

# The National Team Manager's guide

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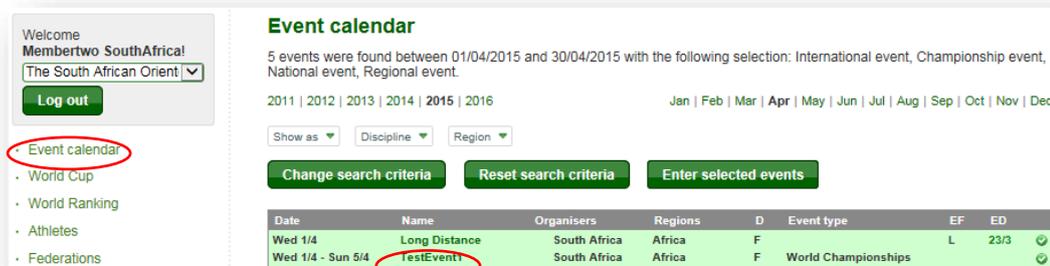
## General information

When IOF has received and approved an application for an IOF event, IOF will create an event in IOF Eventor and then delegate the management to your federation. The *Event organiser* of the federation then provides the IOF event with all necessary information and opens it for entries. This document will guide you through the details, as a *National team manager*, of entering athletes, team officials, VIPs and media to an IOF event.

## Enter an IOF event

Be sure you are logged in with at least the rights of a *National team manager*.

1. In the Event calendar, find the event and click the name of the event (in the example below the event is *TestEvent1*).



Welcome  
Membertwo SouthAfrica!  
The South African Orient  
Log out

Event calendar  
World Cup  
World Ranking  
Athletes  
Federations

### Event calendar

5 events were found between 01/04/2015 and 30/04/2015 with the following selection: International event, Championship event, National event, Regional event.

2011 | 2012 | 2013 | 2014 | 2015 | 2016  
Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

Show as Discipline Region

Change search criteria Reset search criteria Enter selected events

| Date              | Name          | Organisers   | Regions | D | Event type          | EF | ED   |
|-------------------|---------------|--------------|---------|---|---------------------|----|------|
| Wed 1/4           | Long Distance | South Africa | Africa  | F |                     | L  | 23/3 |
| Wed 1/4 - Sun 5/4 | TestEvent1    | South Africa | Africa  | F | World Championships |    |      |

2. The **Information view** of the event shows general information already defined by IOF and the organiser. The *Information view* also includes information about the competitions of the event and their links (the competitions in this example are *Long Distance*, *Middle Distance* and *Sprint*). To manage team entries for the event, click the link *Manage team entries and service orders*.

### Event information: TestEvent1

Export to calendar Back

|  |  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
|--|--|------------|-----------------------|--------------|-----------------|-----------------------|--------|----------------|------|--|-----------------------|-----------------------------------|---------------------|-----------------------------------|----------------------|---------------------|------------|-------|------------|---------------------|---------|------------------------------|----------------|-----------|----------------------|----------------|---------------|-----------------------------|----------------|-----------|----------------|------------------------|------------------|-------------|-------------------|----------------------------|----------------------|--------------------|-------------------------|-------------|----------------------|--|------|---|------------|------------|-----------------|------------|------------------------|--|------|--|------------|------------|-----------------|------------|---------------|--|------|--|------------|------------|-----------------|------------|--|
| <h4 style="margin: 0;">General information</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Name</td><td>TestEvent1</td></tr> <tr><td>Organising federation</td><td>South Africa</td></tr> <tr><td>Organising club</td><td>South Africa Club one</td></tr> <tr><td>Status</td><td>entries opened</td></tr> <tr><td>Date</td><td>Wednesday 1 April 2015 - Sunday 5 April 2015 (Date is preliminary)</td></tr> <tr><td>Normal entry deadline</td><td>Monday 23 March 2015 at 23:59 CET</td></tr> <tr><td>Late entry deadline</td><td>Sunday 29 March 2015 at 23:59 CET</td></tr> <tr><td>Event classification</td><td>International event</td></tr> <tr><td>Discipline</td><td>FootO</td></tr> <tr><td>Event type</td><td>World Championships</td></tr> </table> <h4 style="margin: 0;">Contact details and main officials</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Website</td><td>http://www.exampledomain.com</td></tr> <tr><td>Contact person</td><td>Robin Ray</td></tr> <tr><td>Contact phone number</td><td>+55 44 444 444</td></tr> <tr><td>Contact email</td><td>robin.ray@exampledomain.com</td></tr> <tr><td>Event director</td><td>Robin Ray</td></tr> <tr><td>Course planner</td><td>MemberFour SouthAfrica</td></tr> <tr><td>Event controller</td><td>lof Member1</td></tr> <tr><td>Course controller</td><td>EventOrganisor SouthAfrica</td></tr> <tr><td>Senior Event Adviser</td><td>Event Adviser, CAN</td></tr> <tr><td>Assistant Event Adviser</td><td>lof Member1</td></tr> </table> <h4 style="margin: 0;">Competitions</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="border-bottom: 1px solid #ccc;"><b>Long Distance</b></td></tr> <tr><td style="width: 30%;">Date</td><td>Wednesday 1 April 2015 at 10:30 - 14:30 CET</td></tr> <tr><td>Event form</td><td>individual</td></tr> <tr><td>Punching system</td><td>Sportident</td></tr> <tr><td colspan="2" style="border-bottom: 1px solid #ccc;"><b>Middle Distance</b></td></tr> <tr><td>Date</td><td>Thursday 2 April 2015 at 10:30 - 14:30 CET</td></tr> <tr><td>Event form</td><td>individual</td></tr> <tr><td>Punching system</td><td>Sportident</td></tr> <tr><td colspan="2" style="border-bottom: 1px solid #ccc;"><b>Sprint</b></td></tr> <tr><td>Date</td><td>Friday 3 April 2015 at 12:00 - 13:00 CET</td></tr> <tr><td>Event form</td><td>individual</td></tr> <tr><td>Punching system</td><td>Sportident</td></tr> </table> | Name   | TestEvent1 | Organising federation | South Africa | Organising club | South Africa Club one | Status | entries opened | Date | Wednesday 1 April 2015 - Sunday 5 April 2015 (Date is preliminary) | Normal entry deadline | Monday 23 March 2015 at 23:59 CET | Late entry deadline | Sunday 29 March 2015 at 23:59 CET | Event classification | International event | Discipline | FootO | Event type | World Championships | Website | http://www.exampledomain.com | Contact person | Robin Ray | Contact phone number | +55 44 444 444 | Contact email | robin.ray@exampledomain.com | Event director | Robin Ray | Course planner | MemberFour SouthAfrica | Event controller | lof Member1 | Course controller | EventOrganisor SouthAfrica | Senior Event Adviser | Event Adviser, CAN | Assistant Event Adviser | lof Member1 | <b>Long Distance</b> |  | Date | Wednesday 1 April 2015 at 10:30 - 14:30 CET | Event form | individual | Punching system | Sportident | <b>Middle Distance</b> |  | Date | Thursday 2 April 2015 at 10:30 - 14:30 CET | Event form | individual | Punching system | Sportident | <b>Sprint</b> |  | Date | Friday 3 April 2015 at 12:00 - 13:00 CET | Event form | individual | Punching system | Sportident | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <h4 style="margin: 0;">Entry</h4> <p style="margin: 0;"><a href="#">Manage team entries and service orders</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <h4 style="margin: 0;">VIP and media entry</h4> <p style="margin: 0;">Next entry deadline 23 March 2015.</p> <p style="margin: 0;"><a href="#">Enter and/or order services</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <h4 style="margin: 0;">Documents and links</h4> <div style="margin-bottom: 5px;"> <a href="#">Embargoed Areas</a> (127 kB, 27/11/2014)         </div> <div> <a href="#">Bulletin 1</a> (98 kB, 20/11/2014)         </div> </div> |
| Name   | TestEvent1   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Organising federation  | South Africa   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Organising club  | South Africa Club one  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Status   | entries opened   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Date   | Wednesday 1 April 2015 - Sunday 5 April 2015 (Date is preliminary) |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Normal entry deadline  | Monday 23 March 2015 at 23:59 CET                                  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Late entry deadline  | Sunday 29 March 2015 at 23:59 CET                                  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event classification   | International event  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Discipline   | FootO  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event type   | World Championships  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Website  | http://www.exampledomain.com                                       |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Contact person   | Robin Ray  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Contact phone number   | +55 44 444 444   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Contact email  | robin.ray@exampledomain.com  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event director   | Robin Ray  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Course planner   | MemberFour SouthAfrica   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event controller   | lof Member1  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Course controller  | EventOrganisor SouthAfrica   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Senior Event Adviser   | Event Adviser, CAN   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Assistant Event Adviser  | lof Member1  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| <b>Long Distance</b>   |  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Date   | Wednesday 1 April 2015 at 10:30 - 14:30 CET                        |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event form   | individual   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Punching system  | Sportident   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| <b>Middle Distance</b>   |  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Date   | Thursday 2 April 2015 at 10:30 - 14:30 CET                         |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event form   | individual   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Punching system  | Sportident   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| <b>Sprint</b>  |  |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Date   | Friday 3 April 2015 at 12:00 - 13:00 CET                           |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Event form   | individual   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |
| Punching system  | Sportident   |            |                       |              |                 |                       |        |                |      |  |                       |                                   |                     |                                   |                      |                     |            |       |            |                     |         |                              |                |           |                      |                |               |                             |                |           |                |                        |                  |             |                   |                            |                      |                    |                         |             |                      |  |      |   |            |            |                 |            |                        |  |      |  |            |            |                 |            |               |  |      |  |            |            |                 |            |  |

3. First you need to give the number of participants for the event. In the event section, click *Give the number of participants*.

**TestEvent1: Entry overview for South Africa**

Give the number of participants

**Entry deadlines**  
Deadline for giving the number of participants **Monday 23 March 2015 at 23:59 CET**  
Deadline for giving the names of the participants **Monday 23 March 2015 at 23:59 CET**

**Team manager**  
Membertwo SouthAfrica

**Entries**  
**TEAMOFFICIALS**  
No persons entered  
**ATHLETE S**  
No persons entered

**Long Distance**

Give the number of participants  Give the names of the participants

**Entry deadlines**  
Deadline for giving the number of participants **Monday 23 March 2015 at 23:59 CET**  
Deadline for giving the names of the participants **Monday 23 March 2015 at 23:59 CET**

**Entries**  
**Men**  
No persons entered  
**Women**  
No persons entered

**Middle Distance**

Give the number of participants

**Entry deadlines**  
Deadline for giving the number of participants **Monday 23 March 2015 at 23:59 CET**  
Deadline for giving the names of the participants **Monday 23 March 2015 at 23:59 CET**

**Entries**  
**Men**  
No persons entered  
**Women**  
No persons entered

**Sprint**

Give the number of participants

**Entry deadlines**  
Deadline for giving the number of participants **Monday 23 March 2015 at 23:59 CET**  
Deadline for giving the names of the participants **Monday 23 March 2015 at 23:59 CET**

**Entries**  
**Men**  
No persons entered  
**Women**  
No persons entered

- Select the team manager and specify the number of persons per category. When you are done, click **Save**.

**TestEvent1: Team entry for South Africa**

**Select team manager**

The team manager must be member of the organisation, and have the role Entry administrator.

Person:

**Specify number of persons/teams per category**

TEAMOFFICIAL \$

ATHLETE \$

- You are now ready to add the names of the participants for the **event**. Click *Give the names of the participants*.

Information saved.

**TestEvent1: Entry overview for South Africa**

Give the number of participants  **Give the names of the participants**  Order services

**Entry deadlines**  
 Deadline for giving the number of participants: Monday 23 March 2015 at 23:59 CET  
 Deadline for giving the names of the participants: Monday 23 March 2015 at 23:59 CET

**Team manager**  
 TeamLeader SouthAfrica

**Entries**

**TEAMOFFICIAL \$ (1)**

| Name                 | Amount  |
|----------------------|---------|
| [unspecified person] | 255 EUR |

**ATHLETE \$ (4)**

| Name                 | Amount  |
|----------------------|---------|
| [unspecified person] | 255 EUR |

- The name of the federation is pre-filled. Select the participants for the **event** and click *Add*.

### Entry, organisation mode: South Africa

#### TestEvent1

South Africa / South Africa Club one, Wednesday 1 April 2015 - Sunday 5 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

0 of 1 person is entered in TEAMOFFICIALS.  
0 of 4 persons are entered in ATHLETES.

- Robin Ray
- SouthAfricaVIP Ray
- EventOrganisor SouthAfrica
- Memberfive SouthAfrica
- MemberFour SouthAfrica
- Memberone SouthAfrica
- Membertwo SouthAfrica
- TeamLeader SouthAfrica
- VIPOne SouthAfrica

**Add**

There are no entered competitors for South Africa.

**Save** **Cancel**

- Select class for each person. If you want to order services for each participant, click the shopping cart next to the person. The shopping cart turns blue and the amount of money changes after the service is ordered (in the example below the event entry fee is € 170 and the team leader has also ordered a service for € 150). When you are done, click Save.

**Entry, organisation mode: South Africa**

**TestEvent1**

South Africa / South Africa Club one, Wednesday 1 April 2015 - Sunday 5 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

1 of 1 person is entered in TEAMOFFICIALS.  
4 of 4 persons are entered in ATHLETES.

Robin Ray  
SouthAfricaVIP Ray  
EventOrganisor SouthAfrica  
Memberfive SouthAfrica  
MemberFour SouthAfrica  
Memberone SouthAfrica  
Membertwo SouthAfrica  
TeamLeader SouthAfrica  
VIPOne SouthAfrica

Add

| Name                   | Club         | Class          | Price   |
|------------------------|--------------|----------------|---------|
| Memberfive SouthAfrica | South Africa | ATHLETES (17€) | 170 EUR |
| MemberFour SouthAfrica | South Africa | ATHLETES (17€) | 170 EUR |
| Memberone SouthAfrica  | South Africa | ATHLETES (17€) | 170 EUR |
| Membertwo SouthAfrica  | South Africa | ATHLETES (17€) | 170 EUR |
| TeamLeader SouthAfrica | South Africa | TEAMOFFICIAL   | 320 EUR |

Save Cancel

8. To order services for the **event**, click *Order services*.

**TestEvent1: Entry overview for South Africa**

Give the number of participants  
  Give the names of the participants  
  **Order services**

**Entry deadlines**  
 Deadline for giving the number of participants **Monday 23 March 2015 at 23:59 CET**  
 Deadline for giving the names of the participants **Monday 23 March 2015 at 23:59 CET**

**Team manager**  
 TeamLeader SouthAfrica

**Entries**

**TEAMOFFICIALS (1)**

| Name                   | Amount  |
|------------------------|---------|
| TeamLeader SouthAfrica | 170 EUR |

**ATHLETES (4)**

| Name                   | Amount  |
|------------------------|---------|
| Memberfive SouthAfrica | 170 EUR |
| MemberFour SouthAfrica | 170 EUR |
| Memberone SouthAfrica  | 170 EUR |
| Membertwo SouthAfrica  | 170 EUR |

**Ordered services**

| Service | Ordered by             | Quantity | Amount  |
|---------|------------------------|----------|---------|
| Hotel   | TeamLeader SouthAfrica | 1        | 150 EUR |

9. Select service and click *Add*.

**TestEvent1: Order services for The South African Orienteering Federation**

**Available services**

**Ordered services**  
 No services have been ordered.

10. In the example below, 12 hotel nights have been ordered for the sum of € 1,800. If you want to add more services, repeat step 9, otherwise click *Save*.

**TestEvent1: Order services for The South African Orienteering Federation**

**Available services**

**Ordered services (1,800 EUR)**

|       |                                 |           |                                       |
|-------|---------------------------------|-----------|---------------------------------------|
| Hotel | <input type="text" value="12"/> | 1,800 EUR | <input type="button" value="Delete"/> |
|-------|---------------------------------|-----------|---------------------------------------|

## Make entries to the competitions of the event

11. In the *Entry overview* you now have a summary of the entries and ordered services for the **event**. Now it is time to give the number and names of the participants for each **competition**. In this example we start with the competition *Long Distance*. Click *Give the number of participants* for the long distance competition.

 Information saved.

### TestEvent1: Entry overview for South Africa

Give the number of participants   
  Give the names of the participants   
  Order services

**Entry deadlines**

Deadline for giving the number of participants    **Monday 23 March 2015 at 23:59 CET**  
 Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Team manager**  
 TeamLeader SouthAfrica

**Entries**

**TEAMOFFICIALS (1)**

| Name                   | Amount  |
|------------------------|---------|
| TeamLeader SouthAfrica | 170 EUR |

**ATHLETES (4)**

| Name                   | Amount  |
|------------------------|---------|
| Memberfive SouthAfrica | 170 EUR |
| MemberFour SouthAfrica | 170 EUR |
| Memberone SouthAfrica  | 170 EUR |
| Membertwo SouthAfrica  | 170 EUR |

**Ordered services**

| Service | Ordered by                                | Quantity | Amount    |
|---------|---|----------|-----------|
| Hotel   | The South African Orienteering Federation | 12       | 1,800 EUR |
| Hotel   | TeamLeader SouthAfrica                    | 1        | 150 EUR   |

**Long Distance**

Give the number of participants   
  Give the names of the participants

**Entry deadlines**

Deadline for giving the number of participants    **Monday 23 March 2015 at 23:59 CET**  
 Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Entries**

**Men**  
 No persons entered

**Women**  
 No persons entered

12. In this example we have the classes *Men* and *Women*. Fill in the number of each class and click *Save*.

**Long Distance: Team entry for South Africa**

Specify number of participants per class

|       |                                |
|-------|--------------------------------|
| Men   | <input type="text" value="2"/> |
| Women | <input type="text" value="2"/> |

13. In the *Entry overview*, competition *Long Distance*, click *Give the names of the participants*.

**Long Distance**

Give the number of participants  Give the names of the participants

**Entry deadlines**

Deadline for giving the number of participants Monday 23 March 2015 at 23:59 CET  
Deadline for giving the names of the participants Monday 23 March 2015 at 23:59 CET

**Entries**

**Men (2)**

| Name                 | Amount  |
|----------------------|---------|
| [unspecified person] | 255 EUR |
| [unspecified person] | 255 EUR |

**Women (2)**

| Name                 | Amount  |
|----------------------|---------|
| [unspecified person] | 255 EUR |
| [unspecified person] | 255 EUR |

14. Select the participants and click *Add*.

**Entry, organisation mode: South Africa**

**Long Distance**

South Africa / South Africa Club one, Wednesday 1 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

0 of 2 persons are entered in Men.  
0 of 2 persons are entered in Women.

- Memberfive SouthAfrica
- MemberFour SouthAfrica
- Memberone SouthAfrica
- Membertwo SouthAfrica

**Add**

There are no entered competitors for South Africa.

**Save** **Cancel**

- The classes *Men/Women* will be pre-filled automatically. When you are done, click *Save*.

**Entry, organisation mode: South Africa**

**Long Distance**

South Africa / South Africa Club one, Wednesday 1 April 2015  
 Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
 Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

Memberfive SouthAfrica  
 MemberFour SouthAfrica  
 Memberone SouthAfrica  
 Membertwo SouthAfrica

**Add**

| Name                   | Club         | Class           | Punching card number | 170 EUR |  |
|------------------------|--------------|-----------------|----------------------|---------|--|
| Memberfive SouthAfrica | South Africa | Women (170 EUR) |                      | 170 EUR |  |
| MemberFour SouthAfrica | South Africa | Women (170 EUR) |                      | 170 EUR |  |
| Memberone SouthAfrica  | South Africa | Men (170 EUR)   |                      | 170 EUR |  |
| Membertwo SouthAfrica  | South Africa | Men (170 EUR)   |                      | 170 EUR |  |

2 of 2 persons are entered in Men.  
 2 of 2 persons are entered in Women.

**Save** **Cancel**

- Click *To the entry overview*.

**Entries saved**

**Long Distance**

South Africa / South Africa Club one, Wednesday 1 April 2015

| Name                   | Club         | Class           | Punching card number | Sum     | Status |
|------------------------|--------------|-----------------|----------------------|---------|--------|
| Memberfive SouthAfrica | South Africa | Women (170 EUR) |                      | 170 EUR | New    |
| MemberFour SouthAfrica | South Africa | Women (170 EUR) |                      | 170 EUR | New    |
| Memberone SouthAfrica  | South Africa | Men (170 EUR)   |                      | 170 EUR | New    |
| Membertwo SouthAfrica  | South Africa | Men (170 EUR)   |                      | 170 EUR | New    |

**Change the entries** **Add more entries** **To the event calendar** **To the entry overview**

17. Repeat step 11-16 for the remaining competitions (*Middle Distance* and *Sprint*).

**Long Distance**

Give the number of participants     Give the names of the participants

**Entry deadlines**  
 Deadline for giving the number of participants    **Monday 23 March 2015 at 23:59 CET**  
 Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Entries**

**Men (2)**

| Name                  | Amount  |
|-----------------------|---------|
| Memberone SouthAfrica | 170 EUR |
| Membertwo SouthAfrica | 170 EUR |

**Women (2)**

| Name                   | Amount  |
|------------------------|---------|
| Memberfive SouthAfrica | 170 EUR |
| MemberFour SouthAfrica | 170 EUR |

**Middle Distance**

Give the number of participants

**Entry deadlines**  
 Deadline for giving the number of participants    **Monday 23 March 2015 at 23:59 CET**  
 Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Entries**

**Men**  
 No persons entered

**Women**  
 No persons entered

**Sprint**

Give the number of participants

**Entry deadlines**  
 Deadline for giving the number of participants    **Monday 23 March 2015 at 23:59 CET**  
 Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Entries**

**Men**  
 No persons entered

**Women**  
 No persons entered

**Fees**

Entry fee sum    1,530 EUR  
 Service fee sum    1,950 EUR

[Back](#)

18. The *Entry overview* shows a summary of your entries with the *entry fee sum* and the *service fee sum* at the bottom of the page. Click *Back* to get to the *Event information* view.

**TestEvent1: Entry overview for South Africa**

Give the number of participants   
 Give the names of the participants   
 Order services

**Entry deadlines**

Deadline for giving the number of participants    **Monday 23 March 2015 at 23:59 CET**  
Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Team manager**

TeamLeader SouthAfrica

**Entries**

**TEAMOFFICIALS (1)**

| Name                   | Amount  |
|------------------------|---------|
| TeamLeader SouthAfrica | 170 EUR |

**ATHLETES (4)**

| Name                   | Amount  |
|------------------------|---------|
| Memberfive SouthAfrica | 170 EUR |
| MemberFour SouthAfrica | 170 EUR |
| Memberone SouthAfrica  | 170 EUR |
| Membertwo SouthAfrica  | 170 EUR |

**Ordered services**

| Service | Ordered by                                | Quantity | Amount    |
|---------|---|----------|-----------|
| Hotel   | The South African Orienteering Federation | 12       | 1,800 EUR |
| Hotel   | TeamLeader SouthAfrica                    | 1        | 150 EUR   |

**Long Distance**

Give the number of participants   
 Give the names of the participants

Deadline for giving the names of the participants    **Monday 23 March 2015 at 23:59 CET**

**Entries**

**Men (2)**

| Name                  | Amount  |
|-----------------------|---------|
| Memberone SouthAfrica | 170 EUR |
| Membertwo SouthAfrica | 170 EUR |

**Women (1)**

| Name                   | Amount  |
|------------------------|---------|
| MemberFour SouthAfrica | 170 EUR |

**Fees**

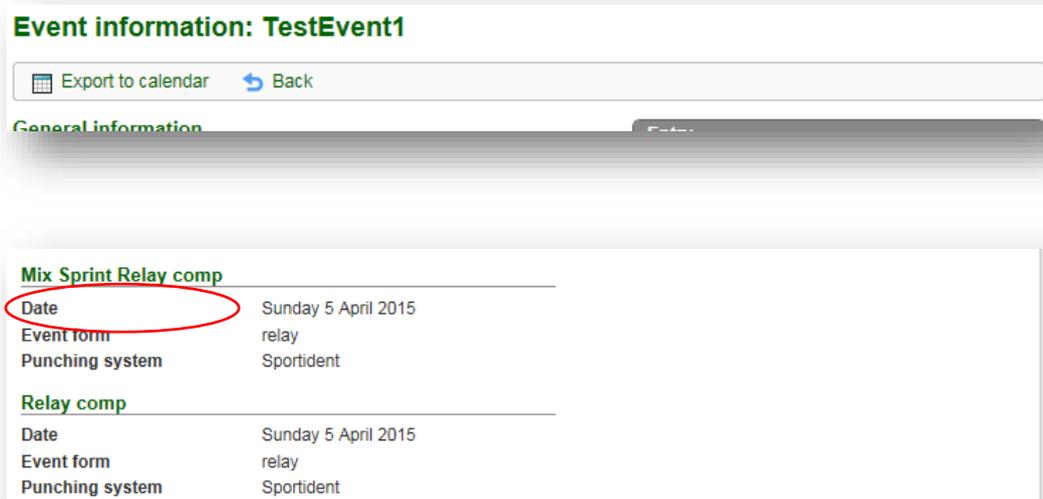
Entry fee sum    **2,550 EUR**  
Service fee sum    **1,950 EUR**

**Back**

## Make entries for a relay team

To make entries for a relay team differs somewhat from entering an individual competition.

1. The **Information view of the event** shows general information already defined by IOF and the organiser. The *Information view* also includes information about the competitions of the event and their links (the competitions in this example are *Mix Relay comp* and *Relay comp*). To enter teams and submit team lineups, click the link *Mix Sprint Relay comp*.



**Event information: TestEvent1**

Export to calendar Back

**General information**

---

**Mix Sprint Relay comp**

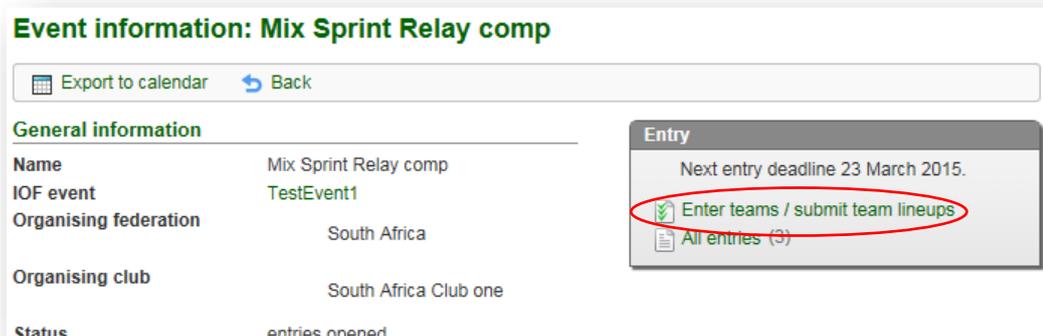
|                 |                     |
|-----------------|---------------------|
| Date            | Sunday 5 April 2015 |
| Event form      | relay               |
| Punching system | Sportident          |

---

**Relay comp**

|                 |                     |
|-----------------|---------------------|
| Date            | Sunday 5 April 2015 |
| Event form      | relay               |
| Punching system | Sportident          |

2. In the **information view of the competition**, click *Enter teams / submit team lineups*.



**Event information: Mix Sprint Relay comp**

Export to calendar Back

**General information**

|                       |                       |
|-----------------------|-----------------------|
| Name                  | Mix Sprint Relay comp |
| IOF event             | TestEvent1            |
| Organising federation | South Africa          |
| Organising club       | South Africa Club one |
| Status                | entries opened        |

**Entry**

Next entry deadline 23 March 2015.

[Enter teams / submit team lineups](#)

[All entries \(3\)](#)

3. Click *Enter a new team*.



**Relay entry: Mix Sprint Relay comp**

[+ Enter a new team](#) [+ Enter multiple new teams](#) [Event information](#) [Entry overview](#)

**Event**

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Thursday 2 April 2015 at 23:59 CET  
Deadline for team lineup submission in Eventor: Sunday 2 March at 00:00 CET

There are no entered teams for The South African Orienteering Federation.

4. Select *Class* and click *Next*.

**Relay entry: Mix Sprint Relay comp**

**Event**

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Thursday 2 April 2015 at 23:59 CET  
Deadline for team lineup submission in Eventor: Sunday 2 March at 00:00 CET

**Class**

Class

5. Fill in the team members' names and punching cards in the *Team lineup* box. You can enter a team without specifying team members or punching card numbers. This information has to be submitted at latest at the *deadline for team lineup submission in Eventor*, presented in the *Event* box. For detailed information click the Information link. When you are done, click *Save*.

### Relay entry: Mix Sprint Relay comp

[Information](#)

#### Event

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Thursday 2 April 2015 at 23:59 CET  
Deadline for team lineup submission in Eventor: Monday 2 March 2015 at 00:00 CET

#### Team

**Class** MIX (680 EUR)

**Team number**

**Organisation** South Africa

 Create combination team

#### Team lineup

Team members must be present in the member archive.

| Leg   | Name  | Sportident           |
|-------|---|----------------------|
| Leg 1 | <input type="text" value="Memberone SouthAfrica"/> <small>[ab]</small>  | <input type="text"/> |
| Leg 2 | <input type="text" value="Membertwo SouthAfrica"/> <small>[ab]</small>  | <input type="text"/> |
| Leg 3 | <input type="text" value="MemberFour SouthAfrica"/> <small>[ab]</small> | <input type="text"/> |
| Leg 4 | <input type="text" value="Memberfive SouthAfrica"/> <small>[ab]</small> | <input type="text"/> |

- The information is saved and the summary view presents your entries and the entry fee. Click *Event overview* to get an overview of all entries and ordered services for the event and its competitions. Click *Event information* to come back to **the Information view of the competition** (picture 2 below).

Picture 1

 Information saved.

### Relay entry: Mix Sprint Relay comp

[+ Enter a new team](#) [+ Enter multiple new teams](#) [Event information](#) [Entry overview](#)

**Event**

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015  
Normal entry deadline: Monday 23 March 2015 at 23:59 CET  
Late entry deadline: Thursday 2 April 2015 at 23:59 CET  
Deadline for team lineup submission in Eventor: Monday 2 March 2015 at 00:00 CET

In total 1 entered team for The South African Orienteering Federation. Entry fee sum: 680 EUR.

#### MIX: South Africa 1

Entered by Membertwo SouthAfrica today at 14:57 CET | Entry fee: 680 EUR  Edit

| Leg | Name                   | Sportident |
|-----|------------------------|------------|
| 1   | Memberone SouthAfrica  |            |
| 2   | Membertwo SouthAfrica  |            |
| 3   | MemberFour SouthAfrica |            |
| 4   | Memberfive SouthAfrica |            |

[Edit selected teams](#)

Picture 2

**Event information: Mix Sprint Relay comp**

Export to calendar Back

| General information                            |                                    |
|--|------------------------------------|
| Name   | Mix Sprint Relay comp              |
| IOF event                                      | TestEvent1                         |
| Organising federation                          | South Africa                       |
| Organising club                                | South Africa Club one              |
| Status   | entries opened                     |
| Date   | Sunday 5 April 2015                |
| Normal entry deadline                          | Monday 23 March 2015 at 23:59 CET  |
| Late entry deadline                            | Thursday 2 April 2015 at 23:59 CET |
| Deadline for team lineup submission in Eventor | Monday 2 March 2015 at 0:00 CET    |
| Deadline for changing number of team members   | Next entry deadline                |
| Event form                                     | relay                              |
| Event classification                           | National event                     |
| Event format                                   | sprint                             |
| Discipline                                     | FootO                              |
| Punching system                                | Sportident                         |
| Class information                              |                                    |
| Normal classes                                 | MIX                                |
| Contact details and main officials             |                                    |

**Entry**

Next entry deadline 23 March 2015.

-  Enter teams / submit team lineups
-  All entries (4)
- Entries for South Africa (1)

## Manage Athlete Licences

You can as a team manager purchase and assign Licences to athletes in your federation. Please read the chapter “Manage Athlete Licences” in the Federations guide to IOF Eventor.