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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.
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.

**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.

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 (e.g., 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:

![Test event one: Overview](image)

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 class or 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 participating 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](image) 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:

![Simple mode screenshot]

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:

![Advanced mode screenshot]

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:

<table>
<thead>
<tr>
<th>Fee name</th>
<th>Fee</th>
<th>From date</th>
<th>To date</th>
<th>From age</th>
<th>To age</th>
<th>Fee application order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal adult fee</td>
<td>$20</td>
<td>20/01/2015 23:59</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Normal youth fee</td>
<td>$10</td>
<td>20/01/2015 23:59</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Late entry fee</td>
<td>50 %</td>
<td>11/01/2015 00:00</td>
<td>20/01/2015 23:59</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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:

![Documents](image)

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

The following page 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 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:

---

**Entry terms and conditions**

---

**Information**

- Late entry fees apply after 14 April. Final closing date Sunday 21 April.
- Bookings for Sat night pub meal - go to Services in the Middle Distance event.

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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:

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**Event information Victorian MTBO Sprint Championships**

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**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.
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.
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 entrant’s own banking portal to automate the entry of the club’s 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 the 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
Person

OK

Deadlines

<table>
<thead>
<tr>
<th>Entry deadline</th>
<th>Entries</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/2012 23:59:59 EDT</td>
<td>160</td>
<td>12,463 AUD</td>
</tr>
<tr>
<td>21/11/2012 00:00:00 EDT</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1/2/2012 15:00:59 EDT</td>
<td>60</td>
<td>7,022</td>
</tr>
<tr>
<td>Sum</td>
<td>220</td>
<td>19,487</td>
</tr>
</tbody>
</table>

Classes

<table>
<thead>
<tr>
<th>Class</th>
<th>2012-11-20</th>
<th>2012-11-21</th>
<th>2012-12-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max A</td>
<td>15</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>
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.

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.