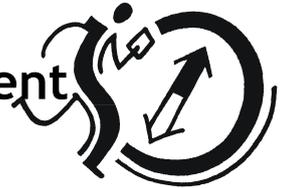




Eventor Guide – How to manage an event



Svenska Orienteringsförbundet

Modified Version for Orienteering SA Ver 1.9 19th Jan 2024

This version of the above document has been modified to include information that needs to be considered by those setting up events within Orienteering SA. All variations are in blue italics. Any comments appreciated.

What's New?

- *New template events and modification of instructions p12*
- *Various minor edits*

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To find this document go to our website <https://sa.orienteering.asn.au/> & then About Us ->

Event Management -> item 15

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The guide is aimed at club members with the role of Event Organiser & Entry Manager. After the event has been created, you can edit the details up until it is 'approved', see the section *Edit data for an 'applied' (pending approval) event*. When the event is approved, you can then add classes, fees and open the event for entries.

NOTE! Do not create test events in Eventor! There is a test environment where this can be done.

Link to Test site is: <http://eventoraustralia.orienteering.se/Events>

In most cases if you have event admin rights in the main site this will have been copied automatically into the Test site. If this has not happened contact Ken Thompson or Robin Uppill who can upgrade your rights.

Link to main site of Eventor Australia:
<http://eventor.orienteering.asn.au/Events>

Add a new event

Click *Add a new event* under *Event administration* in the menu.

Add new event

What is the event type?

To organise championship, national or state events, an application should be made which is then approved by the state association or the national federation. The event must be approved before it is shown in the event calendar.

For local and club events, there are no approval requirements. The event is shown in the event calendar immediately after it has been saved.

How many races has the event?

Most events contain only one race. Multi-race events are characterized by the fact that the final result is based on the sum of the times for two or more races. Two events on a weekend having the same organising club(s), where each event has a separate final result, are considered two events containing one race each. **Make sure to specify the correct number of races, since this information can't be changed later on.**

Event classification Championships, national or state event
 Local or club event

Number of races

What is the event type?

To organise a championship, national or state event, an application should be made which is then approved by the state association or the national federation, Orienteering Australia. The event must be approved before it is shown in the event calendar.

Currently Ken Thompson or Robin Uppill are able to approve events in this category.

For local and club events, there are no approval requirements. The event is shown in the event calendar immediately after it has been saved.

How many races does the event have?

Most events contain only one race. Multi-race events are characterised by the fact that the final result is based on the sum of the times for two or more races. Two events on a weekend having the same organising club(s), where each event has a separate final result, are considered two events containing one race each.

NOTE! Make sure to specify the correct number of races, since this information can't be changed later on.

Event type: Championship, national or regional event with one (1) race

After clicking on *Add a new event* under *Event administration* in the menu, select *Championship, national or state event* type and number of races (1). Choose *Proceed*.

The following dialog box appears:

Apply for event

Instructions

General information | Organising clubs and officials | Class types | Arena | Comment

Name *

Preferred event date 1 *

Preferred event date 2

Preferred event date 3

Preferred event date 4

Show calendar with event applications

Disciplines * foot orienteering
 ski orienteering
 mountainbike orienteering
 trail orienteering

Event form

Event classification

Race distance

Time of event

Homepage

Consultation has been performed

Save Cancel

In top of the page there are five tabs – General information, Organising clubs and officials, Class types, Arena and Comment. Click on the tabs to switch between them. Each tab contains various data to fill in. Some are required (marked with *), other optional.

When you are finished, click the *Save* button at the bottom of the page.

You can switch freely between tabs without having to save each one. If you forget any required information when you click *Save*, you will be reminded to complete this. If you don't, all information is lost, when you navigate away from the page

Click *Cancel* if you do not want to continue to enter the event data. You will return to the page with the club competitions, but no updated information will be saved. You can also, at any time, click on the *Start menu* to the left to cancel.

1. General information

Under the tab *General information*, complete the event name, event date and define which type of event it is.

Name – Enter the name as you would like it to appear in the competition program. If the event doesn't have a name, enter your club name instead.

Preferred event date 1, 2 etc. - Click in the field and select the preferred dates for the event. At least one date is required.

Show calendar - Click to see the dates of other events.

The following dialog box appears:



Select a month to view, by either selecting from the drop menu above the calendar, or scroll forward / backward by clicking on the month name to the left or right above the calendar.

Click on the X at the top right to close the window.

Disciplines - Select one or more discipline by checking the boxes.

Event form - Choose from individual, relay, team and patrol (define patrol?).

Event classification - Choose from international, championship, national and state event. Take care here – the default is 'national', which means the OA administrator must approve it. Most events are likely to be 'state event' (eg OY events) which can be approved by your state Eventor administrator.

Race distance – Choose between sprint, middle, long and ultralong.

Time of event - Choose between day, night and combined day and night.

Website - If the event has its own website, enter it here. E.g. <https://sa.orienteing.asn.au/>

Consultation has been performed – Check this box if consultation has taken place with landowners etc.

2. Organising clubs and officials

Under the tab *Organising clubs and officials*, choose whom or which clubs representing event and choose the main officials. You can select multiple organisers, race director and course planners. Please note that the persons must be registered in Eventor and be members of a club and/or association.

The screenshot shows a web form titled "Apply for event" with a sub-header "Instructions". The form has five tabs: "General information", "Organising clubs and officials" (which is selected), "Class types", "Arena", and "Comment". Under the "Organising clubs and officials" tab, there are five sections:

- Organising clubs:** Shows "Bendigo Orienteers" with a blue information icon and a green "+ Add" button.
- Organisers:** Has a green "+ Add" button.
- Course planners:** Has a green "+ Add" button.
- Contact people:** Shows "Mats Troeng" with a red "- Delete" button.
- Contact email:** An empty text input field.
- Contact phone number:** An empty text input field with a red asterisk indicating it is required.

At the bottom right of the form are two green buttons: "Save" and "Cancel".

Organising clubs - Choose one or more organising clubs. The club you are logged in for is shown from the beginning. Click  Add if you want to add additional clubs.

Organisers - Click *Add* to add one or more event administrators. You can only select event administrators who are registered in Eventor.

Course planners - Choose a course planner in the same procedure as above.

Contact people - Select a contact using the same procedure as above. Only one person can be the contact person.

Contact phone - Enter the phone number as you would like it to appear in the event program.

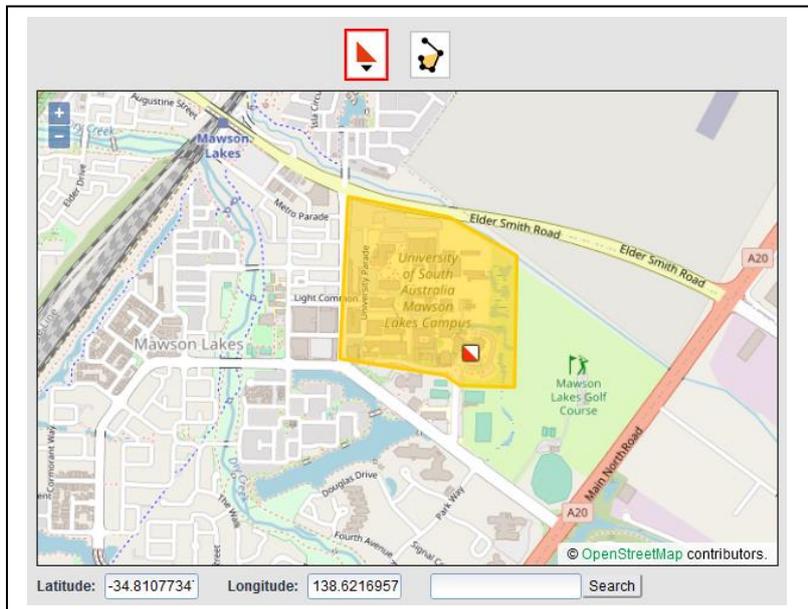
3. Class types

The class types are shown in the event calendar. They don't affect the event in any way, but applying this classification to your classes allows them to be displayed more clearly in the event information. Choose one or more class types by checking the boxes.

4. Arena

Under the *Arena* tab you mark the geographical location of the assembly area for the event. This information may be specified later, but must be done before the event is opened up for entries. *Once you have found the location use the add a marker tool at the top of the screen to place the start area. You can now also show the competition area if you wish.*

If you need to change this location simply delete the latitude & longitude and select the new location with the mouse.



Zoom by using the zoom tool to the left of the map screen or the mouse scroll wheel. Click the map to mark the position of the arena. Drag the icon to move its location to a new position.

5. Comment

Under the *Comment* tab you enter anything you want to disclose or communicate to the state association and the national federation. This information will not appear in public anywhere, but only be visible for authorized Eventor administrators.

6. Save – and the next step

After you have saved the Apply for Event page for a National, Championship or State Event, it then waits for approval from the relevant administrator. You should contact your State Eventor Administrator to request approval for this event. *Currently Robin Uppill or Ken Thompson are able to approve events in this category.*

Event type: Championship, national or regional event types with multiple races

After clicking on *Add a new event* under *Event administration* in the menu, select *Championships, national or state event type* and number of races. Choose *Proceed*.

The screenshot shows the 'Apply for event' form with the 'General information' tab selected. The form includes the following fields and options:

- Name ***: Text input field with an information icon.
- Preferred event start date 1 ***: Date picker.
- Preferred event end date 1 ***: Date picker.
- Preferred event start date 2**: Date picker.
- Preferred event end date 2**: Date picker.
- Preferred event start date 3**: Date picker.
- Preferred event end date 3**: Date picker.
- Preferred event start date 4**: Date picker.
- Preferred event end date 4**: Date picker.
- Show calendar with event applications
- Disciplines ***:
 - foot orienteering
 - ski orienteering
 - mountainbike orienteering
 - trail orienteering
- Event form**: Dropdown menu with 'individual' selected.
- Event classification**: Dropdown menu with 'National event' selected.
- Homepage**: Text input field with an information icon.
- Consultation has been performed**:

At the bottom right, there are 'Save' and 'Cancel' buttons.

Unlike a single race event, the number of tabs is four and not five, and there is a tab for each race. These tabs allow you to add a geographical position of the arena for each race.

General information

In the first tab, *General information*, the start date is set but also the end date because the event can have one or several rest days. Some general information has also moved to each race tab. Otherwise this tab is identical to the one for the single race event, refer to the previous section for single race events..

Identical tabs

The tabs *Organising clubs and officials*, *Class types*, *Arena* and *Comment* are identical to the tabs for the single race event, refer to the previous section for single race events..

Race tabs

For each race tab, you can fill in the race's name (eg, Sprint Distance event), time of event and race distance. Similarly, fill in the event director and course setter for each race in the same way as under the tab *Organisers and officials*, refer to the previous section for single race events.

The arena's position for each race is determined in the same manner as for a one race event, see *Arena* in the previous section for single race events..

Apply for event

Instructions

General information | Organising clubs and officials | Class types | Comment | **Race 1** | Race 2

Race name *

Time of event

Race distance

Event director

Course setter

Location of Event Center



Longitude: Latitude:

Event type: Local or club event

After clicking on *Add a new event* under *Event administration* in the menu, select *Local or club event* type and number of races (1). Choose *Proceed*.

The following dialog box appears:

New event: General information

Name *

Start date *

First start EST/EDT

End date

Finish closes EST/EDT

Disciplines *

- foot orienteering
- ski orienteering
- mountainbike orienteering
- trail orienteering

Event form individual

Event classification Club event

Race distance long

Time of event day

Homepage

Contact email

Contact phone number

Punching systems *

- Sportident
- Emit
- manual punching

Consultation has been performed

Entry terms and conditions

Information

Save Cancel

Fill in any important details for participants. Competition name, date, at least one discipline, and at least one punching system is required information.

Paste in the Orienteering SA Risk Statement under entry terms & conditions. This can be copied & pasted from a previous event or obtained from our web site: About Us -> Event Management -> Item 16A.

Make sure you tick Enter on the day if such courses will be available. This has now been added to the above form.

When you are done, select Save.

Event type: Local or club event with multiple races

After clicking on *Add a new event* under *Event administration* in the menu, select *Local or club event* type and number of races to two (2) or more. Choose *Proceed*.

The following dialog box appears:

The screenshot shows a web form titled "New event: General information". The form is organized into several sections:

- Name:** A text input field.
- Start date:** A date picker.
- First start:** A text input field with a dropdown menu set to "ESTEDT".
- End date:** A date picker.
- Finish closes:** A text input field with a dropdown menu set to "ESTEDT".
- Disciplines:** A list of checkboxes: foot orienteering, ski orienteering, mountainbike orienteering, and trail orienteering.
- Event form:** A dropdown menu set to "individual".
- Event classification:** A dropdown menu set to "Club event".
- Homepage:** A text input field.
- Contact email:** A text input field.
- Contact phone number:** A text input field.
- Punching systems:** A list of checkboxes: Sportident, Etil, and manual punching.
- Allow entry to separate races:**
- Allow entry to multiple classes:**
- Consultation has been performed:**
- Entry terms and conditions:** A large text area.
- Information:** A large text area.

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Fill in any important for participants Competition name, date, at least one discipline, and at least one punching system is required information. When you are done, select *Save*.

Edit data for an 'applied' event

You can edit the data for a 'applied' event, up until it gets approved.

Click on *Club's events* under *Event administration* in the menu. Then click on the link for the desired event. The tabs in top of the page you will enter, you can freely browse through.

Do not forget to select *Save*, so information is updated!

Add classes, services, entry fees and open event entries (for all sorts of events)

When an event is approved, classes and entry fees can be added and then the entries for the event can be opened.

To edit an event, click on *Club's events* under *Event administration* in the Eventor menu. A page with your clubs' events is displayed. Click on an event to view its details.

The following dialog box appears:

Test event one: Overview

General information Organising clubs and officials Arena Class types Classes Services
Entry fees and deadlines Documents Payment Status Data exchange Communication

Guide: Manage event Event information

General information

Name	Test event one
Organising club	 Bendigo Orienteers
State	Orienteering Victoria
Status	approved Next step: Add classes
Date	Tuesday 1 December 2015 at 11:00 EDT
Event form	individual
Event classification	National event
Race distance	long
Time of event	day
Discipline	foot orienteering

Class information

Class types	elite open a open a short open b
Classes	The event has no classes.

Contact details and main officials

Contact person	Mats Troeng
Contact phone number	0123456789

[Back](#)

At the top of the page you'll find the different settings for the event. Any information added, amended or deleted on a page, has to be saved before moving to the next page.

The pages *General information*, *Organising clubs and officials*, *Arena* and *Class types* contain the same information from when the event was first created. In addition, there now are pages for the management of *Classes*, *Services*, *Entry fees and deadlines*, *Documents*, *Payment*, *Status*, *Data exchange* and *Communication*.

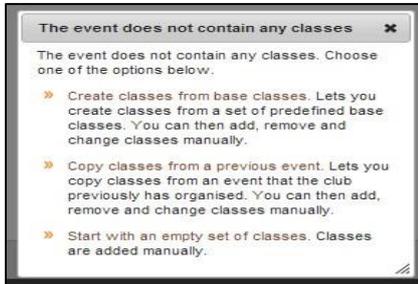
Before the content of these new pages is entered, please check the prior pages for information and complete where necessary:

- Under *General information*, as well as checking that all information is correct, also check that at least one punching system has been chosen.
- Under *Organising clubs and officials*, check that organisers, course planners and other officials are entered for the event.

- Under *Arena*, enter a location.

Classes

Click on *Classes*. The following dialog box appears



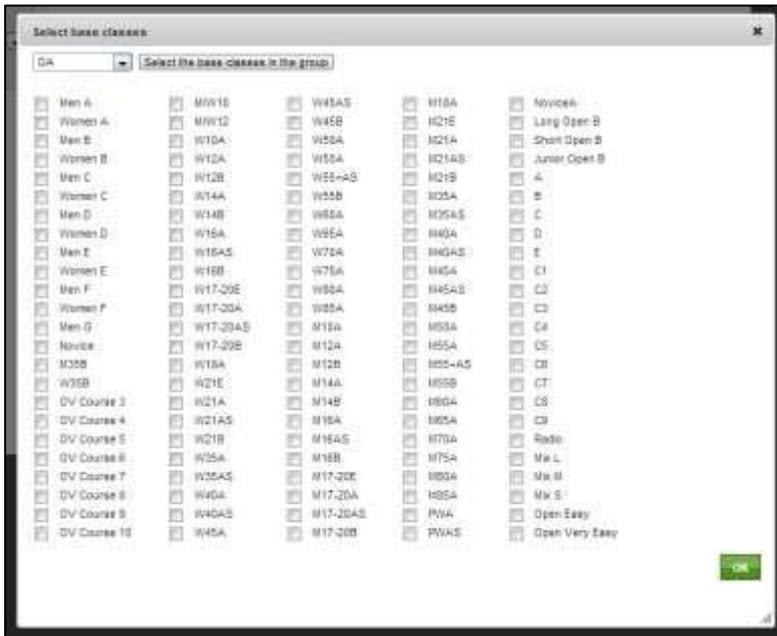
Unless an event does not fit into categories below it is wise to Copy Classes from a Previous Event that is known to match the Sport Software templates. Eventor relies on long class names to match up with Sport Software so whatever we do has to be consistent with Eventor in that respect or everything class wise can get badly scrambled. To be safe use identical long & short class names in both Eventor & Sport Software (or MEOS) When setting up events on Eventor the classes you set up can simply be copied from an existing event that matches our OE2010 Templates.(Jan 2024 version)

The currently recommended events to use are: (Where necessary the class lists in these events have been modified to match current course specifications eg adding MW65+AS)

- **1A Long OY:** 20th Aug 2023 Merridee WA On the template the competitive classes are the same as 1B with more flexibility to include non competitive course entries for all courses if desired. These selections will need to be checked as they differ from Sport Software template.(as is case with Merridee event)
- **1B SA Long Champs/Long OY:** 11th June 2023 Flinders Day2 Wilpena Spurs/Creek TT
- **2 SA School Champs:** 29th May 2023 Bonython Park TJ
- **3A Standard OY:** 2nd April 2023 Para Wirra TT
- **3B Middle OY:** 12th June 2023 Flinders Day 3 OH
- **4 Standard Cross Country:** 24th March 2023 Belair OH
- **5 SA MTBO Champs: 23rd Oct 2022 O'Halloran Hill** OH (contains some non comp E courses that are not in Sport Software template)
- **6 SA Sprint Champs:** 5th March 2023 Reynella TJ
- **7 SA Middle Champs:** 10th Sept 2023 Crooked Straight YA
- **8 SA Night Champs:** 24th June 2023 Wirra Wirra WA
- **9 Urban Events:** Although there is a Sport Software template for this style of event clubs vary in the way they set up these events so I have not listed a particular one to copy
- *If the event belongs to another club change from your club to Orienteering SA in eventor. Remember to change back to your own club as soon as you have copied the classes. If you are setting up a non standard event once it is setup on Eventor & saved go to Event Administration ->Club Events & select the event & click data exchange. From the Event specific downloads select export classes. Import this in to your event in OE2010 using the following settings: Clear & create again, Identify classes by Class no, File format XML, IOF standard. Remember to establish the correct class-course links (Courses -> Classes)*

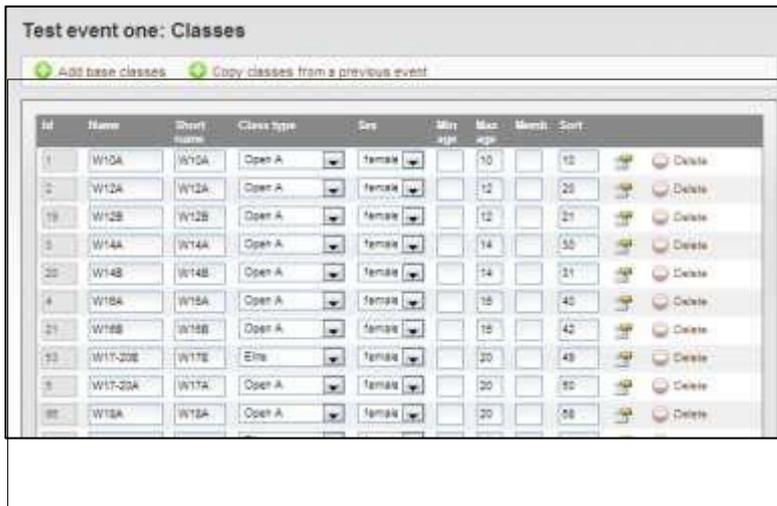
Choose to either *Create event classes from base classes* (Australian predefined classes, option A below), *Copy the classes from a previous event* (option B below), or *Start with an empty class set* (option C below). The latter is preferably used for smaller events with few classes, such as "Long," "Medium" & "Short" options.

A) To start from base classes, click *Create classes from base classes*. The following page is displayed:



Select base class group in the scroll bar at the top and click *Select the base classes in the group* in order to select. Repeat for the next base class group you want with the event. You can always de-select an individual class or stick to the base class group. When done, select *OK*.

The following page is displayed:



On this page information for classes can be amended. To add a base class, click *Add base classes* (you will return to the previous screen to select from the base classes). To add another class, select *Add class* at the bottom.

For data transfer to the event timing software to work smoothly, it is important that the class id and name are the same in both Eventor and event software

Enter minimum and maximum ages for the classes that have such restrictions in the respective fields *Min age* and *Max age*.. If not age ranges apply to the class, then leave both fields blank.

The *Memb* field is used for patrol classes. Put the number of participants in the field. If a variable number of participants is allowed in a patrol team, the specified minimum and maximum number is separated by hyphens. Example: *1-2* means that the patrol consists of either one or two participants. If the class is an individual class, field is left empty.

Sort specifies the order in which classes are displayed when the participant enters, and in start and result lists.

 Click to show more settings. Here you can select if the participants need to enter through Eventor or only be able to register on race day. There is also a possibility to show results lists without a time result. This could be used for beginner's classes for instance.

If the race is a relay, additional input fields are displayed for relay specific information. Follow the instructions on the screen.

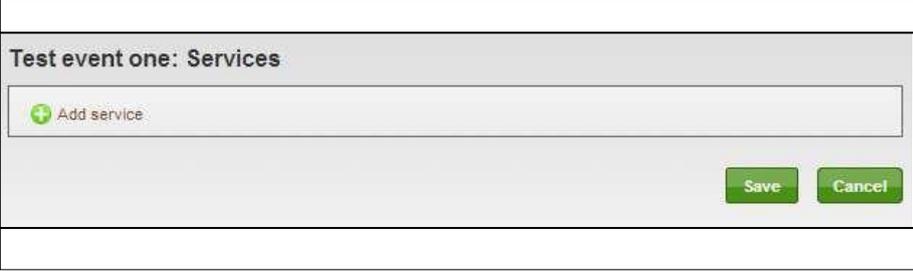
When you're done, click *Save*.

B) Usually an event has the same or similar class set as a previous event that the club organised. Select *Copy racing classes from a previous event*, enter the desired event in the scroll bar, and then click *OK*. Add, modify and delete classes if necessary, then select *Save* when you're done.

C) To start with an empty class set, select *Start with an empty set of classes*. Fill out the information that will apply to classes. Click *Save* when you're done.

Services

Click *Services*. The following page is displayed:



The screenshot shows a web interface for managing services. The title is "Test event one: Services". There is a text input field with a green plus icon and the text "Add service". At the bottom right, there are two green buttons: "Save" and "Cancel".

Click on Add Service. The following page is displayed

Test event one: Services

Language	Name	Description
English	<input type="text"/>	<input type="text"/>

Fee	From date	To date	
<input type="text"/>	<input type="text"/> EST/EDT <input type="calendar"/>	<input type="text"/> EST/EDT <input type="calendar"/>	<input type="button" value="Delete fee"/>

Under *Name*, enter the name of the service and under *Description*, give a short description of the service. E.g SportIdent Purchase, Buy a SPortIdent timing stick (SI-8)

Under *Fee*, enter the cost of service and dates applying to that cost. If the same service will have different fees for different dates, add a fee through *Add fee* and enter new dates for the fee.

To add more services, click on the *Add service* and fill in the same way as above. When you are done, select *Save*.

Entry fees and deadlines

Click on *Entry fees and deadlines*. Note you need to add classes before you can add fees and deadlines. The following page is displayed:

Test event one: Entry fees and deadlines

Entry fees and deadlines can be specified either in simple mode or an advanced mode. The simple mode can be used for individual events with one normal entry deadline and optionally one late entry deadline. Most events can use the simple mode. For other events an event fee frame can be created in simple mode, and adjustments and additions can be made in advanced mode.

No entry fees and deadlines have been added. Add entry fees and deadlines by choosing Edit (simple mode) or Edit (advanced mode) above.

Choose either *Edit (simple view)* (Section A below) or *Edit (advanced mode)* (Section B below). Most events will use the simple mode.

A) When selecting the simple mode, the following page is displayed:

Test Event: Entry fees and deadlines, simple mode

Normal entry deadline *	<input type="text" value="18/11/2019 23:59"/>	CST/CDT <input type="calendar"/>	<input type="button" value="i"/>
Late entry deadline	<input type="text" value="28/11/2019 23:59"/>	CST/CDT <input type="calendar"/>	<input type="button" value="i"/>
Members: Normal fee, adult	<input type="text" value="20"/>		
Casuals: Normal fee, adult	<input type="text" value="20"/>		
Members: Normal fee, youth	<input type="text" value="10"/>		
Casuals: Normal fee, youth	<input type="text" value="10"/>		
Late entry fee (%)	<input type="text" value="50"/>		

Choose the time of entry deadline and fees. The timing of a deadline includes the whole minute. Example: 23/11/2015 23:59 allow entries up until 23/11/2015 23:59:59, but not from 24/11/2015 00:00:00. *For pay on the day events enter 0 in each of the fee boxes. If no late entry process delete contents of this box*

Deadlines and fees can be changed after the entries opened.

Click **Save** when you're done. A summary will be displayed.

B) When selecting the advanced mode, the following page is displayed:

The screenshot shows a web form titled "Test event one: Entry fees and deadlines, advanced mode". At the top left is a green "+ Add fee" button. Below it is a section with two options: "Keep original fee when changing classes" with a checkbox icon, and "Deadline for entry change" with a text input field containing "EST/EDT" and a calendar icon. At the bottom right are two green buttons: "Save" and "Cancel".

Click on *Add fee*. The following page is displayed:

The screenshot shows the "Add fee" form. It has a "Fee name" text input field. Below it are two columns: "Member fee" and "Casual fee", each with a text input field and a dropdown menu set to "AUD". There are "From date" and "To date" fields, each with a text input field and a calendar icon. Below these are "From age" and "To age" text input fields. A "Fee application order" field has a text input field with the value "0". A red "Delete" button is at the bottom left. On the right side, there is a list titled "Classes using this fee" with a scrollable list of items: "Course 1 Female", "Course 1 Male", "Course 1 Groups", "Course 2 Female", "Course 2 Male", "Course 2 Groups", "Course 3 Female", "Course 3 Male", "Course 3 Groups", "Course 4 Female", "Course 4 Male", "Course 4 Groups", "Course 5 Female", "Course 5 Male", and "Course 5 Groups". A green "+ Add fee" button is at the bottom left of the form.

Enter a name for the fee, eg *Normal fee, The October fee* etc. This name appears only for internal use to you as the organizer.

Fill in the start and end date (*From date* and *To date*) for the time interval when the fee is applicable. Leave one *From date/To date* field blank to not limit the range in the corresponding direction.

Specify ages for which the fee applies.

Fee application order specifies the order in which the fee applies in case a class has multiple entry fees. If it is a percentage-based fee, it must have a higher number than the fee which is basis for the calculation.

Select one or more classes from the Classes list to the right, to apply the fee to them.

Deadlines and fees can be changed after the entries opened.

Note! Usually for a major event there is a normal fee and a late entry fee for an event. The normal fee will then have *To date* set at the time when the late entry fee expires. The late entry fee usually stated as a percentage of the normal fee.

ample:

Example: The normal fee for an event closes on January 10, and the late entry fee closes on January 20. Assume, for simplicity, that the event has an adult fee and a youth fee. The following fees are used: (This table now appears differently to include payment options for non members)

Fee name	Fee	From date	To date	From age	To age	Fee application order
Normal adult fee	\$20		20/01/2015 23:59			1
Normal youth fee	\$10 AUD		20/01/2015 23:59			2
Late entry fee	50 %	11/01/2015 00:00	20/01/2015 23:59			3

Note that the fees don't need any age limits in this case. This is so that young people participating adult classes (for example, a 16-year-old who participates in M18) to pay adult fee regardless of age. Age limit is required only in cases where the fee in a class is age-differentiated, which is for example the case in open classes.

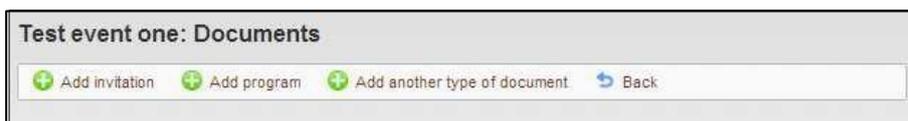
All adult classes use *Normal adult fee* and *Late entry fee*. All youth classes use *Normal youth fee* and *Late entry fee*.

- Until 10/01/2015 23:59 participants in adult classes pay \$20.
- Until 10/01/2015 23:59 participants in youth classes pay \$10.
- From 11/01/2015 00:00 to 20/01/2015 23:59 participants in adult classes pay \$20 AUD (normal adult fee, fee application order 1) plus an addition of 50 % of this amount (late entry fee, fee application order 3, i.e. $50/100 * 20 = \$10$). Total amount: \$30.
- From 11/01/2015 00:00 to 20/01/2015 23:59 participants in youth classes pay \$10 (normal youth fee, fee application order 2) plus an addition of 50 % of this amount (late entry fee, fee application order 3, i.e. $50/100 * 10 = \$5$). Total amount: \$15 .

For most OSA events there is a differential between member and non member (casual) fees. (see p24)

Documents

Click on *Documents*. The following page is displayed:



Here you can choose between adding invitations, programs or other type of document. For example, click the *Add invitation*.

The following page is displayed:

Upload document

Create new document

You can upload a document either using the *File* field, or link to a document on an external website using the *Link* field.

Tip: Upload files in pdf format rather than Word or Excel files.

Name of document	Invitation
File	<input type="button" value="Välj fil"/> Ingen fil har valts
Link	<input type="text"/>

Click the Browse / Choose file (depending on the browser) next to the *File* field and browse for the file on your computer. Select *Open*. If the document is already available somewhere online, enter the URL in the *Link* field instead. Once the file or link is specified, click *Save*.

Payments

Click on *Payments*. The following page is displayed:

FLINDERS RANGES DAY 1 Middle Distance Warm Up Event: Wilpena Spurs : Payment

[Orders](#) [Copy settings from another payment event](#)

Event-specific payment settings

Apply entry fee discounts [?](#)

General payment settings

Payment recipient [?](#)
Tintookies Orienteering Club
Treasurer Geoff Bennett
29 Robert-Emery Court
Athelstone SA 5076

Text on invoice

Text on receipt

Text color on invoices/receipts

Header fore color on invoices/receipts

Header back color on invoices/receipts

Logotype on invoices/receipts [Upload file](#) [?](#)

Payment methods

Available payment methods are listed below. Tick the checkboxes next to the payment methods to provide, and specify the settings for each of them in the input fields shown.

POLi

PayPal

PayEx

By default, integrated payment management for an event is not activated. You need

If pay on the day is being used make sure none of the payment options are selected. Otherwise specify payment settings on this page and click *Save* to activate it. Once activated, entrants are presented a shopping-cart-style checkout when entering an event. Entrants cannot cancel their entries themselves when integrated payment management is activated. Event organisers need to cancel the entries and perform a manual refund. *Clubs can only use integrated payments if they have a Paypal account. The OSA account settings are normally only used for events run by Orienteering SA.*

Please note that respite days are no longer an option on this page. Competitors must pay at the time of entry or their entry will not be included in the entry list.

Apply entry fee discounts checkbox

Tick the box if family entry fee discounts apply. This will apply discounts according to the following algorithm: a discount is to be applied when entering multiple competitors.

Discounts will be applied to any entry of three or more entries comprised of

- at least 1 adult (M/W21 and above) but no more than two adults (it doesn't prevent application to groups with more adults, it just ignores the other adults), and
- at least 1 child (M/W20 and below)

A family will pay for the three most expensive entries only (as defined by the event entry fees).

- Example 1: 2 adults, 1 sub-junior, 1 junior. Entry will be charged for 2 adults and 1 sub-junior.
- Example 2: 2 adults, 1 M21E (third adult), 2 juniors. Entry will be charged for 2 adults, 1 Junior and 1 M21E (another adult).
- Example 3: 1 adult, 1 sub-junior, 2 juniors. Entry will be charged for 1 adult and 2 juniors.
- Example 4: 4 adults, 2 juniors. entry will be charged for 2 adults, 1 junior and 2 additional adults.

For detailed information about the rest of the settings displayed on this page, and how to register payments manually, edit orders and create reports, please refer to the Payment module guide.

Payment methods

Please note: Manual EFT is not offered for event entry

Select the payment methods to be offered. Tick the checkboxes next to the payment methods to provide, and specify the settings for each of them in the input fields.

Paypal – Credit card or Paypal account – Entrants with or without a Paypal account can use their credit card in the option. <https://www.paypal.com/au>

Entrants who do not wish to use these options need to contact to organizer to make other arrangements.

Status – open/close entry

Click on *Status*. The following page is displayed:

Test event one: Status

Current status: approved

- applied
- approved**
- entries opened
- entries closed
- ongoing
- completed
- Reported
- cancelled

Change status to [select]

Save Cancel

Entries can't be opened until:

1. Punching system is selected under General Information
2. Officials are set forth under Organisers and officials
3. Classes are listed under Classes
4. Fees and deadlines are listed under Entry fees and deadlines, and finally
5. a location is specified under Arena.

To open entries, change the status to *entries opened* in scroll bar at the bottom of the page. After the selection is made, click *Save*.

Once the event's status is saved, status can be paused in the scroll bar by selecting *entries closed*.

To cancel the event, the status *cancelled*.

After the selection is made, click *Save*.

NOTE! Status *cancelled* cannot be changed back!

FINAL CHECKING BEFORE OPENING ENTRIES

It is important to ensure that the payment module is active. There are a couple of things you can do to ensure it is activated:

- 1) *Ensure family discounts are ticked & saved under Payments. (see diagram p18)*
- 2) *Ensure that the from and too date is added to each Fee Category*

Also just to make sure do a test entry of yourself stopping where it says confirm & proceed to payment

Fee name: Senior

Member fee: 10 AUD Casual fee: 15 AUD

From date: 10/11/2020 00:00 CST/CDT

To date: 25/11/2020 23:59 CST/CDT

From age: 21 To age: []

Fee application order: []

Classes using this fee:

- Short
- Medium
- Long
- Scatter Female
- Scatter Male
- Short Group
- Medium Group
- Long Group
- Scatter Group

Data exchange

Click on *Data exchange*. Here you manage all data exchange for the event between Eventor and the outside world (eg the event timing software), such as club and personal register, entries, start lists and results.

Many event timing systems also offer direct downloads of club and personal register, event information and entries, and direct upload of start and result lists. In this case the data exchange page in Eventor won't be needed.

Twilight Series Event 7 - Marino Rocks, Kingston Park: Data exchange

[Back](#)

General downloads from Eventor

IOF XML version 3.0
Export organisation register: [xml](#) | [zip](#)
Export person register: [xml](#) | [zip](#) Only domestic organisations Include preferred classes
Export base class register: [xml](#) | [zip](#)

Event-specific downloads from Eventor

IOF XML version 3.0
Export event: [xml](#) | [zip](#)
Export classes: [xml](#) | [zip](#)
Export entries: [xml](#) | [zip](#) -

Event-specific uploads to Eventor

A description of how to create import files for start and result lists in the most common event software systems is found in the [Administrating events guide](#).

[Guide: Manage event](#)

Upload start list

The start list file should be in IOF's XML format. The file may be zipped.

No file selected.

Upload result list

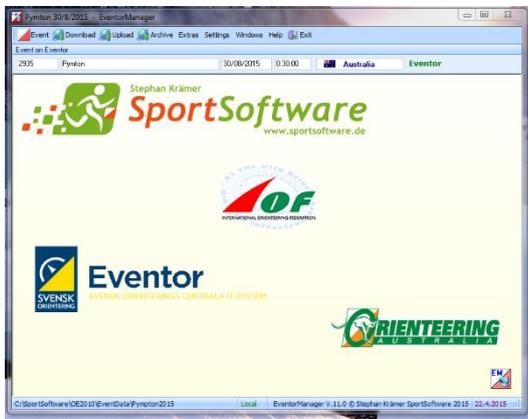
The result list file should be in IOF's XML format. The file may be zipped.

No file selected.

To get entries from Eventor if you are using Sport Software:
To get entries from Eventor: (This is also detailed in the SI Guidelines)

a) *Using Eventor Manager:*

This free utility can be downloaded from the Sport Software website. <http://www.sportsoftware.de/> This will only work if you have a licensed copy of OE2010 on your computer and have admin access to Eventor. Contact Ken Thompson at itmanager@sa.orienteering.asn.au to arrange the latter or if there is a difficulty.



- Go to Event to select your event on both OE2010/OS2010 as well as on Eventor.
- To Download entries go Download and click entries.
- Under settings select Clubs..keep existing and under Classes ..keep existing. Suggest Competitors..Clear &

Create again. With the other options there is a danger you will miss changes that a competitor may make on Eventor (eg changing their class)

Archive: To update the archive on your computer go to Archive -> Import -> Clubs and then Archive ->Import -> Competitors. If you do this just before an event you will have a complete record (Australia wide) of who is a member and who is not. Casuals from each state will also be identified.

b) *To do this manually*_Go to Event Administration & load your event

- Select data exchange & download the entries from the Event specific downloads section
- Use xml version 3
- In OE2010 go to entries -> import and use the following settings

- Competitors: If you want to do entries in stages you may want to just select Add new ones only. That way any manual corrections you do are not lost.
- Identify competitors by: Name
- Clubs: Tick insert from archive & tick copy archive club number
- Tick keep existing
- This step is critical because it translates the long names in Eventor to the correct club codes
- Classes: Keep existing tick
- File format: tick XML

Information that can be downloaded. Club register

- Personal register
- Base class register
- SportSoftware archive
- Current event
- Current event classes
- Entries made between certain dates (enter required time interval in fields)

The files are in IOF XML format and can be downloaded in original (XML) or compressed format (ZIP), both in IOF XML version 2.0.3 or 3.0. Click on required link and download and save the file.

Information that can be uploaded

- Start lists
- Result lists (split times included) [It may be safer to not use Eventor Manager for this due to intermittent error. Simply export an xml file of results from Sport Software or MEOS & import into Eventor.](#)

Uploaded files must be of the IOF XML format. File may be compressed in ZIP format to save upload time.

Note that class names have to be the same in the event timing system and Eventor for a class to be considered. If a name does not match, change either during classes in Eventor or in the event timing system. In the latter case, a new file is created before the upload is done.

When uploading a list, the previously uploaded information is replaced for the classes that are included in the list. Information about start times / results for the classes that are not included in the list is removed from Eventor.

For multi-race event, a file that contains both race performance and overall results is uploaded.

Smaller events that do not use an event timing system can input results in an Excel template, whose content is then uploaded. In this case select *Text from Excel template* from the drop down menu under *Upload result list*. Download the Excel template and follow the instructions in it. [Detailed instructions on how to do this can be found on OSA website under About Us -> Event Management -> Item 18 Entering Non Sport Software events into Eventor](#)

Get register

Click on *Data exchange* under *Event administration* in the main menu to the left in Eventor. Here you can do general (not event specific) exports that is explained in the section above.

Communication

Click on *Communication*. Here you have the possibility to contact your participants by email. The purpose is to inform about late changes, class merging and other important information to the participants.

Select one participant in the list or a whole club, or a class, by the function in the bottom of the page. To proceed, click *Next*.

On the next page, fill in sender name, sender address, heading and content. To send, click *Send*. Do you want to see a preview, click *Preview*. Check the HTML box if you want to use HTML coding to format the message.

The screenshot shows a web interface titled "Test event one: Communication". At the top, there is a yellow warning box with a triangle icon and the text: "Please note that advertisements and marketing messages must not be sent! Contact the federation if unsure." Below this, there is a section labeled "Competitors" which contains a large empty list box. At the bottom of the interface, there are two rows of selection options: "Club" and "Class", each with a dropdown menu and "Select" and "Deselect" buttons. At the very bottom, there are two green buttons labeled "Next" and "Cancel".

New Eventor Feature that Links Event Fees to Membership

New functionality in Eventor enables an administrator to set up event fees for both casuals and members.

In **'Entry Fees and Deadlines'**, in both simple and advanced mode, there is now a *'member fee'* and a *'casual fee'* to replace the previous *'fee'*

The *'casual fee'* must always be greater than or equal to the *'member fee'*.

If you don't want to use this functionality, simply enter the same amount for both *'member fee'* and the *'casual fee'*.

Lively's Bog, St Helens - East Coast 3 Day - Middle - OST 2: Entry fees and deadlines, simple mode

Normal entry deadline * EST/EDT ⓘ

Late entry deadline EST/EDT ⓘ

Members: Normal fee, adult	10	<input type="text"/>
Casuals: Normal fee, adult	16	<input type="text"/>
Members: Normal fee, youth	5	<input type="text"/>
Casuals: Normal fee, youth	8	<input type="text"/>
Late entry fee (%)	<input type="text"/>	<input type="text"/>

Lively's Bog, St Helens - East Coast 3 Day - Middle - OST 2: Entry fees and deadlines, advanced mode

Fee name

Member fee AUD AUD Casual fee

From date EST/EDT ⓘ

To date EST/EDT ⓘ

From age To age

Fee application order

Classes using this fee

- W10
- W12
- W12B
- W14
- W14B
- W16
- W16+B
- W17-20
- W21
- W35
- W35-50AS
- W40
- W45
- W50
- W55
- W60
- W65
- W70
- W75
- W80+

Fee name

Member fee AUD AUD Casual fee

From date EST/EDT ⓘ

To date EST/EDT ⓘ

From age To age

Fee application order

Classes using this fee

- W10
- W12
- W12B
- W14
- W14B
- W16
- W16+B
- W17-20
- W21
- W35
- W35-50AS
- W40
- W45
- W50
- W55
- W60
- W65
- W70
- W75
- W80+

Adjusting Payment Amounts & Checking who has paid.

This may be necessary in a number of situations such as:

- A club when running an event may wish to give helpers from their club free entry.
- A particular person, such as the coach in residence is given free event entry
- For various reasons a person pays by EFT and this needs to be registered in Eventor

If it is a **free entry** (as for Coach Evalin) there are two options:

- 1) Get the person to enter themselves only going to the payment page but not paying. In the last step is Confirm & Go to Payment. They click this and then log off.
- 2) You can enter them yourself by loading the event and going to Entry Overview. Then find them under Enter New Competitor. You will see similar screens to what you see when you enter normally. Exit once you have clicked Confirm & Go to Payment.. Then following the instruction below for dealing with payment.

Twilight Series Event #4 - Oaklands: Entry overview

[Search competitors](#) [Export to Excel](#) [Back](#)

Enter new competitor or change existing entry

Organisation: SA Arrows abi ⓘ

Person: Evalin Brautigam abi ⓘ

There are no entries to this event.

Once you have loaded the event go to Edit -> Payment -> Orders. You will now see all the orders for the event including any who have not paid. A handy thing to look at anyway when you want to check that everyone has paid. At the bottom of the transaction list you will see the total money collected via Eventor.

In the example below the Coach in Residence (Evalin) has entered an event but not paid as she gets free entry

20095287	27/09/2020 21:22 CST	FLINDERS RANGES DAY 1 Middle Distance Warm Up Event: Wilpena Spurs	10 AUD	Evalin Brautigam	⊗	ⓘ
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Click on the reference number on the left hand side and then register the payment as shown below. **Make sure you tick exclude from accounting** as no actual money was received.

Register payments manually

ⓘ NOTE! Only payments that have been paid to the account or withdrawn from the account shall be registered on this page, unless the checkbox "Exclude from accounting" is checked. If possible, add adjustment posts on the order instead.

Payment date	Reference number	Amount	Comment	ⓘ
28/09/2020	20095287	10 AUD	Free entry as visiting coach KT	

Paid

Entry to FLINDERS RANGES DAY 1 Middle Distance Warm Up Event: Wilpena Spurs , 10 AUD, Evalin Brautigam, 110 Longwood rd, Heathfield 5153, SA, Australia

Adjust the order's value to paid amount

Exclude from accounting

In the comment column add a short note to explain the entry with your initials. As above.

Accepted payments

Payment time	Amount	Customer	Registered by
28/09/2020 00:00 CST	10 AUD	Evalin Brautigam, 110 Lon...	Ken Thompson
	10 AUD		

The comment will appear in the information bubble at far right and the transaction will now show as paid.

20095287	27/09/2020 21:22 CST	FLINDERS RANGES DAY 1 Middle Distance Warm Up Event: Wilpena Spurs	10 AUD	Evalin Brautigam	✔	ⓘ	💬
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