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General information
This guide describes how club administrators and tour operators handle WMOC registrations.

In IOF Eventor, all users belong to one or several organisations. An organisation can be a Club or a Tour Operator.

Prerequisites before starting making an Entry

- Your organisation must be setup in IOF Eventor
- You as administrator must have an user account in IOF Eventor and must have the administrator role of your organisation
- All your athletes that you should make an Entry for must have a User Account in IOF Eventor.
  - Note 1: you can create a new user account for them if they can’t manage that themselves.

It is not possible to use accounts in national versions of Eventor (Sweden, Norway and Australia).

General flow of actions to make a valid entry for one or more Masters Athletes

Create new club / tour organisation
If your club or tour organisation doesn’t exist in IOF Eventor you must first create it. Contact IOF Eventor Support (eventor@orienteering.org).
Eventor Accounts for all athletes
Make sure that all athletes have an IOF Eventor user account (IOF ID). If they have that they also have an account in IOF Eventor. You need to know their Club and Name to be able to choose them in the list.

2 ways to create Eventor Accounts

The athlete create their own account

Athletes can create their own user accounts and there is a separate instruction for that, “Athlete’s guide to IOF Eventor”. An Athlete may also have an account from before and if they have added membership to your organisation it is fine. If they have membership in another organisation you can choose to either add them to your organisation or you can collect the information of which club they belong to.

The Club administrator or Tour Operator creates it
You as a administrator can create members to you organisation, see section below.

To be an Organisation administrator
Before you start Make sure that you have the role as administrator in your organisation.

If you not are an administrator contact the club administrator to get those rights. The administrators can be found under “Club - Abut the club” in the IOF Eventor left menu.

Add an athlete to your organisation
A tour organisation is handled the same way as a Club in Eventor. An athlete can be a member of many clubs and also be registered for a tour operator.

Those who already have an IOF ID and account in IOF Eventor
The system will check if there are any existing athletes matching the information that you have added and giving suggestions.
If you find a match and you want to add that existing person instead of creating a new one you click the radio button in front of the name.

Go to Club - Members and you will get a list of all members of your organisation (Club or Tour Operator). Click on create new members and add information about the person.


Send password – if you check that box the user will get a username and password to be able to login themselves.

**Add more than one athlete**
Click on “Create new member” to add as many athletes as you like at the same time.

**Search for athletes** – To find out if an athlete have got an IOF id you can search in the database.
In the menu to the left click on “Athletes” and enter the search criteria.

**Athletes**

![Search Form]

You will get a list of all athletes matching the search criteria and can see their IOF ID.

**Start the Entry**

On the first page you can see basic facts about the event such as date, classes, webpage etc.
To the right side you click on “Organisation entry”.

![Event information: World Masters Orienteering Championships 2016]

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<th>Event information: World Masters Orienteering Championships 2016</th>
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<td><strong>Contact email</strong></td>
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<td><strong>Event director</strong></td>
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<td><strong>IOF Senior Event Adviser</strong></td>
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</tbody>
</table>

![Entry]

- **Entry deadline 28 December.**
- **Enter and/or order services**
- **Organisation entry**
- **All entries (40)**

![Documents and links]

- **Entries and payment** (53 kb, 04/09/2015)
- **Bulletin 1** (2.978 kb, 21/09/2015)
Entry, organisation mode

1. Your organisation is preselected and all those who are members of you organisation are listed.

Select many athletes

2. To select more than one athlete in the list hold down the ctrl-key (command) and click on the names.

Click on Add to enter the selected athletes before clicking next.

Search for athletes

3. In the second field you can add text and then the system only shows the names that matches that text.

Customer details

4. Here your details are listed, you can change them if necessary.
Confirm entry
Here you have a summary of all registrations. You can choose to go back and edit or save and continue to payment.

Payment
Participation in World Masters requires that the entry fee is paid in advance. Please note that the registration is only approved when the full payment has been received and registered by the organiser.

Payment is done by the service PayPal.

You are transferred to the PayPal site and get a summary of the order.

1. Pay by card at PayPal
2. Choose a way to pay
**With PayPal account** - If you have an account on PayPal you login and continue with the payment as normal.

**With bank card** - If you don’t have an account on PayPal you can pay with bank card. Click on “Pay with a debit or credit card”.

Enter all information in the form and click on “continue”. The form may vary because of the different laws in countries regarding credit cards.
Change an Entry and see payments and receipts

All your Entries and Payments are saved and can be reached from the Main Event Information page.

To change an entry click on “Change entry and/or services”. You can also see your payments and the status of the payments. To process a payment click on “Awaiting payment” for the payment and proceed do payment process.

You can find the Receipt by clicking on the “Paid” text for the payment row.