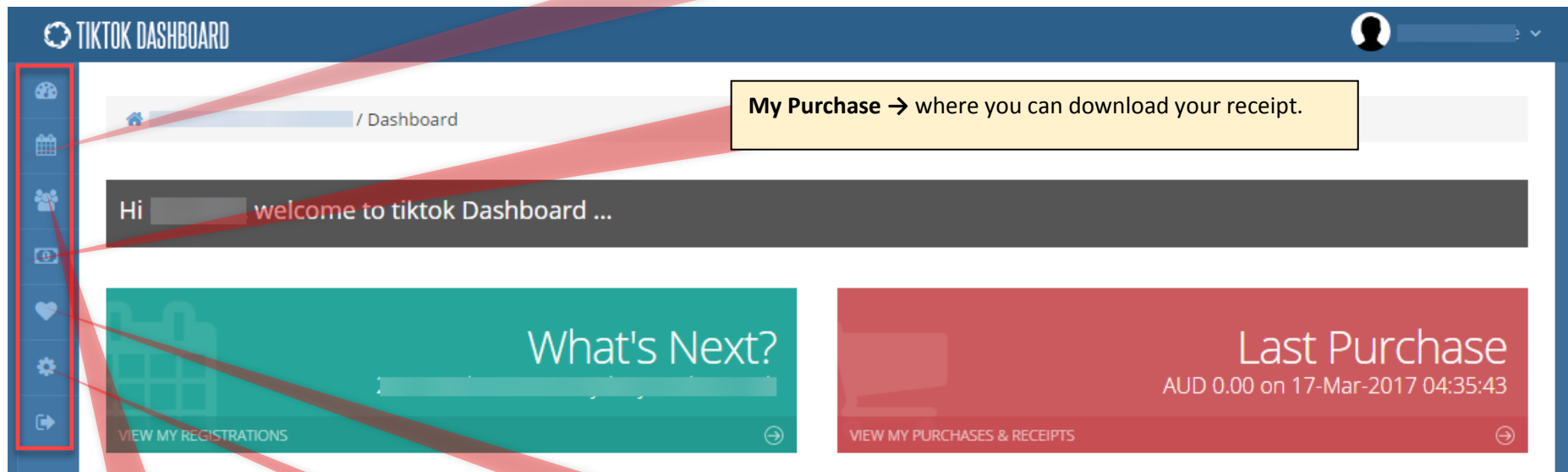


Dashboard Guideline

Login to Tiktok Dashboard <https://secure.tiktok.biz/login.aspx>

My Registrations → where you access your registrations details, such as e-ticket and where you also can edit your personal details, purchase additional merchandise items or upgrade your event.



My Purchase → where you can download your receipt.

My Teams → where you access your team's details, such as Direct entry team link, list of team members, and edit team members' registration details. Only available to team captains.

My Fundraising → where you find link to your fundraising page or to setup your fundraising page (depending on the event you're registering in).

Settings → where you can edit your profile, verified your account, change your password and Log Out from the Dashboard.

Merging Multiple Accounts

Because Tiktok is used by other event organisers for their events, such as City2Surf, it creates multiple accounts every time you use the same email address to register. See the message below.

The screenshot shows the Tiktok Dashboard interface. At the top, there is a navigation bar with the 'TIKTOK DASHBOARD' title and a user profile icon. Below the navigation bar, there is a breadcrumb trail showing the current location as '/ Dashboard'. A dark grey banner displays a welcome message: 'Hi [redacted], welcome to tiktok Dashboard ...'. A prominent red warning box with a triangle icon contains the text: 'Multiple Accounts Detected There is more than one tiktok account for this email address. This may make it difficult for you to access all of your registrations and associated information. Consolidating your accounts is easy, just [click here](#).' Below the warning, there are two main content cards. The left card is green and titled 'What's Next?' for the '2017 Blackmores Sydney Running Festival', with a 'VIEW MY REGISTRATIONS' button. The right card is red and titled 'Last Purchase' for 'AUD 55.00 on 19-Jun-2017 10:33:33', with a 'VIEW MY PURCHASES & RECEIPTS' button. A vertical sidebar on the left contains various icons for navigation.

To see all registration details on the same email address, you need to merge/consolidate all duplicate accounts. To do this, follow the below steps:

1. Verify your email address by go to Settings – Verify email address.
2. Copy paste the token code received in your email to the box provided.
3. Go to the Dashboard homepage and click the consolidate account link on the "Multiple Accounts Detected" box.
4. Select "Merge" button to merge all accounts.

Registration Management

Select **My Registrations** icon.

Home / My Registrations / Carnelia Test / Control Panel

Carnelia Test

2017 Blackmores Sydney Running Festival // 21KM // BIB# [redacted]
17 September 2017

Control Panel My Registration Cart Items Make Changes

| | | |
|---|---------------|------------|
| 1 | First Name | [redacted] |
| 4 | Date of Birth | [redacted] |
| 5 | Email Address | [redacted] |
| 6 | Mobile | 0412345678 |

Edit Registration Details → where you edit your personal details (N/A to full name, DOB, Gender) and event questions.

Add Items to Cart → where you purchase additional merchandise, such as SMS Results, iTab and many more.

share on facebook
share on twitter
e-ticket
BIB# [redacted]
CLICK TO DOWNLOAD

Team Management – Only available to team captains

Team information, such as **team name, password, direct entry link**

List of **paid team members**

List of **pending/unpaid team members** and where the Team Captain can **edit/delete unpaid entries**

TIKTOK DASHBOARD

3 / My Teams / / Control Panel

Pont3 Test: Control Panel

Intro Setup Confirmed (0) Queued (4) Checkout Downloads

BLACKMORES[®] SYDNEY RUNNING FESTIVAL

IAAF Road Race GOLD Label

The Sunday Telegraph OFFICIAL NEWSPAPER

Congratulations, you've successfully created a team for the 2017 Blackmores Sydney Running Festival.

To manage your team, go to "My Teams" and click "Control Panel" where you'll be able to find details of all team members who have registered.

IMPORTANT: If you are participating in the 2017 Blackmores Sydney Running Festival as part of this team, please ensure you are registering yourself for the event by [clicking here](#)>>

Processing **team's payment and removing all merchandise items.**
***you can make payment for selected entries or all of queued team members at any time.**

Download your team members' registration details.

To remove each member's merchandise items

1. Under "Queued" tab, select the "paper" icon on the team member's registration.

Home / My Registrations / [redacted] / Control Panel

2017 Blackmores Sydney Running Festival // 10KM // REF# [redacted]
17 September 2017

Control Panel My Registration **Cart Items** Make Changes

| # | Item | Qty | Total |
|---|--|-----|-------|
| 1 | Blackmores Bridge Run (Aus/NZ) Adult - Early Bird (AU\$55) // [redacted] | 1 | 55.00 |
| 2 | 2017 Blackmores Early Bird Singlet // Female - 8 | 1 | 6.95 |
| 3 | SRF SMS Results // SMS Results | 1 | 2.50 |

share on facebook
share on twitter

2. Click "Cart Items" then delete the merchandise items by clicking the "bin" icon.

Control Panel Intro Setup Confirmed (0) **Queued (3)** Checkout Downloads

Filter Editor

| # | REG ID | NAME | Race | Created |
|---|--------|------------|------|----------------------|
| 1 | 717667 | [redacted] | 10KM | 08-May-2017 12:21:03 |
| 2 | 684070 | [redacted] | 10KM | 04-Apr-2017 16:25:06 |
| 3 | 580756 | [redacted] | 42KM | 20-Jan-2017 09:20:46 |

Page size: 25 3 items in 1 pages