

Get started with Eventor

Version 2.0, 07/10/2013



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Start with the start page

On the Eventor start page, there is a short guide on how to obtain user account and how to log in to Eventor. Begin with that guide to get started. If you get stuck, this guide may help you.

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User account in Eventor

Before you can register for the event classes in Eventor you need to obtain a user account and to be logged in with your username and password.



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Frequently asked questions about user account

I am a member of a club associated to the Swedish Orienteering Federation

Then you need one of the club's administrators to arrange registration details via IdrottOnline. The same login information is used in both IdrottOnline and Eventor.

Contact your club to get the user information via email. Then log in with this in Eventor and make entries for competitions as instructed later in this guide.

I do not have any Swedish club membership and I want to create a user account just for myself

If you do not have any membership of a club associated to the Swedish Orienteering Federation, for example, if you don't belong to any club or are competing for a foreign club, then create a user account on your own.

1. Click on *Register me* in the left menu in Eventor and select the alternative 2, *I am a member in a foreign club or a Swedish club that is not affiliated to the Swedish Orienteering Federation*.

2. Select county and club in the two drop down lists and click *Proceed*.

If your club does not exist, instead, tick the *My club cannot be found in the list*

and then *Proceed*. Make sure your club does not already exist. Be aware that the name can appear with or without shortenings. If you still can't find it, click *My club cannot be found in the list* in the bottom of the page. Then create the club. Make sure the club gets the right spelling! When you are done, click *Save*.

3. On the next page you can associate your user account with one or many social networks to simplify the login in Eventor. Click the symbol of which network you want to associate or continue by clicking *Don't associate with any social network*.
4. On the page that appears, specify personal, contact and login details. Also select weather you want to receive information from the Swedish Orienteering Federation and/or its co-partners. Read the storage of personal details information and when you're done, tick that you understand and accept the conditions. Proceed by clicking *Next*.
5. In the last step, confirm that the information is correct and click *Save*.

Then log in with your user data in Eventor and make an entry to a competition as instructed later in this guide.

I am an club administrator and I wish to arrange a user account for a member

To arrange a user account in Eventor for a member you need to be club administrator in IdrottOnline. Assuming that you are an administrator, perform the following steps:

1. Go to your IdrottOnline page. If you have forgotten your address, you can find the link in Eventor under *Club* → *IdrottOnline website*.

2. Log in via the padlock in the top right corner.
3. Once logged in, click on the *Medlemsregistret (Members directory)*.
4. Unless the person is a member, add the new member via the link in the left menu. Once the person is a member, search the person by entering the name and surname on the member's directory start page and click on *Sök (Search)*.
5. Click on the name. A box with the member's personal information comes up. Ensure that the correct e-mail is filled in and click on *Skicka inloggningsuppgifter (Send log in details)*.



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The member will now receive an email with an activation link. After clicking on the link, a new email with the password will appear.

Once the member has received the new password, it is recommended to change it to something that is easy to remember, but still hard to guess. This is done via *Min sida (My page)* tab in IdrottOnline (log in via the padlock on the club's IdrottOnline page) and then *Lösenord (Password)* in the left menu.

I want to change user data (and I am a member of a Swedish club)

As a member in a club associated to the Swedish Orienteering Federation, user data is changed in IdrottOnline.

1. Go to your IdrottOnline page. If you have forgotten the address, you can find a link in Eventor under *Club → IdrottOnline website*.
2. Log in via the padlock in the top right corner.
3. Once logged in, click on *Min sida*, then select from the links in the left menu.

Keep in mind that the change can take a while before it is valid in Eventor. Changing the password will be instant because Eventor does not store any password, but instead, reads directly from IdrottOnline at login.

If you are not a member of a Swedish club, change your login information via *My pages → My settings* in the Eventor menu on the left.



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Log in to Eventor

Log in via the *Log in* button at the upper left corner.

The following page appears:



Log in

Provide your login details to log in to Eventor.

If you don't have a user account, you need to [register](#).

I'm logging in with my social network account

Use this login field to log in with a social network account that you previously have associated with your Eventor user account. Select a social network to log in with by clicking one of the icons below.


 

Powered by LoginRadius

Remember me ☐

I'm logging in with my personal Eventor user name and password

Use this login field to log in with your personal user account. If you are a member of a Swedish orienteering club, use your IdrottOnline username and password. If you are a member of a Swedish orienteering club but don't have a user account, please contact your club administrator.



Username


Password

Remember me ☐

[Log in](#) [I have forgotten my login details](#)

I'm logging in with my club's password

Use this login field to log in with the club's password, provided that your club has activated this function. Logged in with a club password only permits you to do basic tasks. This login should only be used if you cannot log in to a personal account in the field above.



Club

Password

[Log in](#)

As shown on page, there are several ways to log in to Eventor.

Log in via social networks

Use this login window to log in with a social network account that you have already linked to your Eventor user account. Select the type of social network to log in to by clicking on any of the images.

Log in with personal Eventor username and password

Use this login window if you have your personal login information in Eventor. If you are a member of a Swedish orienteering club or have a role in a district association or SOFT, use your IdrottOnline username and password. If you are a member of a Swedish orienteering club but have no login information in IdrottOnline, contact your club administrator.

If you have a personal account, keep in mind that you can use your social security number as username instead of your "idrotts-ID" (which can be hard to remember).

Log in with your club password

Use this login window to log in with your club's password. This requires that the club has activated this function.

As logged in with a club password, you can only perform tasks of simple character. This type of login should only be used if you cannot make a personal login in the box above.

Frequently asked questions about logging in



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I have forgotten my personal password

Use the *Forgot password* function in Eventor on the log in page by clicking on the link *I have forgotten my login details*.

On the page that comes up, you have two options:

1. If you have forgotten your password, enter your username and click *Send*. In Eventor, you can enter your personal security number as username, 10 or 12 characters, with or without hyphens. If you have only forgotten your password, do not e-mail stated. Click *Submit*.
2. If you don't have a personal security number and forgot your username, enter the email address which you used to register. Click *Send*.

If you are a member of a club associated to SOFT, a new page appears. This tells you to go to your club's IdrottOnline page (click the link on the page), and also contains information about how to proceed to reset your password there. Eventor reads all user data from IdrottOnline, which means that as soon as you reset your password in IdrottOnline, you receive a new one and you can use it in Eventor.

If you cannot access your IdrottOnline page for some reason, ask your IdrottOnline club administrator to send a new password to you. This is easily done via the member's directory and the button *Återställ lösenord* (*Reset password*) in the middle of the member's personal page.

The screenshot shows the 'MEDLEM' page with various input fields for member information. A red circle highlights the 'Återställ lösenord' button, which is used to reset a password. The button is located next to the 'Ständig medlem' checkbox.

As soon as you have a new password sent to you, change it to something you will remember. Do this via *My Page* in IdrottOnline (log in via the padlock on the club's IdrottOnline page) and then *Password* in the left menu.

I forgot what email address I have registered in IdrottOnline/Eventor

If you are a member of a Swedish club associated to the Swedish Orienteering Federation, contact the club administrator.

If you are not a member of a Swedish club associated to the Swedish Orienteering Federation, contact Eventor Support at eventorsupport@orientering.se

I forgot the club password

Contact the club administrator.

I have another question about logging in

Under the FAQ section in Eventor there is a separate category for log in questions. Select it and see if your question is listed.

My settings

To make personal settings, visit *My pages* → *My settings*.



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Personal Details

The first tab that appears under *My settings* is *Personal Details*.

Settings

Personal Details Login Event Clubs Information

Eventor obtains personal details for members of Swedish orienteering clubs from IdrottOnline. Here, the personal details that are saved for you in IdrottOnline are shown.

You can change these details in the "Min sida" part of [your club's IdrottOnline website](#). Log in using the lock symbol up to the right of the page and give the same username and password as Eventor. Then click on the tab "Min sida" that can be found at the top of the page. Note that it can take up to a day before the changes are made in Eventor.

ID	10007
Name	Henrik Olsson
Sex	Male
Nationality	Swedish
Date of birth	2000-01-01
Address	Hälsöbjörnsvägen 11 gk 1265, 121 53 Johannestun, Sverige
Email	henrik.olsson@orienterung.se
Home phone	0708 742408
Mobile phone	0708 742408

Save

Eventor gets personal information for members of the Swedish Orienteering Federation from IdrottOnline. Here the data that are stored for you in IdrottOnline appears.

To change this information, log in to your club IdrottOnline page via the link. Log in using the padlock at the top right corner of the page and enter the same username and password as in Eventor. Then click on *Min sida* (*My page*) tab at the top of the page and select among the links in the left menu. Please note that it can take up to a day before changes appears in Eventor.

Login

Click on *Login*. The following page appears:

Personal Details Login Event Clubs Information

Login to Eventor is achieved with the same username and password that is used in IdrottOnline. These details can not be changed in Eventor, but you can change your IdrottOnline password by going to [your club's IdrottOnline website](#). Log in using the lock symbol up to the right of the page. After you have logged in, you can access your personal details, including your password, using the tab "Min sida" at the top.

Social networks

To simplify the login in Eventor, you can associate your user account with one or many social network accounts. You will then be able to use your social network account's login details when logging in.

Facebook Delete

Add

Save

Here you can simplify login by linking your account to a social network. Click *Add* and follow the instructions. When you're done, do not forget to click *Save*.



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Event

Click on *Event*.

Here you can select the default classes that appear by default when entering to an event. Only those classes that match your gender and your age are shown.

Remember to change this when you go up an age group for a new year.

On this page you can also put your standard punching card number into Eventor.

When you are done, click *Save*.

Personal Details Login Event Clubs Information

Selected class 1 H21 Elit ⓘ

Selected class 2 H21 ⓘ

Selected class 3 ⓘ

Sportident number 1111111 ⓘ

Emit number ⓘ

Save

Clubs

Click on *Clubs*:

Here you can see what memberships and roles you have in different clubs.

Here you can also add the membership of clubs that are not affiliated to the Swedish Orienteering Federation.

Select country and then club in the drop down list. Click *Add* to add the membership.

Do not forget to save.

Personal Details Login Event Clubs Information

Membership can be added and removed for clubs that are not affiliated to the Swedish Orienteering Federation. If you want to add yourself as a member of a club affiliated to SOFT, you need to contact the club's IdrottOnline administrator.

Mark the club or organisation that you want to be the standard when you log in to Eventor by checking the box to the left of the club name. You should select the club that you compete for as your standard club. This setting is only important when you are a member in two or more clubs/organisations.

Clubs

☒ Söders-Tyresö
event organiser, member

Add membership in club not affiliated to the Swedish Orienteering Federation

Country Sweden ⓘ

Club [select] ⓘ

Add

Save

Information

Click on *Information*. The following page appears:

Personal Details Login Event Clubs Information

☒ I would like to receive information about orienteering from the Swedish Orienteering Federation (including O-Ringen) and receive the O-Ringen magazine.

☒ I would like to receive any offers from the Swedish Orienteering Federation and O-Ringen's co-partners.

Save

If you do not want to receive information, uncheck that box. If you do not want to receive offers from partners, uncheck that box.

When you are done, click *Save*.

NOTE! The boxes are ticked when you make an entry for an event for the first time, but if you have not yet made an entry for an event – and then accepted the terms that are valid – the status is that you do not receive either information or offers from partners.

My events

To get an overview of your events, go to *My pages* → *My events*.

The following page appears:

My Events									
2012 2013 2014		Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec all							
Date	Name	Organising clubs	Class	Club	Plac	Time	Diff	Km	time
01/09/2013	Brunnrundan	Gustavsbergs OK	H21 (48)	Söders-Tyresö (13)					
13/09/2013	DM Natt Stockholm + Södermanland	Södermanlands OF Tullinge SK	H21 Stockholm (15)	Söders-Tyresö (10)					
15/09/2013	DM Stafett Stockholm	IFK Tumba SOK	H21	Söders-Tyresö (12)					
22/09/2013	Bromma-Vällingby medeldistans	Bromma-Vällingby SOK	H21 (49)	Söders-Tyresö (13)					

Select the year and month on top. Via *Change notification* you can make adjustments, additions or delete your registration. Remember that you cannot delete a notification of the acceptance after the period expires.

My services

To get an overview of your services, go to *My pages* → *My services*.

The following page appears:

My services				
Show my club's services				
Rankinglistan				
Service	Period	Amount	Ordered by	Status
Rankingavgift	2013	220 SEK	Stefan Thors	Paid 29/01/2013 Receipt
Rankingavgift	2012	200 SEK	Stefan Thors	Paid 14/02/2012 Receipt

Here you get an overview of services ordered in Eventor. Click on *Receipt* to see the paid invoice.

If you want to see what services the club ordered, click on *Show the club's services*.

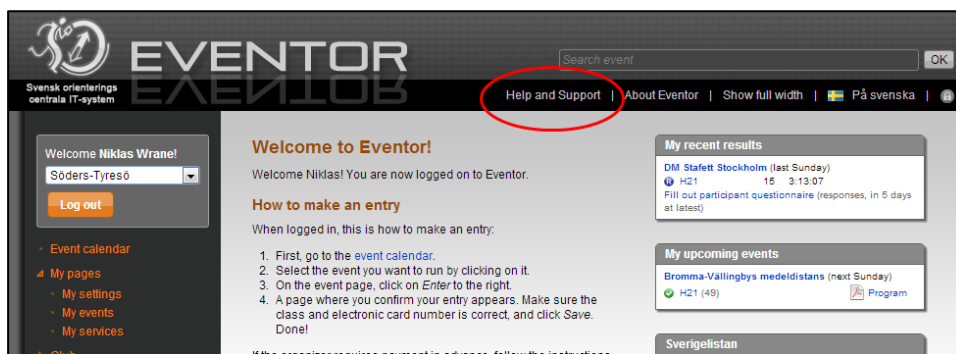
The following page appears:

Club services for Söders-Tyresö				
Show my services				
Sverigelistan				
Service	Period	Amount	Ordered by	Status
Klubbavgift Sverigelistan	2013	500 SEK	Stefan Thors	Paid 05/02/2013 Receipt
Klubbavgift Sverigelistan	2012	500 SEK	Stefan Thors	Paid 11/05/2012 Receipt
Rankinglistan				
Service	Period	Amount	Ordered by	Status
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 29/01/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 17/12/2012 Receipt
Rankingavgift för Sverigelistan	2013	320 SEK	Stefan Thors	Paid 10/04/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 12/02/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 18/02/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 29/01/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 29/01/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 29/01/2013 Receipt
Rankingavgift för Sverigelistan	2013	220 SEK	Stefan Thors	Paid 29/01/2013 Receipt

Here is an overview of what services the club ordered – when and by whom, and how much has been paid. Click on *Receipt* to see the paid invoice.



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Help and support

If you need additional help, there is a page with questions and answers and a forum where you can ask and get answers. You can access them by clicking on the *Help and Support* at the top of Eventor.

If you need further assistance, please contact support. Contact information is also available under the *Help and Support*.

If you are new to the sport of orienteering, we recommend to visit the section *Börja orientera* (*Start orienteering*) on the Swedish Orienteering Federation website www.orientering.se.