

Assign event dates

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**Svenska
Orienteringsförbundet**

Main purpose

This guide will help you to assign event dates. It is addressed to district officials with the role *Event manager*. As events manager in a district, you may choose to assign event dates for incoming events.

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Assign event date



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Make a selection of events

In order to let the event appear in the event calendar, you as the district *Event manager* need to assign a date for the event. On application the event organizers did set one or more desired event dates, which you use as a base for the assignment.

For an event date to be assigned, the organizers first have to apply for an event, i.e. entered data on the event in Eventor. When the organizer has done this, click *Arrangemang* → *Assign event dates* in the left menu.

The following page appears:

Assign event date

Select time period and the regions for which you want to see events for when assigning event dates.

Start date * 01/01/2014

End date * 31/12/2014

* Select all Deselect all

Show regions

- Ångermanlands OF
- Blekinge OF
- Bohuslän-Dals OF
- Dalarnas OF
- Gästriklands OF
- Göteborgs OF
- Gotlands OF
- Hallands OF
- Hälsinglands OF
- Jämtland-Härjedalens OF
- Medelpads OF
- Norrbottens OF
- Örebro Läns OF
- Östergötlands OF
- Skånes OF
- Smålands OF
- Södermanlands OF
- Stockholms OF
- Upplands OF
- Värmlands OF
- Västerbottens OF
- Västergötlands OF
- Västmanlands OF

Allow drag and drop

Show

Select time period, as well as the other districts that are of interest during the assignment. You can always choose to go back later and enter a new time period and other districts.

Remember that it may take some time to get up the next page if you have chosen many other districts to consider.

By clicking *Allow drag and drop*, in the bottom of the page, you are able to assign dates by moving the events graphically in the calendar in which the events appear. This is preferable, although for some web browsers it may cause the calendar longer time to appear (especially if many other districts have been selected).

When you are done, click on *View*.

Drag and drop

Assuming the box *Enable drag and drop* on the bottom of the previous page is ticked, the following page appears:



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Assign event date							
Instructions							
Current region: Svenska Orienteringsförbundet							
Regions that are shown: Ängermanlands OF, Blekinge OF, Bohuslän-Dals OF, Dalarna OF, Gästriklands OF, Göteborgs OF, Gotlands OF, Hallands OF, Hälsinglands OF, Jämtland OF, Norrbottens OF, Örebro Läns OF, Östergötlands OF, Skånes OF, Smålands OF, Södermanlands OF, Stockholms OF, Upplands OF, Värmlands OF, Västerbottens OF, Västra Götalands OF							
Cell height: 8							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
w 1 Jan 2014	30 December	31	Nyårsafton 1 January Nyårsdagen	2	3	4	5
w 2	6 Trettondag jul	7	8 Mia Stockholm By	9	10	11	12
w 3	13	14	15	16	17	18	19
w 4	20	21	22	23	24	25	26 IFK Mora skid-O med
w 5 Feb 2014	27	28	29	30	31	1 February	2

On this page, you determine the dates for the applied events in your district. The races are color coded by status. The main purpose is to change the events' background color from grey (applied date/dates) to green (assigned date) for all district events.

Instructions

By clicking on *Instructions* at the top of the page, you get an in-depth explanation of what the colors and symbols mean. It looks like this:

Instructions



Dates for applied events are set on this page. The events are colour-coded by status.

- Applied event (1)**
A grey box represents an applied event to which no event date has been assigned. The number within parantheses shows the priority, where 1 is the highest priority. Click to assign this date to the event. Click to assign another date to the event. You may also drag the event to a date in the calendar.
- Date-assigned event**
A green box represents an event to which a date has been assigned. Click på to cancel the assignment of the event date. Click to assign another date to the event. You may also drag the event to a date in the calendar.
- Applied event in another region (1)**
A light gray box without icons represents an event to which an event date has not yet been assigned, but that you can't assign a date to.
- Datumfördelad tävling i annat distrikt**
A light green box without icons represents an event whose event date you can't change.

Hover the mouse pointer over an event's name to show detailed information about an event. Click Save when completed.

If there are many competitions held at the same date you can, on the left side just above the calendar, select the cell height so that more events are visible simultaneously. You can do this without anything happening with moved events.

You can assign dates in three different ways:

1. If the desired date is the same as the date you want to assign, click on the icon .
2. Drag and Drop
If you on the previous page selected to check the box *Enable drag and drop*, you can click on the event you want to move, hold down the mouse button and drag race to the new desired date and then release the button. This option is preferable if you are not moving the event more than one or two weekends.
3. Click on the icon  for the current event and then enter a new date. This is preferable if you are moving the event far ahead or back in time, for example, from spring to autumn.

Note that you can only approve event dates in your own district.

There is no limit to how many times you can assign a new date for a competition. You can then assign a date, click *Save*, and then assign a new date for the same event, and click *Save* again to confirm the new date.

Be sure to click *Save* at the bottom right when you select the date for the races. Click *Cancel* to return to the home page Eventor.



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