Eventor Guide - How to manage an event

Version 3.1, 23/02/2013

**Svenska
Orienteringsförbundet**

This guide includes the following:

The guide is aimed at club members with the role of Event Administrator. 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. Please contact the Support Manager, Craig Feuerherdt, to request a test user name and password.

**Svenska
Orienteringsförbundet**

Add a new event

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

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.

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:

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.

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*, 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.

Apply for event

Instructions

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

Organising clubs — Bendigo Orienteers — Add

Organisers — Add

Course planners — Add

Contact people — Mats Troeng — Delete

Contact email — [   ]

Contact phone number * — [   ]

Save   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.

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.

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.

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*.

Apply for event

Instructions

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

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 ☐

Save Cancel

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..

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:

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

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 an '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 club's events is displayed. Click on an event to view its details.

The following dialog box appears:

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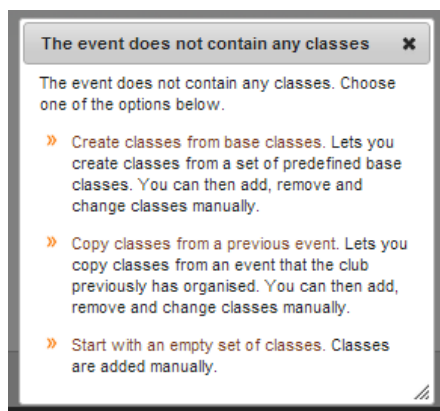
Choose to either *Create event classes from base classes* (Australian predefined classes, option A below), *Copy the classes from a previous event* (option B below), or *Start with an empty class set* (option C below). The latter is preferably used for smaller events with few classes, such as "Long.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

A) To start from base classes, click *Create classes from base classes*. The following page is displayed:
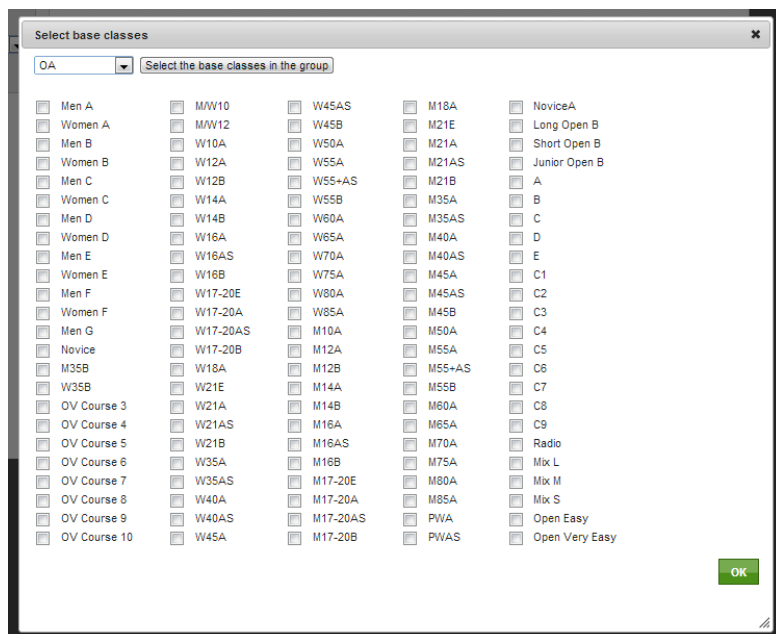
Select base class group in the scroll bar at the top and click *Select the base classes in the group* in order to select. Repeat for the next base class group you want with the event. You can always de-select an individual classor stick to the base class group. When done, select *OK*.

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

Class Type: This column relates back to the boxes you ticked on the Class Type tab. The default is 'Open A' If you change the AS classes to show the type 'Open AS', and B classes to show 'Open B', then these classes will be grouped together for easy viewing in the event information.

Enter minimum and maximum ages for the classes that have such restrictions in the respective fields *Min age* and *Max age*.. If no 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, 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 on *Services.* The following page is displayed:

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. 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*.

Until Eventor links membership types with entries, Services can be used to give member discounts to entry fees. For 2013 the Victorian solution is to set the standard event fees at the 'non-financial-member' rate and then apply discounts: Create a new service eg "Senior Member Discount". Put in a negative fee (discount) to be applied. So a senior member will select the base senior fee (say $20) then select the Senior member discount (-$8) and will be charged $12 to enter this event. If certain categories (eg Life Members) do not have to pay an entry fee, the Service can apply a negative amount for the whole fee eg -20 in the example above. They will then be charged no fee.

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:

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:

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.

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:

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

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.

For many Australian events, you may not be using a fee order, but note that the number in the box must be different for each fee! Doesn't matter what it is for most purposes. Just different.

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 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 entry fee usually stated as a percentage of the normal fee.

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:

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 19-year-old who participates in M21) 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 10/01/2015 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 .

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	[Välj fil] Ingen fil har valts
Link	

[Save] [Cancel]

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*.

Banner Information on your event

At the bottom of the ***GENERAL INFORMATION TAB***, there are two boxes:

Anything you put into the Information Box, will appear as a blue banner at the top of the event information when the event is opened from the calendar. For example:

Payments

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

Note that Eventor does not *require* that events are paid for in advance. But if this is what you want, then you need to decide how you will receive the payment.

The first option is to copy settings from another payment event. Clicking on this will present you with a list of your club's events. It is recommended that you use this option if possible.

Test event one: Payment

Orders   Copy settings from another payment event

Event-specific payment settings

Payment respite (days)   [   ]   ⓘ

Apply entry fee discounts   ☐   ⓘ

General payment settings

Payment receiver
Bendigo Orienteers
PO Box 191
Golden Square
3555
    ⓘ

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.

☑ EFT

Activation time   [EST/EDT 🗓]   ⓘ

Deactivation time   [EST/EDT 🗓]   ⓘ

Account name   Bendigo Orienteers Inc

BSB   633-108

Account number   053076063

☐ POLi

☐ PayPal

Save   Cancel

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

Add the number of days that payment is to be due in the *Payment respite (days)* textbox. If payment has not been received within this number of days plus for days, a reminder will be sent. Another reminder will be sent after four more days if payment is still not received. After another four days without payment, all entries and services that the order contains are removed.

Test event one: Payment

Orders   Copy settings from another payment event

Event-specific payment settings

Payment respite (days)

Apply entry fee discounts

General payment settings

Payment receiver

Bendigo Orienteers
PO Box 191
Golden Square
3555

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.

☑ EFT

Activation time   EST/EDT

Deactivation time   EST/EDT

Account name   Bendigo Orienteers Inc

BSB   633-108

Account number   053076063

☐ POLi

☐ PayPal

Save   Cancel

Tick the

This page is for specifying payment methods and details.

Payment Settings

Payment Respite

The number of days the entrant has to pay, after which, if payment is not recieved, a payment reminder email is sent.

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.

General Payment Settings: The name/address listed here should be for the organization which will receive the payment. Eg the club or state association.

Payment methods

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.

EFT – Electronic Funds Transfer. Entrants transfer entry fees into the require club bank account using their own banking portal. Note that if you choose this option, your club treasurer will need to monitor receipts and manually update Eventor entries to show who has paid. Failure to do this will mean the entrant will receive 'You have not yet paid' emails after the Payment Respite days, and their entry will then be deleted from Eventor.

POLi – An EFT service which uses the entrants own banking portal to automate the entry of the clubs bank account details. Clubs need to sign up at www.poli.com.
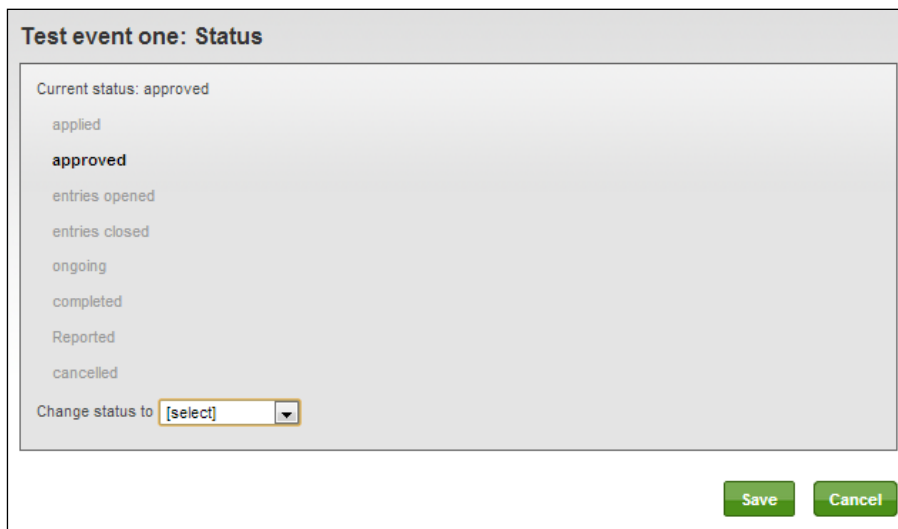
Paypal – Credit card or Paypal account – Entrants with or without a Paypal account can use their credit card in the option.

In Victoria, the state association offers POLi and PayPal options and will reimburse clubs for payments made for Events/memberships. Payments made via POLi or PayPal will automatically be updated in Eventor. Victorian Clubs who do not have a previous event to copy these details should contact a state eventor administrator.

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:

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.

Note that Payment via Eventor is not a requirement. You can choose to have payment on the day of the event.

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!

AFTER ENTRIES CLOSE

Once the closing date/time arrives, the status will automatically change to Entries Closed. Now you've got to get the entries: probably put them into OE or other software to run your event

Even before that, you can do a check on what entries you have received, who has requested services etc.

The ***ENTRY OVERVIEW TAB*** shows a summary of entrants by class, club, state, services – and also allows you to get an excel spreadsheet download of all the entries. You can also use this view to add new competitors or to search for individuals.

Christmas 5-Days (enter all 5 days): Entry overview

🔍 Search competitors   📋 Export to Excel   ↩ Back

Enter new competitor

Club	[select]	⬜▪	ⓘ
Person	[select]	⬜▪	ⓘ

OK

Deadlines

Entry deadline	Entries	Amount
20/11/2012 23:59:59 EDT	160	12,465 AUD
21/11/2012 00:00:59 EDT	0	
17/12/2012 15:00:59 EDT	60	7,022
Sum	220	19,487

Classes

Class	2012-11-20	2012-11-21	2012-12-17	
Men A	19	0	10	Need help?

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.

Test event one: Data exchange

↶ Back

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

Event-specific downloads from Eventor

IOF XML version 2.0.3
Export event: xml | zip

Export classes: xml | zip

Export entries : xml | zip [EST/EDT 🔲] - [EST/EDT 🔲] ⓘ

IOF XML version 3.0
Export event: xml | zip

Export classes: xml | zip

Export entries : xml | zip [EST/EDT 🔲] - [EST/EDT 🔲] ⓘ

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 (Swedish only)

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

[Välj fil] Ingen fil har valts

[Upload]

Upload result list
[IOF XML ▼]

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

[Välj fil] Ingen fil har valts

[Upload]

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.

IOF XML 2.0.3 must be used with OE2003. If you are uploading to OE2010, either XML format is OK. Note that (in early 2013) entrants with no club selected will not be uploaded if using the IOF XML 3.0 format, so it is preferable to use 2.0.3 until this bug is fixed.

Information that can be uploaded to Eventor

- Start lists
- Result lists (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.

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:

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.