

How to add and manage an event

Version 2.0, 01/10/2013



Purpose

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

Test the test server

Do not create test events in Eventor! There is a test environment where this can be done. Go to <http://testeventor.orientering.se> and log in with your original Eventor user data.

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Select type of event

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

Add new event

Upcoming application deadlines

Event time period	Discipline	Event classification	Application deadline
01/11/2013 - 31/10/2014	ski orienteering	Regional event	15/04/2013
01/01/2014 - 31/12/2014	trail orienteering	International event Championship event National event Regional event	15/04/2013
01/01/2014 - 31/12/2014	foot orienteering mountainbike orienteering	Regional event	15/05/2013

What is the event type?

To organise championship, national or regional events, an application should be made which is then approved by the regional 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 regional 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 (OF) or the national federation (SOFT). 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 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.

Add championships, 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

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 events, 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

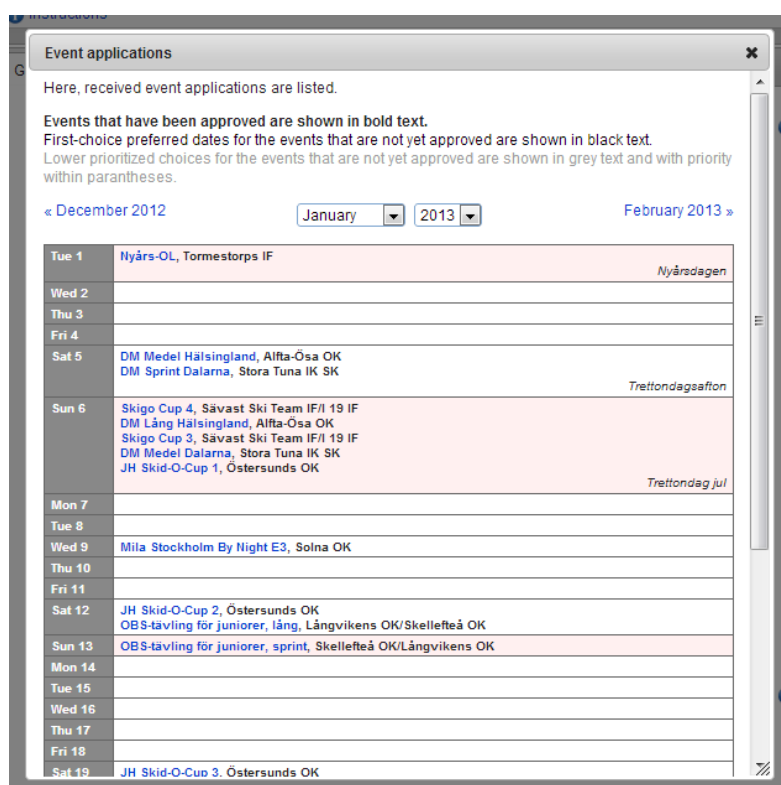
Under the tab *General information*, complete the event name, event date and define which type of event it is.

Name – Enter the name as you would like it to appear in the event 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 here to see the dates of other applied event.

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 disciplines by ticking the boxes.

Event form - Choose from individual, relay, team and patrol (2 or more competitors running together).

Event classification - Choose from international, championship, national and state event.

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

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

Homepage - If the event has its own website, enter it here. It's fine to start with either http:// or www.

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*, select whom or which clubs representing event and select the main officials. You can select multiple organisers, event manager and course planners. Please note that the persons need to 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", "Class types", "Arena", and "Comment". The "Organising clubs and officials" tab is active. It contains several sections: "Organising clubs" with the text "OK Linné" and a "+ Add" button; "Organisers" with a "+ Add" button; "Course planners" with a "+ Add" button; "Contact people" with the text "Mats Troeng" and a "- Delete" button; "Contact email" with an empty text input field; and "Contact phone number" with an empty text input field and a red asterisk. At the bottom right, there are "Save" and "Cancel" buttons.

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 managers. You can only select event managers who are registered in IdrottOnline.

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.

But before the class types are selected, it is also important to state event attributes about the event containing them. Event attributes may be used by an external web page to read out all the events with a certain attribute, see bottom of this page. Examples of attributes are recreation orienteering (*Motionsorientering*), Silva League and event level 1 and 2 (*Nivå 1 och 2*).

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

- Event attributes**: A list of checkboxes for "Motionsorientering", "Nivå 1", "Nivå 2", and "Silva League".
- Class types ***: A list of checkboxes for "Elitklasser", "Tävlingsklasser", "Inskolnings- och utvecklingsklasser", and "Öppna motionsklasser".
- Class restrictions**: A text input field.

Each section has a small blue information icon (i) to its right. At the bottom right of the form are two buttons: "Save" and "Cancel".

Choose one or more class types by checking the boxes.

Event attributes – Select one or more event attributes by clicking the boxes.

Class types – Select one or more class types by clicking the boxes.

Class restrictions – If the event is aimed at a specific category of participants, enter it here, for example, youth competition, masters' championship (Veteran-RM) etc. Enter the limit as you wish it to appear in the event program.

Link to the event program with event attributes

To get the URL of an event program only consisting of the events with a specific event attribute, such as creation orienteering, do a filtering on event attributes in the search function in Eventors event program (the *Search* link in the menu at top of the page) and click the *Search* button.

In the top menu, *Link to this page*, generates the requested URL.

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.

The mark is used as an extra service for the participant, for example, to receive a range of events within a certain radius.

Apply for event

Instructions

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

Click the map to mark the geographical position of the arena. This information may be specified later, but before the event are opened up for entries.

Karta Satellit

Longitude: Latitude: Search

Save Cancel

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 authorised Eventor administrators.

Apply for event

Instructions

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

Comment

Save Cancel

6. Save – and the next step

After you have saved the *Apply for event* page for a championship, national 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.

Add championships, 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 regional event* type and number of races. Choose *Proceed*. The following page appears:

The screenshot shows a web form titled "Apply for event" with a sub-header "Instructions". The form has several tabs: "General information", "Organising clubs and officials", "Class types", "Comment", "Race 1", and "Race 2". The "General information" tab is active and contains the following fields:

- Name *
- Preferred event start date 1 *
- Preferred event end date 1 *
- Preferred event start date 2
- Preferred event end date 2
- Preferred event start date 3
- Preferred event end date 3
- Preferred event start date 4
- Preferred event end date 4
- Show calendar with event applications
- Disciplines *
 - foot orienteering
 - ski orienteering
 - mountainbike orienteering
 - trail orienteering
- Event form: individual
- Event classification: National event
- Homepage
- 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.

Organising clubs and officials, Class types and Comment

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

Races (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 single 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 *

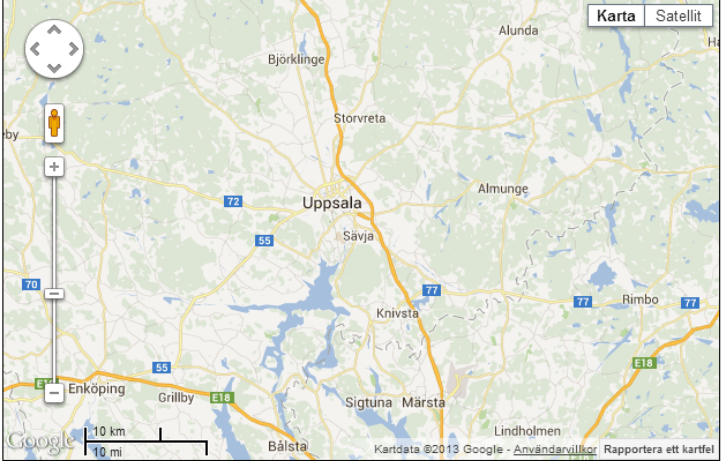
Time of event

Race distance

Event director [i](#)

Course setter [i](#)

Location of Event Center



Karta Satellit

Longitude: Latitude:

Add 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 ⓘ

End date ⓘ

Finish closes ⓘ

Disciplines * foot orienteering
 ski orienteering
 mountainbike orienteering
 trail orienteering

Event form ⌵

Event classification ⌵

Race distance ⌵

Time of event ⌵

Homepage ⓘ

Contact email

Contact phone number

Punching systems * Sportident
 Emit
 manual punching

Consultation has been performed

Information

Save Cancel

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

When you are done, select *Save*.

Add 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:

New event: General information

Name * ⓘ

Start date * ⓘ

First start ⓘ

End date ⓘ

Finish closes ⓘ

Disciplines * foot orienteering
 ski orienteering
 mountainbike orienteering
 trail orienteering

Event form ⓘ

Event classification ⓘ

Homepage ⓘ

Contact email

Contact phone number

Punching systems * Sportident
 Emit
 manual punching

Allow entry to separate races ⓘ

Allow entry to multiple classes ⓘ

Consultation has been performed

Information

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

When you are done, select *Save*.

Edit details for an “applied” event

You can edit the details for an “applied” event, up until it get approved.

Click on *Club 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.

When you are done, select *Save*.

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 also the entries for the event can be opened.

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

The following dialog box appears:

Sorundadubbeln, medeldistans: Overview

[General information](#) [Organising clubs and officials](#) [Arena](#) [Class types](#) [Classes](#) [Services](#)
[Entry fees and deadlines](#) [Documents](#) [Status](#) [Data exchange](#) [Entry overview](#) [Communication](#)
[WinSplits](#) [Participant questionnaire](#) [System commands](#) [Tävlingsrapport](#)

Guide: Manage event (Swedish only) Event information

General information

Name	Sorundadubbeln, medeldistans
Organising clubs	Snättringe SK Söders-Tyresö
Region	Stockholm
Status	completed Next step (if needed): Upload result list
Date	Saturday 24 August at 10:00
Normal entry deadline	Sunday 18 August at 23:59
Late entry deadline	Wednesday 21 August at 21:00
Event form	individual
Event classification	National event
Race distance	middle
Time of event	day
Discipline	foot orienteering
Punching system	Sportident

Class information

Elitklasser	D21 Elit, H21 Elit, D20 Elit, H20 Elit, D18 Elit, H18 Elit
Tävlingsklasser	D21, H21, D20, H20, D18, H18, D16, H16, D16 Kort, H16 Kort, D14, H14, D14 Kort, H14 Kort, D12, H12, D12 Kort, H12 Kort, D10, H10, D35, H35, D40, H40, D45, H45, D50, H50, D55, H55, D60, H60, D65, H65, D70, H70, D75, H75, H80
Inskolnings- och utvecklingsklasser	Inskolning, U1, U2
Öppna motionsklasser	Öppen motion 1, Öppen motion 3, Öppen motion 5, Öppen motion 7, Öppen motion 8

Contact details and main officials

Contact person	Blom-Larsson
Contact phone number	08 71771982
Organisers	Hörsan-Christensson Blom-Larsson
Course planner	Pax-Mathiasen
Event controller	Larsson-Forsberg
Course controller	Blom-Larsson

Documents

Documents	Inbjudan (189 kB, 21/08/2013) PM
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At the top of the page you will find the different settings of 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*, *Status*, *Data exchange*, *Entry overview*, *Communication* and *Event reporting*.

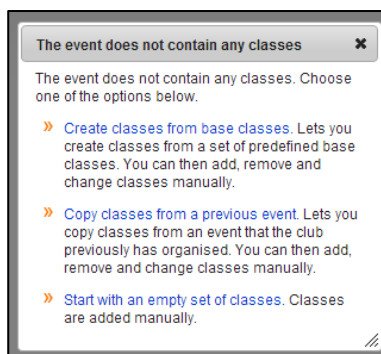
Before the content of these new pages is entered, please check the prior pages for information and complete where necessary:

- 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.

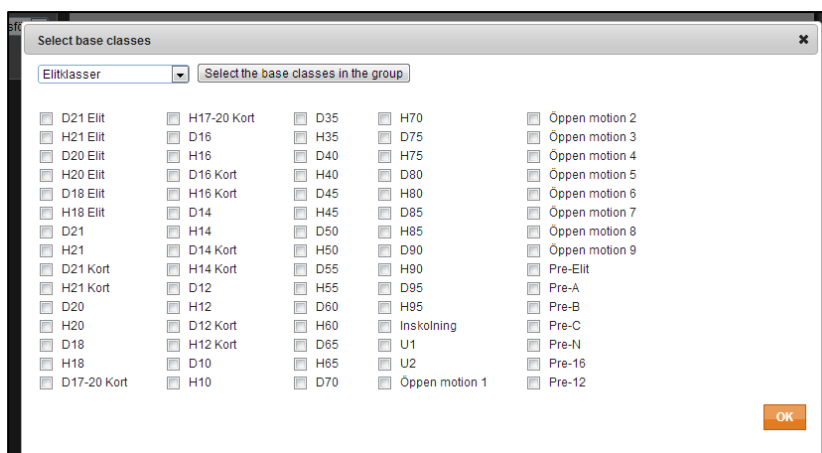
Classes

Click on *Classes*. The page to the right appears.

Choose to either *Create event classes from base classes* (Swedish 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" and "Short".



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:

Sorundadubbeln, medeldistans: Classes

+ Add base classes + Copy classes from a previous event

Id	Name	Short name	Class type	Sex	Min age	Max age	Memb	Sort	
4	D21 Elit	D21E	Elitklasser	female			10		Delete
1	H21 Elit	H21E	Elitklasser	male			20		Delete
5	D20 Elit	D20E	Elitklasser	female		20	50		Delete
2	H20 Elit	H20E	Elitklasser	male		20	80		Delete
6	D18 Elit	D18E	Elitklasser	female		18	70		Delete
3	H18 Elit	H18E	Elitklasser	male		18	80		Delete
47	D21	D21	Tävlingklasser	female			110		Delete
22	H21	H21	Tävlingklasser	male			120		Delete
50	D20	D20	Tävlingklasser	female		20	150		Delete
25	H20	H20	Tävlingklasser	male		20	180		Delete


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 so it's best to pick classes you want from the base list rather than add in an ad hoc fashion.

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 (ie team events). 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 team 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.

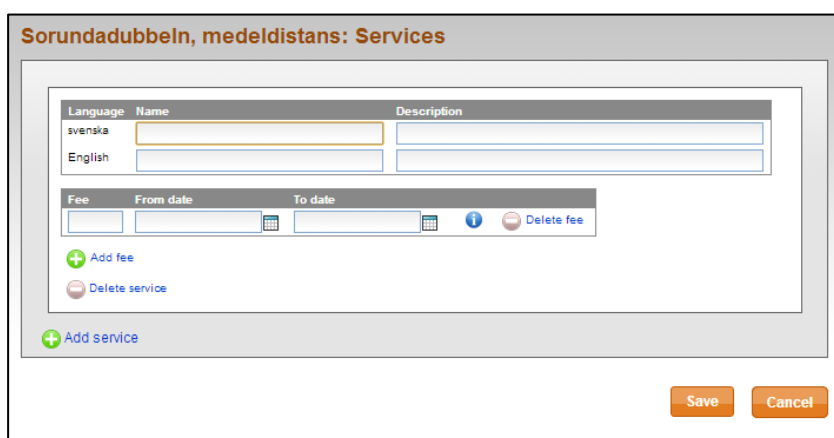
When you're done, click *Save*.

B) Usually an event has the same or similar class set as a previous event that this club has 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. Select *Save* when you are 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 on *Services*. Click on *Add service* and the following page is displayed:



Under *Name*, enter the name of the service and under *Description*, give a short description of the service.

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*.

Note that the date restriction applies only to participants who order. As an organiser, you can always order a service to participants, regardless of the date limits set.

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:

Sorundadubbeln, medeldistans: Entry fees and deadlines

[Edit \(simple mode\)](#) [Edit \(advanced mode\)](#) [Back](#)

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.

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:

Sorundadubbeln, medeldistans: Entry fees and deadlines, simple mode

Normal entry deadline *	<input type="text" value="18/08/2013 23:59"/>		
Late entry deadline	<input type="text" value="21/08/2013 21:00"/>		
Normal fee, elite	<input type="text" value="150"/>		
Normal fee, adult	<input type="text" value="110"/>		
Normal fee, youth	<input type="text" value="65"/>		
Late entry fee (%)	<input type="text" value="50"/>		
Taxable event	<input checked="" type="checkbox"/>		

Choose the time of entry deadline and fees. The timing of a deadline includes the whole minute. Example: 23/04/2015 23:59 allow entries up until 23/04/2015 23:59:59, but not from 24/04/2015 00:00:00.

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:

[+ Add fee](#)

Keep original fee when changing classes

Select *Keep original fee when changing classes* if desired.

To create a new fee, click on *Add fee*.

The following page is displayed:

Sorundadubbeln, medeldistans: Entry fees and deadlines, advanced mode

Fee name
Ordinarie anmälningsavgift elit

Fee
150.0 SEK

of which federation fee
20.0 SEK

From date
[]

To date
21/08/2013 21:00 []

From age
[] To age
[]

Includes event tax

Fee application order
10

Delete

Classes using this fee

- D21 Elit
- H21 Elit
- D20 Elit
- H20 Elit
- D18 Elit
- H18 Elit
- D21
- H21
- D20
- H20
- D18
- H18
- D18
- H18
- D18 Kort
- H18 Kort
- D14

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

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 and select if the event tax is included.

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.

OBS! Usually 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.

Example:

The normal fee for an event closes on April 10, and the late entry fee closes on April 20. Assume, for simplicity, that the event has an adult fee and a youth fee. The following fees are used:

Name	Fee	From date	To date	From age	To age	Free application order
Normal adult fee	90 SEK		20/04/2015 23:59			1
Normal youth fee	50 SEK		20/04/2015 23:59			2
Late entry fee	50 %	11/04/2015 00:00	20/04/2015 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 19-year-old who participates in D/H21) will pay the 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 10/04/2015 23:59 participants in adult classes pay 90 SEK.
- Until 10/04/2015 23:59 participants in youth classes pay 50 SEK.
- From 11/04/2015 00:00 to 20/04/2015 23:59 participants in adult classes pay 90 SEK (normal adult fee, fee application order 1) plus an addition of 50 % of this amount (late entry fee, fee application order 3, i.e. $50/100 * 90 = 45$ SEK). Total amount: 135 SEK.
- From 11/04/2015 00:00 to 20/04/2015 23:59 participants in adult classes pay 50 SEK (normal adult fee, fee application order 1) plus an addition of 50 % of this amount (late entry fee, fee application order 3, i.e. $50/100 * 50 = 25$ SEK). Total amount: 75 SEK.

Documents

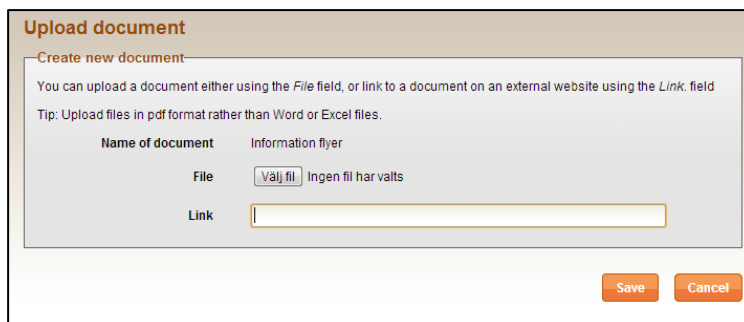
Click on *Documents*. The following page is displayed:



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

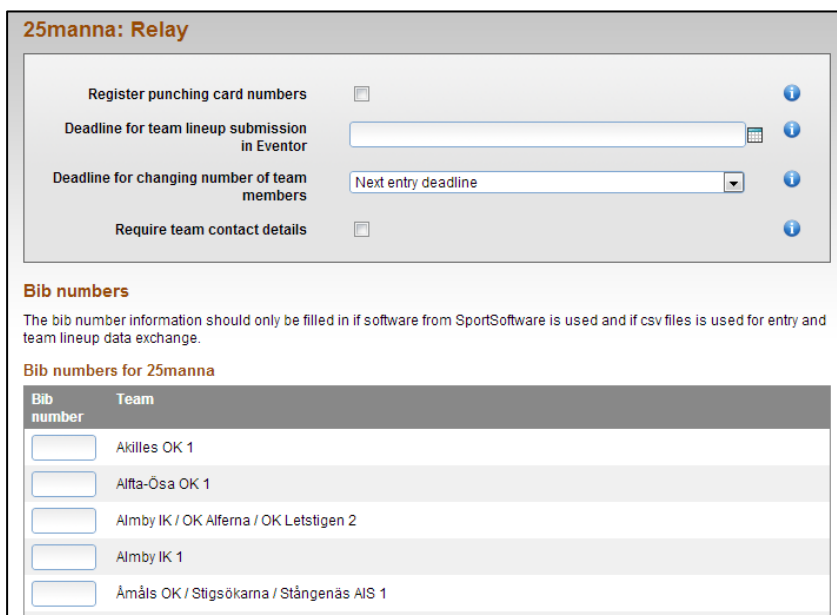
The page to the right is displayed.

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 address URL in the *Link* field instead. Once the file or link is specified, click *Save*.



Relay

Relays have special settings. On the events administration page, click *Relay* in the menu. The following page is displayed:



Bib number	Team
<input type="text"/>	Akilles OK 1
<input type="text"/>	Alfta-Ösa OK 1
<input type="text"/>	Almby IK / OK Alfarna / OK Letstigen 2
<input type="text"/>	Almby IK 1
<input type="text"/>	Ämås OK / Stigsökarna / Stångenäs AIS 1

Register punching card numbers indicates whether participants should register card number when enter team lineup or later. Uncheck the box if the card number is assigned to the participants during the event day, for example through barcode reading of the number bib at the entrance to the starting gate.

Deadline for team lineup submission in Eventor sets last time the lineup is possible to submit via Eventor. Leave blank if no deadline required.


Deadline for changing number of team members affects relay events with legs that can be run by a variable number of participants. This specifies the conditions under which the number of participants per leg can be changed after entry has been made.

Require team contact details should be checked if contact information for coach must be specified when team is being entered.

Status – open/close entry

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

Söders-Tyresö, medeldistans: Status

 Classes must be added before the event is opened up for entries. [Fix](#)
The classes in the event must be assigned entry fees and deadlines before the event is opened up for entries. [Fix](#)
The geographical location of the arena must be specified before entries can be received. [Fix](#)

Current status: approved

- applied
- approved by region
- approved**
- entries opened
- entries closed
- ongoing
- completed
- Reported
- cancelled (can be set by event administrators on regional level only)

[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*.

To pause or cancel an event

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

To cancel the event, select the status cancelled.

After the selection is made, click *Save*.

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.

Sorundadubbeln, medeldistans: Data exchange

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The IOF XML format has two versions. Use version 3.0 if possible.

General downloads from Eventor

IOF XML version 2.0.3
Export club register: [xml](#) | [zip](#)
Export person register: [xml](#) | [zip](#) Only domestic clubs Include preferred classes
Export base class register: [xml](#) | [zip](#)

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

[Download complete SportSoftware archive](#)

Event-specific downloads from Eventor

IOF XML version 2.0.3
Export event: [xml](#) | [zip](#)
Export classes: [xml](#) | [zip](#)
Export entries: [xml](#) | [zip](#) - [i](#)

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

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 to Eventor

- Start lists
- Result lista (split times included)

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.

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.

Entry overview

Click on the *Event overview* (visible only when the event is opened). Here you will find a complete overview of the entries made. You can also enter new participants.

SM Medel: Entry overview

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

Enter new competitor

Club ⓘ
 Person ⓘ

Deadlines

Entry deadline	Entries	Amount
13/09/2013 23:59:59	820	508,400 SEK
20/09/2013 23:59:59	33	30,690 SEK
Sum	853	539,090 SEK

Classes

Class	2013-09-13	2013-09-20	Sum
D21	149	5	154
H21	204	14	218
D20	92	1	93
H20	100	5	105
D18	131	5	136
H18	144	3	147
Sum	820	33	853

Races

Class	kval	final
D21	154	154
H21	218	218
D20	93	93
H20	105	105
D18	136	136
H18	147	147
Sum	853	853

Clubs

Club	2013-09-13	2013-09-20	Sum
Alfta-Osa OK	3	0	3
Ärla IF	8	0	8
Attunda OK	15	0	15
Bergnäsets AIK	2	1	3
Bjursås OK	3	0	3
Bredareds IF	3	0	3
Bredaryds SOK	7	1	8

Enter new competitor

To enter a new participant, select club and name of the person under *Enter new competitor*. When finished, select *OK*.

The following page appears:

The screenshot shows a web form titled "Entry" for the event "Klubbmästerskap Söders-Tyresö, medeldistans". It includes the event date "Söders-Tyresö, Saturday 28 September" and entry deadlines. The form has fields for "Name" (with a search icon), "Club" (a dropdown menu showing "Söders-Tyresö"), "Class" (a dropdown menu showing "H21"), and "Sportident" (a text input field). Below the fields, it shows "Sum: 0 SEK" and buttons for "Advanced" and "Cancel entry". A message states "You were entered H21 by [user] last Saturday at 18:40." There are links for "Enter / Cancel entry for another member", "Enter / Cancel entries for multiple members", and "Switch to club entry mode". At the bottom right are "Save" and "Cancel" buttons.

Select class, and make any adjustments to the card number.

Click *Advanced* if you want to set a specific time as event date. The following page appears:

The screenshot shows a small dialog box titled "Time of entry" with a close button (X). It contains a text input field with the value "2013-09-21 18:40:24" and two buttons: "OK" and "Cancel".

This can be useful if the competitor were having problems making an entry before deadline. Choose time. When you are done, click *OK*.

When you are done with adjustments for an entry, click *Save*.

Change an entry

To change an entry, click on the class or club the competitor is in.

When selecting class, the following page appears:

The screenshot shows a table titled "H21 (4)" with the following columns: Name, Club, Punching card number, Time of entry, and Modify time. There are four rows of data, each with a green checkmark in the Modify time column.

Name	Club	Punching card number	Time of entry	Modify time
Jacob Söderström	⇒ Söders-Tyresö	181100	2013-09-21 18:52	2013-09-21 18:52
Pip Söderström	⇒ Söders-Tyresö	181100	2013-09-21 18:52	2013-09-21 18:52
Oliver Söderström	⇒ Söders-Tyresö	181100	2013-09-21 18:52	2013-09-21 18:52
Jacob Söderström	⇒ Söders-Tyresö	181100	2013-09-21 18:40	2013-09-21 18:40

To change the entry, click on the green check mark to the right. Then follow the instructions in the previous section. To cancel, click *Cancel*.

Selecting the club, the following page:

Entry, club-entry mode: Söders-Tyresö

Klubbmästerskap Söders-Tyresö, medeldistans

→ Söders-Tyresö, Saturday 28 September
 Normal entry deadline: Thursday 26 September at 23:59
 Late entry deadline: Friday 27 September at 23:59

Add

Name	Club	Class	Punching card number	0 SEK			
Uwe Rönne	Söders-Tyresö	H35	<input type="text"/>	0 SEK			
Stefan Rönne	Söders-Tyresö	H16	<input type="text"/>	0 SEK			
Jan Gunn	Söders-Tyresö	H40	<input type="text"/>	0 SEK			
Stefan Gunn	Söders-Tyresö	D40	<input type="text"/>	0 SEK			
Uwe Rönne	Söders-Tyresö	D40	<input type="text"/>	0 SEK			

Change class or card number on an already entered competitor in the list at the bottom of the page.

You can also add new entries by typing in the name of club members, or select one or more members from the list of club members. An instruction on how to obtain a suitable search selection can be obtained by holding mouse cursor over the symbol "i" to the right of the search field.

When member / members are selected, click *Add*. Adjust the class and card number and select *Save*.

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.

The following page is displayed:

Klubbmästerskap Söders-Tyresö, medeldistans: Communication

E-mail messages with important information can be sent to competitors that have provided an e-mail address. Select the competitors that should be added to the recipient list. The message is written in the next step.

Please note that advertisements and marketing messages must not be sent! Contact the federation if unsure.

Competitors

- Anders Lindgren Söders-Tyresö 2021
- Anders Lindgren Söders-Tyresö 2020
- Anders Lindgren Söders-Tyresö 2019
- Anders Lindgren Söders-Tyresö 2018
- Anders Lindgren Söders-Tyresö 2017
- Anders Lindgren Söders-Tyresö 2016
- Anders Lindgren Söders-Tyresö 2015
- Anders Lindgren Söders-Tyresö 2014
- Anders Lindgren Söders-Tyresö 2013
- Anders Lindgren Söders-Tyresö 2012
- Anders Lindgren Söders-Tyresö 2011
- Anders Lindgren Söders-Tyresö 2010
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- Anders Lindgren Söders-Tyresö 2006
- Anders Lindgren Söders-Tyresö 2005
- Anders Lindgren Söders-Tyresö 2004
- Anders Lindgren Söders-Tyresö 2003
- Anders Lindgren Söders-Tyresö 2002
- Anders Lindgren Söders-Tyresö 2001

Club: Söders-Tyresö

Class: D21

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.

WinSplits

When results are uploaded, *WinSplits* is displayed in the event's administration menu.

The following page appears:

Fyrklubbs: WinSplits

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The split times of the uploaded result list file have been transferred to WinSplits. The WinSplits split times will automatically be updated if new results are uploaded.

If you need to upload or remove split times directly in WinSplits, use the login details given below.

- » Event id in WinSplits: 27365
- » Password in WinSplits: njztd
- » [Show split times](#)
- » [Edit split times](#)

Here you will find event id and password to the event if you need to upload or delete split times directly in WinSplits.

Click the *View split times* to see how they look in WinSplits.

Click *Edit split times* if you wish to edit them in WinSplits.

Participant questionnaire

For participant questionnaire, see separate guide.

Event reporting

For event reporting, see separate guide.