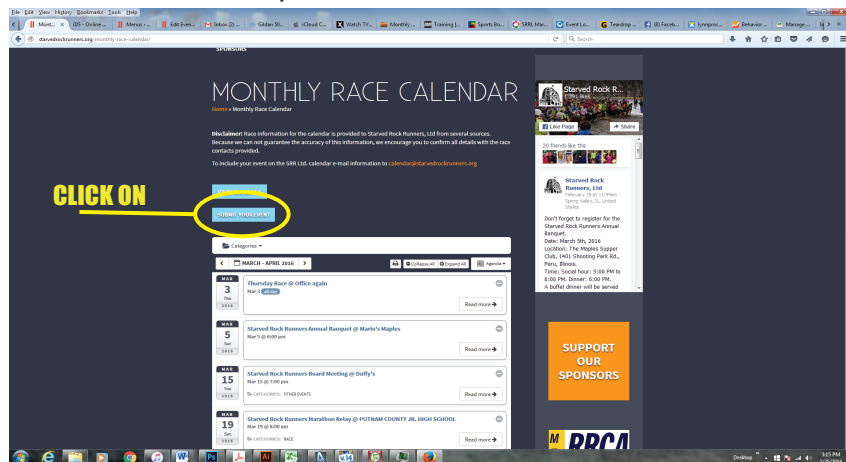Go to the Starved Rock Runner web site: starvedrockrunners.org
From the front page, click on the "CALENDAR" drop down menu.
From the "CALENDAR" drop down menu, click on "MONTHLY CALENDAR".
The "MONTHLY RACE CALENDAR" page will open, click on the "SUBMIT YOUR EVENT" button
    as shown in the picture below.

A form called "Submit Your Event" as shown below will open.

POSTING CRITERIA

For a race to be posted it must be a competitive timed event with awards give for top age group finishers.
In the "Description" area, age group awards should be outlined. If this information is not provided, the race will not be posted.
Virtual races will not be posted.

EVENT TITLE: Name of Race
DATE: Date of race. Uncheck the "All-day" box, then select the date from the calendar. **Enter the race start time in the "Time" box.** Please note that when the date appears in the box, it will appear in the format of date/month/year, not month/date/year as we are accumstom to seeing.
LOCATION NAME: Name of building, park or place where event will take place.
LOCATION ADDRESS: Complete address (street, city & state), place where event will take place. Be as specific as possible.
DESCRIPTION: Include everything and anything a participant will want to know about the event. Include race distance, if the course is certified, how the race be timed, registration fees & deadline, where registrations should be mailed, packet pick up information (times & place), etc. Also include award information with Age Groups.
RACE DIRECTOR: Name of Race Director
CONTACT EMAIL: Email address of Race Director
PRICE: Cost of race. Can be entered with dates: ($25.00 if received on or before xx/xx/17, $30.00 for race day or after xx/xx/17.
REGISTRATION URL: If the race has a link to "on-line registration", enter the web address here.
PHONE NUMBER: Phone number for Race Director
WEBSITE URL: If the race has a website, enter the web address here.

Once all of the information is entered, click on the "SUBMIT EVENT" box. An email will be sent to the Web Master that the form has been submitted. After approval, it will be posted. As soon as it is posted, a return email will be sent informing you that the race has been posted.
Please note that some of the information fields are required. The form will not submit if left blank.
In addition to submitting the information in the form, please send a separate email to: info@starvedrockrunners.org with a pdf copy of the race registration form. It will be added to the post by the Web Master.
NOTE: It may be helpful to visit other events on the calendar to see information being provided.