Guide Eventor

How to make an entry

Version 2.0, 07/10/2013

Svenska Orienteringsförbundet

Start with the start page

On the Eventor start page, there is a short guide on how to make entries for events. Begin with that guide to get started. If you get stuck, this guide may help you.

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Svenska Orienteringsförbundet

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Make an entry

Once logged in, this is how to make an entry:

1. Enter the event calendar via the menu on the left.
2. Select the event you want to run by clicking on it.
3. On the event page, on the right, click on the *Enter* (or *Enter and/or order services* if the organiser provides services).
4. A page where you confirm your entry comes up. Check that the class and the punching card number is correct, and click *Save*. Done!

Your standard class, or the best matching class, is preselected.

If the organiser wants to have the payment in advance, follow the instructions and pay the way the organiser wants you to (via credit card, bank transfer, etc.).

You can also delete/cancel entries by clicking on the *Delete button* (displayed when the member is not entered earlier) and *Cancel* (displayed when the user is entered).

When all the people you wish to enter are chosen, click *Save*.

Once the entry has been saved, a confirmation page appears. The page is your confirmation that your entry has been received. You can go back and change the entry, if necessary, via the button *Change entry* or go in and change the entry later by repeating the steps above. Click on the link for the club name to view entered club participants, or the link for the class name to view participants in the class.

Entry for several events at the same time

If you would like to make entries for several events at the same time, it's also possible. Then do the following:

1. Enter the event calendar and tick the events you want to run (you can also tick only one event).
2. When you are done, click on *Enter selected events* at the top or the bottom of the page (see image).
3. A page where you confirm your entries appears. Make sure the class and the punching card number is correct for each event and then click *Save*. Done!

Making entries for one or several club members

On the page where you confirm your entry, you can also make entries for more club members. This is done by clicking the link *Enter / Cancel entry for a member in a club affiliated to Svenska Orienteringsförbundet*, or the link *Enter / Cancel entry for multiple members in a club affiliated to Svenska Orienteringsförbundet*.
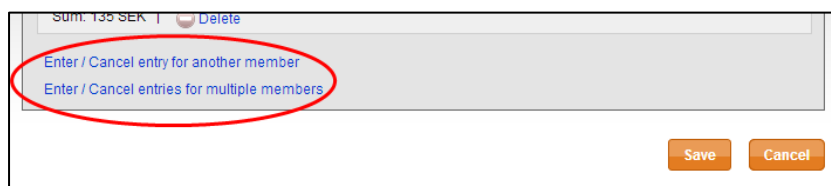
If you select *Enter / Cancel entry for a member in a club affiliated to Svenska Orienteringsförbundet,* the following dialog box appears:
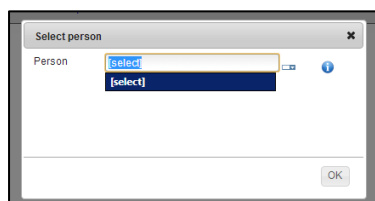
Enter all or only a part of the name of the club member you want to make an entry for. If you prefer to select a member of a list, you can switch to list view by clicking on the icon directly to the right of the input field.

When the desired club member is selected, press *Enter* on your keyboard or click *OK.* Then specify the class and punching card number for the club member.

If you, instead, select *Enter / Cancel entry for multiple members in a club affiliated to Svenska Orienteringsförbundet*, the following dialog box appears:
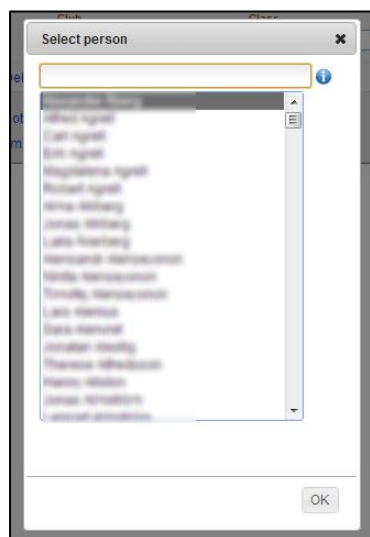
Hold the *Ctrl* button on your keyboard (or equivalent, it may be the browser and operating system dependent) and click to select the team members you want to make an entry for.

You can also enter the full or partial name in the text box at the top to filter the list. For example, you enter a **sur**name to view all people with that surname. You can also search by age and sex; "13-16" displays all persons between 13 and 16 years old, "D50-" shows all the ladies who are 50 or older, etc. You can use the arrow keys in combination with the *Shift* and *Ctrl* to easily select multiple people.

When desired club members are selected, press *Enter* on your keyboard or click *OK.* Then specify the class and punching card number for the club members.

Notes when making an entry

The following may be helpful to know when making an entry:

- You cannot remove an entry or change class after an entry deadline has passed since the entry was made.
- However, you can change the punching card number after the entry deadline has passed, as long as it is not the last entry deadline.
- A participant can only be entered in a class that matches the person's gender and age.
- If the participant is a member of several clubs and / or organisations to submit an application for the club / organisation that is currently active (displayed in the drop down menu in the upper left above the menu). Be sure that the correct club / organisation is selected before the registration begins!
- The default class and default punching card number may (but doesn't need to) be put under *My pages → My settings*, see more detailed section on this below.

## Make an entry for yourself / or others by the club login

If your club has activated club login, select the current club and enter the password in the club login box. Club login can be activated by club administrator via *Club → Club settings.*

Otherwise it works as a normal entry (see previous section). The difference is that you, yourself, have not been preselected in the entry because Eventor does not know who you are, just what club you belong to.

Club entry

Sometimes there is a need to add, delete and modify entries on a page where all club entries to an event are displayed at the same time. To do so, you need to have been given the role *Entry manager*. Your club administrator can give you the role via *Club → Roles → Single person.*

For *Entry managers*, also the link *Club entry* is visible at the top of the event information page. It leads to the *Entry, club-entry mode* where you can manage all club entered participants.
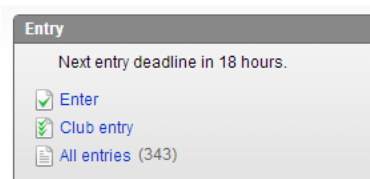
Select people in the list in the same manner as described in the *Entering one or several club members* section above. The only difference is that you click *Add* instead of *OK* when the desired club members are selected. Otherwise, this page works the same way as the ordinary entry page.

Services

If the organiser provides services, it can be ordered when making an entry. Click on *Order services* on the page where you confirm your entry. Select from the available services, and then click *Add*. Don't forget so save.

Show entered persons

To see who is entered for an event, click the event name in the event calendar, and then click *All entries* in the box on the right side. The entered persons appear by classes. You can also view the entered persons by club via the link in the menu bar. In the entering list, you can click on the linked club names to show the entered persons for a club.

View my entries

Your entries can be found under *My pages → My events*. For each contest, here is a link, *Change entry*, if you want to modify, add, or delete your registration. Remember you cannot remove an entry or change class after an entry deadline has passed since the entry was made.

Relay entry

For entry of teams to relays you need to be a member of a club. Entry can be done by all club members, unless your club requires you to have the role *Entry manager*.

To make an entry for a relay, it is the same procedure as for an individual event.

On the event page, click the *Enter teams / submit team lineups*.

When the registration page comes up, click on the *Enter a new team* in the top menu. You can also enter multiple teams simultaneously by choosing *Enter multiple new teams*.

While clicking on *Enter a new team*, on the next page that appears, select the class in the drop down list and click *Next*.

The team number field indicates what number the team has among the club's own teams in the class. If the club has only one team in the class, it should be marked as "1".

Lineups may be submitted later.

To save the entry, click *Save*.

Team lineup

To register team lineup, go the same route as when registering (see above).

A page with a summary of the club's teams entered appears. Click *Edit the current teams*, or select multiple teams simultaneously, and click *Edit marked team*.

Same picture as when entry is made appears.

To enter a name, select the team member by clicking *[select]* in *Name* field. When the name is selected, the member's personal punching card number automatically appears if it has been entered in Eventor.

To save the team lineup, click *Save*.

Create combination team

In the final entry step, before entry is saved, you can create a combined team with one or more other clubs.

Note that the combined team is not allowed on the championships, which is why the option is not available in Eventor for this event type.

To create a team with another club, click the link *Create combination team*.

You can then select club in a drop down list in the same way as described several times previously in this guide.

Add club	[select]	🔲 ➕ Add

When you done, click *Add*.

When a club has been selected, the input fields for team's lineup are changed.

Here a participant is added by clicking the *[select]* in the *Name* field.

┌─ Team ──┐
│ Class   D21 (800 SEK)   │
│ Team number   [1]   ⓘ │
│ Clubs   ➤ Söders-Tyresö   │
│   ● OK Linné ⊖ Delete   │
│   🛡 Add club   │
│ Team lineup   │
│ Team members must be present in the member archive. │
│   │
│ Leg   Name   Sportident   │
│ Leg 1 ➕ Pick competitor   [   ]   │
│ Leg 2 ➕ Pick competitor   [   ]   │
│ Leg 3 ➕ Pick competitor   [   ]   │
│ Leg 4 ➕ Pick competitor   [   ]   │
│   │
│   [Save] [Cancel]│
└───┘

In the dialog that appears, select one of the clubs in the combination and then a participant in that club.

After you done, click *OK*, and then repeat the procedure to add more participants in the team.

When the name is selected, the member's personal punching card number automatically appears if it has been entered in Eventor.

To save the team lineup, click *Save*.

┌─ Select person ──────────────── ✖ ┐
│ Club   [select]   🔲 ⓘ │
│ Person   [select]   🔲 ⓘ │
│   Söders-Tyresö   │
│   OK Linné   │
│   [OK] │
└─────────────────────────────────────┘

Purchase of services at a relay

If the organiser offers services, these can be ordered when making an entry.

On the event's main page, click on the *Enter teams / submit team lineups*. On the next page, add club services by choosing from the available services in the drop down menu and click *Add*. Then select the number of the selected service. To add other service, repeat the process. When finished, do not forget to save.

┌───┐
│ **Relay entry: Smålandskavlen**   │
│ ➕ Enter a new team ➕ Enter multiple new teams ⓘ Event information │
│ ┌─ Event ───┐ │
│ │ Smålandskavlen, 🏠 SOK Viljan, Saturday 26 October - Sunday 27 October │ │
│ │ Normal entry deadline: Sunday 13 October at 19:59 │ │
│ │ Late entry deadline: Thursday 24 October at 20:00 │ │
│ │ Deadline for team lineup submission in Eventor: Saturday 26 October at 11:00 │ │
│ └───┘ │
│ There are no entered teams for Söders-Tyresö.   │
│   │
│ Service orders for the club   │
│ Available services   │
│ [Accomodation ▾] ➕ Add   │
│ Ordered services   │
│ No services have been ordered.   │
│   │
│   [Save]   │
└───┘
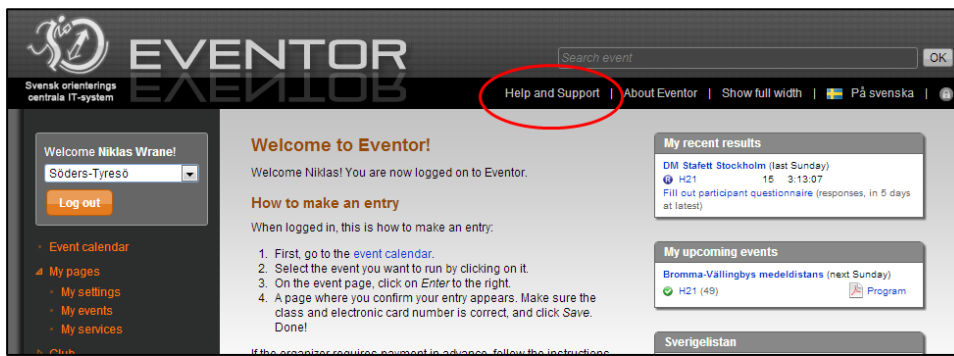
Help and support

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

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

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