## Manually Adding Hash Runs onto Harrier Central



### **Adding New Hash Runs**

If your Kennel doesn't use Facebook Integration, there are two choices to manually add new Hash runs:

1) Add runs on the **HC App** 

2) Add runs on the **HC Admin Portal with** additional features such as Lat/Long and Run Tags on a computer or tablet (our portal isn't optimized for use on a phone)

#### (1) Click on "Add & Edit runs"



Select the date of the event and click on "Add run," or you can "Add run placeholder" for upcoming runs with incomplete details



Fill in the details and click on "Save changes to Harrier Central."

Note that **you must save** before adding the Map, Image or Other information.



#### Move the map pointer to the run start and hit "Set Location"



To add an image, click on "Select from gallery." Find image, edit if necessary, and hit "Done," which saves the image. Then click on "Other."



To change Hare(s), Hash Cash or Run Number for this particular run, follow instructions.

Scroll down....



You can also change the type of hash in case it's more than just a regular run. Click on "Save Other Information."

You're done! Happy Hashing!





### Adding New Runs on Portal

Go to <u>portal.harriercentral.com</u> on a computer or tablet to unlock extra HC features.

The first time you need to follow the instructions to scan the QR code and then click on your Kennel.



## **Adding New Runs**

Click on "Manage Runs"









#### Location

(1) Fill inAddressunder"Place"

(2) Click"Search"(see nextscreen)





Save changes

The following will now appear: (1) Address (2) Lat/Long (3) Map centered over start Confirm they are correct



OR (1) Scroll down to fill in Lat/Long

(2) Click "Set address from lat/lon" (3) Click "Center map on lat/lon"

#### Edit Let There Be Light



At the bottom of each page is a reminder to Save: (1) Click

(1) Click "Save changes"



A message will appear that you have successfully saved. Click "Done"

Basic info	Location	Image	Miscellaneous	Run tags	Payment	Other	Image
			Select Image				Click "Select Image" to upload image for your run
			Save changes				









Basic info	Location	Image	Miscellaneous	Rup tags	Payment	Other	Other			
un end time	(1) Optional end date									
rticipation						and time for special runs				
Limit participat	tion 2						(2) Click box			
External unique ID 259749982952865							participatior			
Last time updated Sat, 2/5/2022 1:03 AN	Л		Save changes	3			(3) Don't forget to click "Save changes"			
			ouve changes							



#### Questions?

#### Email us: <u>connect@harriercentral.com</u>

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