## **Guide Eventor**

# Assign event dates

Version 2.0, 20/09/2013



# Main purpose

This guide will help you to assign event dates. It is addressed to district officials with the role *Event manager*. As events manager in a district, you may choose to assign event dates for incoming events.

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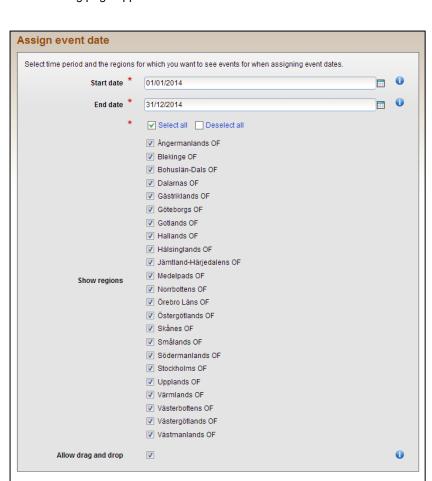
# Assign event date

#### Make a selection of events

In order to let the event appear in the event calendar, you as the district *Event manager* need to assign a date for the event. On application the event organizers did set one or more desired event dates, which you use as a base for the assignment.

For an event date to be assigned, the organizers first have to apply for an event, i.e. entered data on the event in Eventor. When the organizer has done this, click *Arrangemang*  $\rightarrow$  *Assign event dates* in the left menu.

The following page appears:



Select time period, as well as the other districts that are of interest during the assignment. You can always choose to go back later and enter a new time period and other districts.

Remember that it may take some time to get up the next page if you have chosen many other districts to consider.

By clicking *Allow drag and drop*, in the bottom of the page, you are able to assign dates by moving the events graphically in the calendar in which the events appear. This is preferable, although for some web browsers it may cause the calendar longer time to appear (especially if many other districts have been selected).

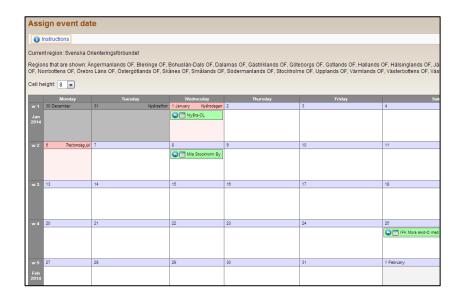
When you are done, click on View.



## Drag and drop

Assuming the box *Enable drag and drop* on the bottom of the previous page is ticked, the following page appears:

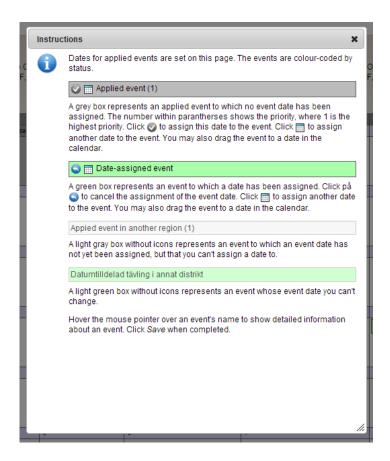




On this page, you determine the dates for the applied events in your district. The races are color coded by status. The main purpose is to change the events' background color from grey (applied date/dates) to green (assigned date) for all district events.

#### **Instructions**

By clicking on *Instructions* at the top of the page, you get an in-depth explanation of what the colors and symbols mean. It looks like this:

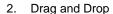


If there are many competitions held at the same date you can, on the left side just above the calendar, select the cell height so that more events are visible simultaneously. You can do this without anything happening with moved events.

You can assign dates in three different ways:

1. If the desired date is the same as the date you want to assign, click on the icon extstyle extstyle





If you on the previous page selected to check the box Enable drag and drop, you can click on the event you want to move, hold down the mouse button and drag race to the new desired date and then release the button. This option is preferable if you are not moving the event more than one or two weekends.

Click on the icon for the current event and then enter a new date. This is preferable if you are moving the event far ahead or back in time, for example, from spring to autumn.

Note that you can only approve event dates in your own district.

There is no limit to how many times you can assign a new date for a competition. You can then assign a date, click Save, and then assign a new date for the same event, and click Save again to confirm the new date.

Be sure to click Save at the bottom right when you select the date for the races. Click Cancel to return to the home page Eventor.

