



RACE DIRECTOR  
QUICK CONNECT FOR  
THEDRIVEN



# Getting BibHub Connected Using theDriven

If you use theDriven for your Event and Race management, then this guide is for you.

The following pages will assist you in the necessary configurations required with your theDriven account to make your races BibHub Connected. This configuration will also enable seamless bib ownership validation and bib transfers.



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## How, What, and Why

There are 3 parts to the BibHub interface with theDriven.


1. Race Search Integration – First, we need to get your races and events on the BibHub calendar. These are made available using access that theDriven has granted us. Nothing needed from you here!
2. Bib Ownership Verification – Next, we need to make sure someone wanting to sell their bib actually owns it. Currently this is only possible via the Driven Dashboard and BibHub will do this for you. We just need a user account to your race with the proper access.
3. Bib Transfers – Lastly, we need to complete the bib transfer by ‘deleting’ the original seller's registration and providing the new participant (buyer) a 100% discount coupon code valid to register only for that event.
  - Currently deletes can only be done via the Driven Dashboard.
  - Coupon codes will be created by the BibHub Customer Support team.

BibHub can optionally collect Transfer fees on your behalf. You define the structure and amount.

## Create BibHub Customer Support Account

Due to constraints of the current theDriven API, you will need to create a user account for the BibHub Support Team to use. This will allow BibHub to update the status of the Bib Sellers as deleted from your race and create discount codes for Bib Buyers.

To create a new User Account for an theDriven race follow these steps:

1. Login to your theDriven account. *Note you must login as the owner of the theDriven account.*
2. Go to MY PROFILE / Settings / Contact Manager 



HOME   EVENT SOLUTIONS   CLUB SOLUTIONS   IT SOLUTIONS   FUNDRAISING   EVENT LIST   **MY PROFILE**   ABOUT US   SUPPORT

## Create BibHub Customer Support Account

3. Search for you event and click “Manage Sub Admin”

**DIRECTOR EVENTS**

Search event:  **GO >** **RESET >** **CURRENT EVENTS ▶** **PAST EVENTS ▶**

Event Name	Date	Location	Registrants
BH Test Event - driven <a href="#">Edit This Event</a>   <a href="#">Manage Sub Admin</a>	01/19/2019		0

[Update Profile >](#)

4. Click “Add Sub Admin >”

**manage sub admin** [< Back to previous page](#)

Event Name

**BH Test Event - driven**

”

Saturday, January 19, 2019  
8:00 AM

First Name	Last Name	Email/User Name	Action
<b>No sub admin added yet.</b>			

[Add Sub Admin >](#)

## Create BibHub Customer Support Account

4. Enter 'transfers@theBibHub.com' in Email / User Name:  
  
'Bib' in First Name:  
'Hub' in Last Name:  
  
'BibHub' in Password: (or email your custom password to [transfers@theBibHub.com](mailto:transfers@theBibHub.com) with a subject line of "theDriven Access - <event name>")
5. Check the 'Edit My Event:' checkbox  
Check the 'Participants:' checkbox
6. Click Save

### Sub Admin

Email / User Name:	<input type="text" value="transfers@theBibHub.com"/>
First Name:	<input type="text" value="Bib"/>
Last Name:	<input type="text" value="Hub"/>
Password:	<input type="password" value="....."/>

### Event Management Rights

Edit My Event:	<input checked="" type="checkbox"/>
Participants:	<input checked="" type="checkbox"/>
Volunteer Management:	<input type="checkbox"/>
Sponsors/Vendors:	<input type="checkbox"/>
Communication:	<input type="checkbox"/>
My Financials:	<input type="checkbox"/>

Save >

## BibHub Discount Code Standards & Use

- Upon the successful purchase of a bib via BibHub (payment collected from the bib buyer), BibHub will generate and send a 100% discount code to the bib buyer for the specific event on theDriven automatically. This discount can only be used once.

**Why a discount code?** This allows BibHub to send the new participant through the existing theDriven registration process, so they register just like everyone else for your race!

- Below are the specification of the discount code that will be used to create these specific BibHub codes. The specifications are designed to make it easy for Race Directors to identify codes that are related to BibHub.
  - ZBH – Will be put it at the beginning of the discount code.
  - YYMMDD – Date generated.
  - xxxx – Random generated ID for uniqueness (alphanumeric).
- BibHub Support will handle any issues that arise around generating the discount codes and the redemption of those codes by the bib buyers including the creation of discount codes manually should that be needed.



## BibHub Discount Code Example


Discount Offer

Creating a discount code allows you to give discounted fees to sponsors or members of the sponsors organizations.

**Coupon Code # 1** (32 character limit)

ZBH180308ABC12

**Coupon Start Date**

12/31/1969  (mm/dd/yyyy)

**Coupon End Date**

01/19/2019  (mm/dd/yyyy)

**Discount**

100 % or \$

*Enter in a discount percentage or fixed amount.*

*Processing fees are based on the pre-discount amount and will be charged EXCEPT in case of 100% off, for which the processing fee will be waived courtesy of The Driven.*



**Restriction** (Select and Fill In All You Wish to Apply)

- No restriction
- Cart must be \$ or more
- Limit usage to first 1 users

Please select the registration option you want to connect this Coupon Code with:

- Half Marathon
- 7 Mile Bike

Save discount code >

Coupon code	Coupon Start Date	Coupon End Date	Discount	Restrictions	Used	Registration Option	Actions (Edit/Delete)
ZBH180308ABC12	12/31/1969	01/19/2019	100 (%)	Limit usage to first 1 customer(s) (Available coupon: 1)	0	Half Marathon	 / 

## Optional Transfer Fees

- If you would like to charge a fee for BibHub transfers please email your fee information to [transfers@thebibhub.com](mailto:transfers@thebibhub.com) with a subject line of “theDriven Transfer Fees - <race name>”.
- We support fixed \$ amount fees either at the race level or can vary the amount by event.
- Additionally we can split this fee between the buyer and seller based on a specified percentage.
- Note – We provide a single consolidated payment back to you once the race closes.

## BibHub Bib Transfer Visibility

It is important that you have visibility into the BibHub activity that is occurring for your races and events. Here's how theDriven provides this visibility.

To view 'Canceled' participants:

- Only visible via email confirmations, not available via the dashboard

To view the 'Discount Codes':

- Go to Edit My Event / 5) Payments/Discounts
- BibHub discounts will start with ZBH so typically you can scroll to the bottom

## Now, help BibHub Promote your next event!

We're excited to help you further promote your event on our website and social channels. **Unless you tell us otherwise**, we'll reuse photos, graphics, logos, and copy from your website in our marketing efforts.

If you have any specific assets you want to share with us, please email them to [transfers@theBibHub.com](mailto:transfers@theBibHub.com) and outline any brand requirements and only share assets we have rights to publish and share on BibHub's channels:

- High resolution race imagery
- Logos
- Copy and social post examples
- Promotional dates and registration deadlines for your event



**That's it—you're now BibHub  
Connected! If you have any questions  
or need some help, contact us:**

**[transfers@theBibHub.com](mailto:transfers@theBibHub.com)**

**THEBIBHUB.COM | 844.4.BIBHUB**