

Updated version how to register your national team runners at Norwegian eventor

For the Selction races in 5-7 july, the organizers wants all the names to be registered in Norwegian eventor. This can be done by the coach on behalf of the runners.

Open <https://eventor.orientering.no/>

If your federation has already a registered team then log in. Otherwise create a new account and register yourself as I am a member in a club but my club can not be found in the list.



Register me

Don't have any user account for Eventor? On this page you can create one. Begin by choosing what role you will fulfil.

☒ I am a member in a club

Country of your club

Club

☒ My club cannot be found in the list

☐ I am not a member in a club

☐ I have registered myself in Eventor previously, but have forgotten my username and/or password

Proceed

Cancel

Then choose you club name:



Register club: provide the club's name

Provide the name of the club that will be shown in the startlists and results. Please spell the name correctly, as you can't change the name yourself later on. The contact and address details of the club can be added later on by the persons appointed as club administrators.

Country

The club's name *

Save

Cancel

Click save and then you need to fill in the correct info as name, phone and e-mail address.

Make sure you choose allocation of organization administrator rights

Organisation administrator


test has not chosen an organisation administrator yet. The organisation administrator can, among other things, quickly add several members at a time and manage entries. Check the box below if you have the organisation's permission to allocate yourself administrator rights.

☒ Allocate organisation administrator rights to me in

Follow the steps and once you are logged in. You are an administrator for this new club. Then you can add runners to be members of this club.

Click Administration => Overview => Create new members

Eventor
Norwegian orienteering's central IT-system

**NORSK ORIENTERING**

Event calendar Press results LiveloX Forum My pages Club **Administration** Lacho - Halden SK ▾

- Club settings
- Club members
 - Overview**
 - Roles
 - Invoicing

Members of Halden SK

[+ Create new members](#) [Edit selected members](#) [Remove selected members](#) [Export to Excel](#)

ID	First name	Last name	Gender	Year of birth	Emit
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Create new members: Just type the first and last name correctly and a correct birthdate (if you know it).

Add a new member, so more runners can be added at the same time.

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**NORSK ORIENTERING**

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Create new members

ID	First name	Last name	Gender	Date of birth
	Bjorn Axel	Gran	male	01/05/1969
	Email	Emit	Send password	
			<input type="checkbox"/>	
Delete				
ID	First name	Last name	Gender	Date of birth
	Lacho	Illevs	female	01/05/2000
	Email	Emit	Send password	
			<input type="checkbox"/>	
Delete				

[+ Add a new member](#)


Next

Cancel

Then Eventor will propose you a list of runners to choose from. If your runner doesn't have an Norwegian eventor account then it will be created automatically.

Click next and then Save.

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Norwegian orienteering's central IT-system

 **NORSK ORIENTERING**

Event calendar Press results Livelox Forum My pages Club Administration Lacho - Halden SK ▾

Create new members: check for duplicates

There are persons in Eventor's database with similar details as the new members. For each of the new members, decide if their details should be merged with the original person.

New members	Merge with
Bjørn Axel Gran male, 01/05/1969	<input checked="" type="radio"/> Bjørn Axel Gran, 15/12/1968, Halden, Norway, Halden SK <input type="radio"/> None of the above persons
Lacho Ilievs female, 01/05/2000	No persons with similar details found.


Previous Next Cancel

Now go to the event calendar and choose for example VM granskingsløp lang

<https://eventor.orienteering.no/Events/Show/10691>




Click on Organization entry.

Eventor
Norwegian orienteering's central IT-system

 **NORSK ORIENTERING**

Event calendar Press results Livelox Forum My pages Club Administration Lacho - Halden SK ▾

Event information: VM granskingsløp lang


 Edit  Export to calendar  Back

General information

Event

VM granskingsløp lang

Organiser

 Halden SK

Region

Østfold

Status

entries opened | Next step: Upload start list

Date

Friday 5 July 2019 at 14:30

Normal entry deadline

Sunday 30 June 2019 at 23:59

Late entry deadline

Wednesday 3 July 2019 at 23:59

Event form

individual

Event classification

National event

Flexoløp

no

Race distance

long

Time of event

day

Discipline

FootO

Punching systems

Emit
EmitTag

Class information

Classes

D21E Norway, H21E Norway, D21E Others,
H21E Others

Series


This event is included in Seedings ranking senior langdistance.

Entry


Next entry deadline 30 June 2019.


☒ Enter

☒ Organisation entry

 All entries (3)

Documents and links

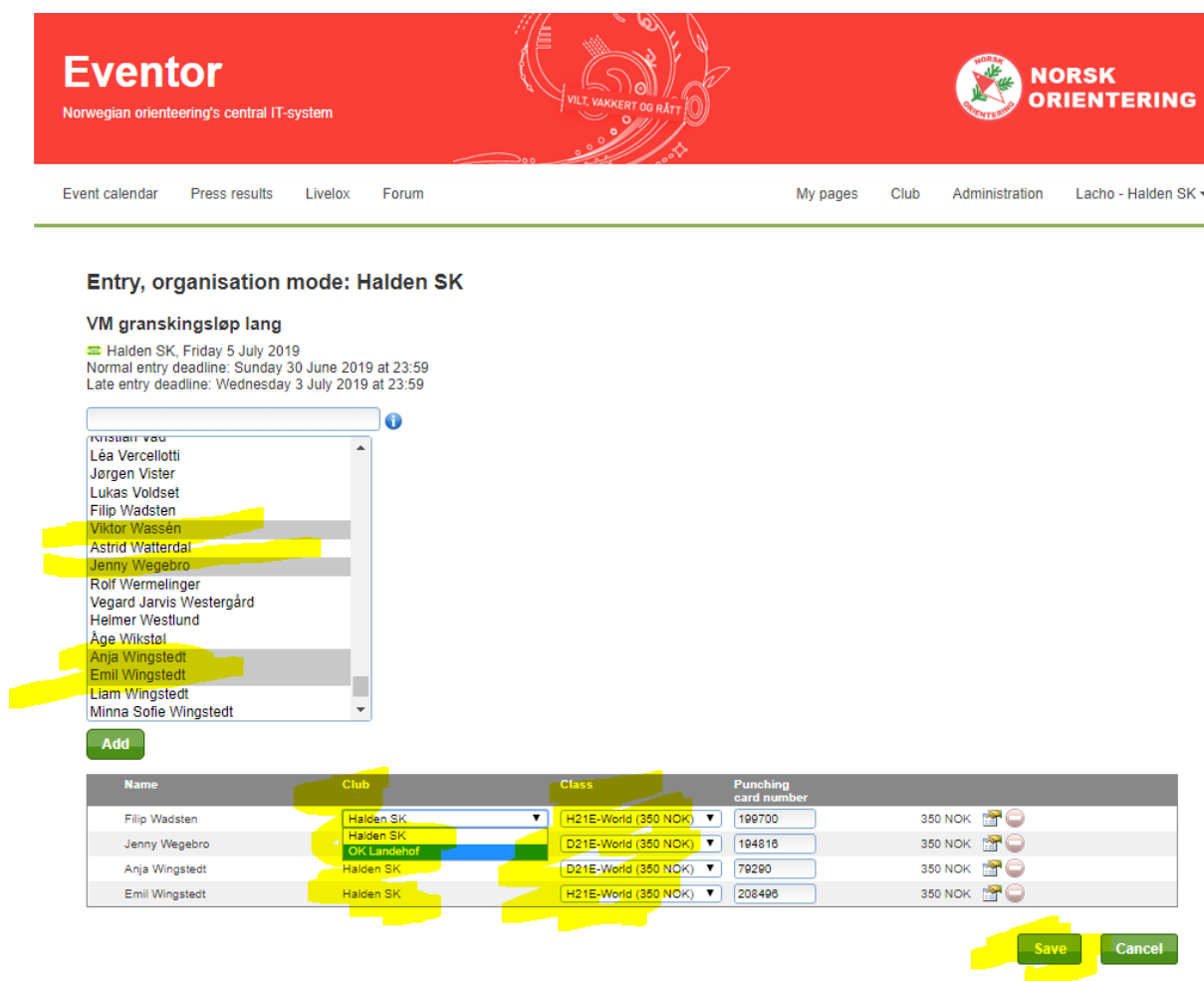
 Innbydelse (788 kB, 25/02/2019)

 Old map (321 kB, 21/02/2019)

Choose your runners and click Add. After that carefully check that all your runners get the correct club. Since now they can be members of many clubs (in Norwegian eventor).

Also remember to change the class to **D/H21E-World**. The class dividing is like this: all Norwegians will run in their own class and all the foreigners in another class. For example if Ralf Street (GBR) a member of Norwegian club Bækkelaget SK => he can enter as club BækkelagetSK og GBR o-team but he must enter into **H21E-World** since he is not eligible for Norwegian national team.

The club name is important for who will get the start fee invoice.



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Norwegian orienteering's central IT-system

NORSK ORIENTERING

Event calendar Press results Livelox Forum My pages Club Administration Lacho - Halden SK

Entry, organisation mode: Halden SK

VM granskingsløp lang

Halden SK, Friday 5 July 2019
Normal entry deadline: Sunday 30 June 2019 at 23:59
Late entry deadline: Wednesday 3 July 2019 at 23:59

Add

Name	Club	Class	Punching card number	
Filip Wadsten	Halden SK	(H21E-World (350 NOK))	199700	350 NOK
Jenny Wegebro	OK Landehof	(D21E-World (350 NOK))	194816	350 NOK
Anja Wingstedt	Halden SK	(D21E-World (350 NOK))	79290	350 NOK
Emil Wingstedt	Halden SK	(H21E-World (350 NOK))	208496	350 NOK

Save **Cancel**

Regarding the EMIT punching card. You can leave this blank if you don't have. Then we will automatically assign you one.

IF there are any questions please do not hesitate to contact me

Greetings

Lacho ILIEV

Event director

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