Create a user account for an athlete

Before you can log in to IOF Eventor you need to create a user account on https://eventor.orienteering.org Click Create user account and choose the option I am an athlete participating in events.

1. Select Country and Club in the two drop down lists. If you are a member of multiple clubs, you have the option to create/add clubs later from the view My pages (see chapter 2, Edit my profile).
   a. If you find your club in the list, click Proceed, and continue to step 5
   b. If you do not find your club in the list, select My club cannot be found in the list, click Proceed and continue with step 3 (Note: Be sure you have selected country before you click Proceed)
2. If you find your club in the suggested list, click Cancel, otherwise click My club cannot be found in the list.

3. Type the name of your club, and click Save. If you are a member of multiple clubs, you have the option to create/add clubs later from the view My pages (see chapter 2, Edit my profile).

4. Fill in the form with at least all the mandatory fields, check the box I understand and accept the above conditions, and click Next.
The username (it is recommended to use your e-mail address) and password you fill in under the section *Login details* will be your login data for future logins to IOF Eventor (see the pictures below).

5. If there is already a person in IOF Eventor with identical or similar personal details, you will be given the opportunity to choose one of the proposed persons or *None of the above persons*. A default date of birth of 01/01/YYYY has been set for all persons whose date of birth was not in
the previous World Ranking system. When you are ready, click Next.

6. Confirm the provided details, and click Save

7. You are now logged in to IOF Eventor! You will receive a mail with your username and a link to IOF Eventor. Click Go to the start page, which for IOF Eventor is the event calendar view
Edit my profile

When you login to IOF Eventor for the first time, you should update your personal information. You can find all your personal information to the left, in the menu My pages.

View your public profile

1. Click the menu My pages/View public profile.
The view to the right shows a summary of your profile information. You also find a shortcut to your World Ranking results in the top menu.

![Profile Summary](image)

**Edit your profile text**

1. Click the menu *My pages/Edit profile*.

![Menu Options](image)

The view to the right has five tabs:
a. Personal details
In this view, you can change your personal information and also complement your name with your name in your original letters. The fields *First name* and *Last name* only allow latin letters (A-Z, a-z).

b. Contact details
In this view you can change address information. You can also add links to your profiles on different types of social media.
c. Login

In this view you can change your login data (username and password). We recommend that you use your e-mail address as your username.

![My profile screenshot]
d. Competitor details

In this view you select your disciplines. For each discipline you have selected, you also select one or many clubs that you represent. If you cannot find your club when you click Add, click the link Add an organisation that does not exist in the list to create a new club.

If you fill in Sportident/Emit/EmiTag number, this number will be the standard number when you enter events (you can choose another number when entering). When you click Add, you have the possibility to either select an existing club from the list, or create a new club via the link Add an organisation that does not exist in
the list.

Add/change your photo

1. Click the menu My pages/Edit photo.
2. Read more in detail about the Profile Photo in IOF Eventor Photo Guide. The photo file should have:
   - 4:3 proportion (4 Hight, 3 width)
   - Preferred size: 400*300 pixels (minimum size is 267*200 pixels)
   - File types: jpg; png
   - Photo in color, in focus and good contrast
   - Photo taken directly from the face front with a light background
   - No Headgear is permitted, except religious headgear if chin, forehead and both cheeks are clearly visible.

3. Examples of Profile Photos:

Show My events

1. Click the menu *My pages/My events*

2. The information displayed shows events to which you have entered and your personal results (which you also can see in your public profile). These events will also be presented.
How to make an entry

For IOF Major Events (for example World Championships and World Cup) entries are made by the federation. For other events (for example World Ranking Events and World Masters) the entries can be made by the athlete.

When logged in, from the event calendar:
1. Select the event you want to run by clicking on it.
2. On the event page, click *Enter* to the right.

A page where you confirm your entry appears. Make sure the class and electronic card number is correct, and click *Save*.

**How to make entries for several events at the same time**

If you want to make entries for several events at the same time, proceed as follows:
1. In the event calendar, choose the races you want to run by ticking them (you can also tick only one race). When you are done, click Enter selected events at the top or bottom of the page.

2. A page where you confirm your entries appears. Make sure the class and electronic card number is correct for each event and then click Save. Done!

**How to enter several participants**

On the page where you confirm your entry, you can also enter several participants from your club.

1. Click Enter, cancel or change entry for another member to add another member from your club. Click the row below to add multiple members from your club.
Manage my Athlete licence

Some IOF Major Events require that the Athlete have a valid IOF athlete Licence. The License consists of two parts, one form to be signed and one fee to be paid.

Overview

To find the status of Athlete Licences for all federations, click on menu item Athlete Licences. The list of athletes shows all athletes for all federations with a paid licence or with an initiated payment for a licence. It is the payment or initiated payment that declares decides that the athlete is shown on this list. Athletes that have only signed the form doesn’t show up on this list. The list also shows if the athlete have fulfilled both requirements to be an Licenced athlete; Signed the form and Paid the Licence fee. The status should be Signed and Paid the have a valid licence for a licence period (year).

My Athlete licence View

The overview of “My Athlete Licences” can be found in the left menu after you have logged in:
• *My Pages/My Athlete Licences* or
• *Athlete Licences/My athlete Licences (in the upper menu)*

My Athlete Licences

In this view you find an overview of your current status of signed form and your payments. It is in this view you also pay or initiate your payment of the licence fee.

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**Athlete licence for Tove Alexandersson**

IOF ID: 65

The International Orienteering Federation (IOF) has decided to implement an Athlete's Licence starting with the Ski orienteering season 2015-2016. It contributes to the fairness of our sport by having athletes confirm that they will respect and follow the IOF rules. The IOF licence is an agreement between the IOF and the athlete. The Licence fee will go directly to the IOF Anti-Doping fund which is part of IOF Anti-Doping plan.

The Licence application form (agreement) needs signing once or when there is a major change in the IOF Athlete Licence Rules. IOF Office will inform the Member Federations if re-signing is mandatory.

1. Read and comply with the IOF Athlete Licence Rules.
2. Print out and sign the form.
3. Send the form to IOF Office:
   
   International Orienteering Federation
   Drottninggatan 47
   SE-66225 Karlstad
   SWEDEN

4. Pay the Annual Licence fee. It can be paid online with credit card or with a bank transfer. The Athlete can choose to let the Federation to pay, if agreed upon with the Federation. Click on "Pay Athlete Licence Fee" and pay or choose "The Federation Pays the Fee".

**Athlete licence forms**

You have a registered signed form on date 20/10/2016

**Athlete licence fees**

<table>
<thead>
<tr>
<th>Year</th>
<th>Valid from date</th>
<th>Valid to date</th>
<th>Licence fee</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>01/11/2016</td>
<td>31/12/2016</td>
<td>30 EUR</td>
<td>Paid</td>
</tr>
<tr>
<td>2017</td>
<td>01/12/2016</td>
<td>31/12/2017</td>
<td>30 EUR</td>
<td>Paid</td>
</tr>
</tbody>
</table>
Athlete Licence Rules and Forms

Click on link to IOF Licence Rules and read them. Click on form-text to get a pdf copy of the form too print out and sign by wet ink and send in to the IOF Office.

Note! In urgent matters, close to an Event where the Licence is needed, you can also send in a PDF copy of your signed form to iof@orienteering.org to get a “preliminary signed” status of your licence.

Under the section Athlete Licence forms you find the current status of your signed form. The status can be:

- You have no registered signed form.
- You have a preliminary registered signed form on date 20/10/2016.
- You have a registered signed form on date 20/10/2016.

Pay the athlete licence fee

The payment is a responsibility of the Athlete. Some Member Federations agree to pay the licence for their athletes. To remind your federation to pay your fee you can check the checkbox, The federation pays the fee.
1. Click on *Pay athlete licence fee* and a new view will appear “Purchase athlete licence...”
2. Choose the right licence year. For SkiO season 2016-2017, choose the 2017 year. The licence will be valid from 2016-11-01.
3. *The federation pays the fee*. Choose this if you have agreed with your federation that they will pay the fee. This choice will trigger an email to your federation that reminds them to pay your fee. If you choose this, then step 4 and 5 will not available
4. Click on *Purchase athlete licence*. 
5. Select payment method.

View paid or pending initiated fee payments

In “My Athlete Licences view” you find a table at the end of the view. Click on “Complete the payment” to view the order for bank transfer or pay by card. If a payment is registered by IOF, the status will be “Paid”.

Document changes

The last edition added all Athlete licence parts. Added document version and release date. Reformatted some parts.