

Event reporting

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Main purpose

The guide describes how event reporting is made in Eventor. It is aimed at event organisers and managers at state (regional/district) and central level.

General for reporting

Swedish Orienteering Federation (SOFT) guidelines for event administration provide that event reporting shall be performed for championships, national events and district event. The event report must be submitted digitally via Eventor no later than 10 days after the event. Fees must be paid to the state and to SOFT no later than 30 days after the event.

Roles

A number of different people with different roles are involved in event reporting.

- **Event organiser (EO)** is responsible for the administration of the event and has the role of the *Event organiser* in Eventor. **EO** uploads the results and creates the event report in Eventor.
- **Event manager (EM)** certifies the report's accuracy by signing the created event report in Eventor.
- **Event controller (EC)** is appointed by the district and certifies that the contest has been verified and implemented under the SOFT's competition rules by signing the created event report in Eventor.
- **Club cashier (CC)** pays the entry fee (to the district) and SOFT-contribution (SOFT).
- **State event organiser (SEM)** records received payments of entry fees. Has the role of *Event organiser* at the state level in Eventor.
- **Federation event organiser (FEO)** records received payments of SOFT-fees. Has the role of *Event organiser* at federal level in Eventor.

How to report

Event organiser (EO) starts the process.

1. Directly after the event, **EO** uploads results of the event via the event administration page in Eventor. Click on *Data exchange*. On the page that appears, upload an output file in XML format under *Event-specific uploads to Eventor*.
2. **EO** ensures that the information for event manager and event controller is in Eventor. This is done through the link *Organisers and officials* on the event's administration page. These tasks must be completed before next step.
3. Once the results have been uploaded, it is time to create the event report.

EO clicks on *Event report* on the *Event administration* page and then on the *Skapa tävlingsrapport (Create event report)* on the next page.

If the event is divided into two or more events in the event program, Eventor shows a list over other races that may be relevant for co-reporting. For example, a spectator's event should be reported together with the main event if they go together. Select what other events to be reported together with the main event.

Below, specify host state. Typically, this is the organising club's state, which is also selected by default. If the event is arranged together with a club in another state, for example, a DM event (distriktsmästerskap – district/state championship) for two different states, both the states should be selected. When the correct states are selected, then click *Next*.

A preview of the report is displayed as a form on the next page. The form is prefilled with data based on the competition entry fees and the uploaded results list. Check the data and adjust them if necessary. Click **Save** at the bottom of the page.



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OE is now done.

Event manager (EM) and **Event controller (EC)** take over.

4. A message about that the event report has been created and is ready to be signed, is sent to the email addresses registered for **EM** and **EC** in Eventor.
5. **EM** and **EC** log in to Eventor separately and go to the event information page via the event calendar. The link *Event reporting* appears in the top menu. **EM / EC** clicks it and verifies the content, including fees to pay.

At the bottom of the page, under *Signering (Signing)*, **EM / EC** signs the report by checking the box next to the name, and then clicking the *Signera (Sign)* button.

When both **EM** and **EC** have signed the event report, the next step is to pay event tax fee and SOFT-fee.

If the event has several **EM** and / or **EC**, it is enough if one of them has signed the report.

EM and **EC** are now done.

Club cashier (CC) takes over.

6. **CC** pays the event tax fee to the state and the SOFT-fee to SOFT up to 30 days after the event.

CC is now done.

Federation event organiser (FEO) and **State event organiser (SEM)** take over.

7. In Eventor, **FEO** and **SEM** register that payment is received for event tax fee and SOFT-fee. This is done via *Event administration* → *Event race reports* from the menu.

Search for the event and click on the link with event name. The event report appears. Click on *Edit* in the menu.

Under *Avgifter (Payments)*, select the box *Betalning mottagen (Payment received)*.

FEO changes status to *Approved* under *Status* in the events administration page. Click **Save**.

When both the **SEM** and **FEO** have registered the payments, event reporting is approved and the process is complete.

Comments

- If an event reporting with false information is created, **EO** can create a new report that replaces the previous one, provided that the latter report has not yet been signed. The procedure is the same as the one described above. Note that all steps need to be repeated, i.e. **EM** and **EC** need to sign the new report.
- An event report can be created even if the results have not been uploaded to Eventor (step 1 above). This should only be done in exceptional cases. All data then needs to be filled in manually as described in step 3.