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).
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**.
3. First you need to give the number of participants for the event. In the event section, click *Give the number of participants*.
4. Select the team manager and specify the number of persons per category. When you are done, click Save.

5. You are now ready to add the names of the participants for the event. Click Give the names of the participants.
6. The name of the federation is pre-filled. Select the participants for the event and click Add.
7. 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.
8. To order services for the event, click Order services.

9. Select service and click Add.

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

13. In the *Entry overview*, competition *Long Distance*, click *Give the names of the participants*.
14. Select the participants and click *Add*. 
15. The classes *Men/Women* will be pre-filled automatically. When you are done, click **Save**.

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

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

3. Click *Enter a new team*.
4. Select Class and click Next.
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.
6. 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
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.