

# Registration guide to World Masters - Club and Tour Operators

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## General information

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

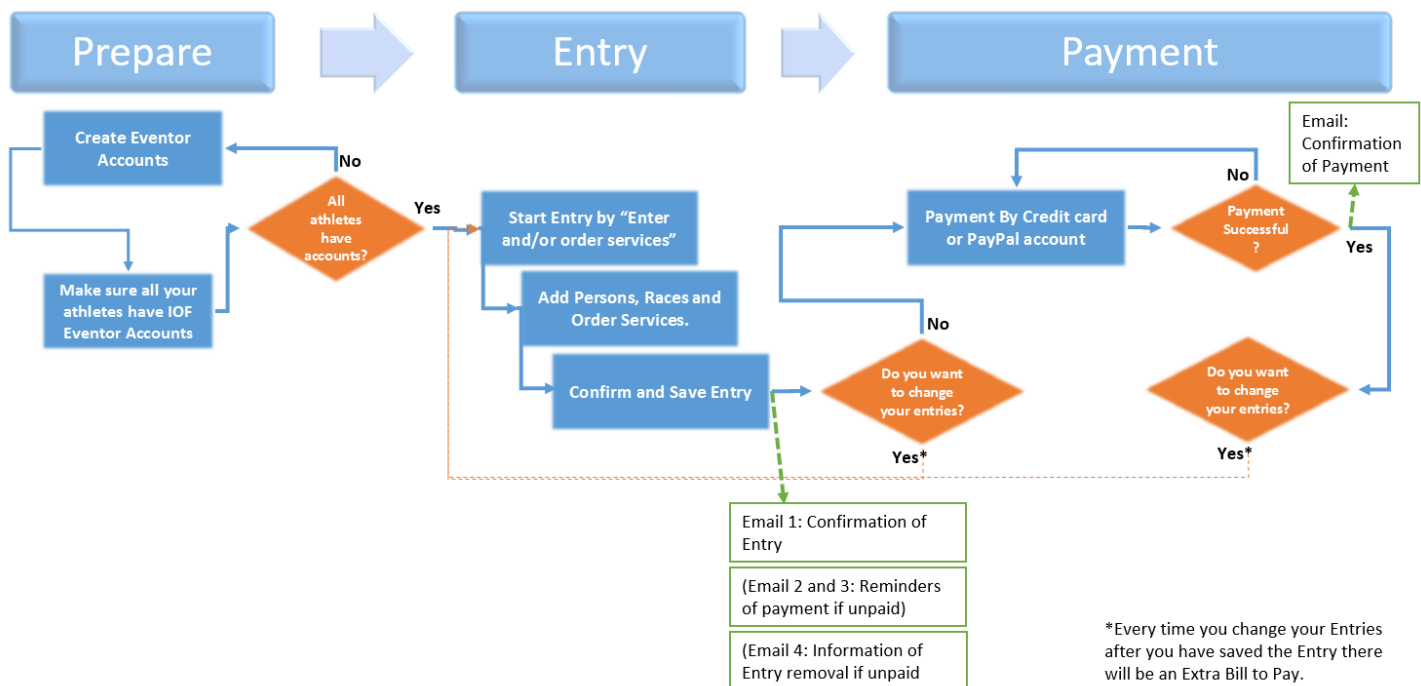
In IOF Eventor, all users belong to one or several organisations. An organisation can be a Club or a Tour Operator.

### 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](mailto: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.

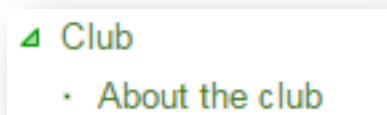
### The Club administrator or Tour Operator creates it

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 - About the club" in the IOF Eventor left menu.



If the club doesn't have any administrator or if the person that has the administrator role is no longer active please contact IOF Eventor Support ([eventor@orienteering.org](mailto:eventor@orienteering.org)) to get the administrator role.

## 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.

**Members of** *Switzerland - Flyers - IOF*

	ID	First name	Last name	Gender	Year of birth	Sportident	
<input type="checkbox"/>	1000	John	Smith	Male	1980	123456789	Edit
<input type="checkbox"/>	1001	Jane	Smith	Female	1985	987654321	Edit
<input type="checkbox"/>	1002	John	Smith	Male	1990	112233445	Edit
<input type="checkbox"/>	1003	Jane	Smith	Female	1995	556677889	Edit
<input type="checkbox"/>	1004	John	Smith	Male	2000	998877665	Edit

Mandatory fields – Firstname, Last name, gender & date of birth.  
Optional fields – email, sportident & send password.

**Create new members**

ID: 
 First name: 
 Last name: 
 Gender: 
 Date of birth:

Email: 
 Sportident: 
 Send password: ☐

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

First name	<input type="text"/>
Last name	<input type="text"/>
IOF ID	<input type="text"/>
Gender	<input type="text" value="All"/>
Nationality	<input type="text" value="All"/>
Discipline	<input type="text" value="All"/>
Max number of search results	<input type="text" value="50"/>

Search

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.

## Event information: World Masters Orienteering Championships 2016

 [Export to calendar](#)  [Back](#)

### General information

Name	World Masters Orienteering Championships 2016
Organising federation	 Estonia
Organising club	 SK100
Status	entries opened
Date	7 August 2016 - 13 August 2016
Entry deadline 1	28 December at 23:59 CET
Entry deadline 2	28 March 2016 at 23:59 CET
Entry deadline 3	11 July 2016 at 23:59 CET
Discipline	FootO
Event type	World Masters
Punching system	Sportident

### Class information




Classes	M35, M40, M45, M50, M55, M60, M65, M70, M75, M80, M85, M90, M95, W35, W40, W45, W50, W55, W60, W65, W70, W75, W80, W85, W90, W95
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### Contact details and main officials



Website	<a href="http://www.wmoc2016.ee">http://www.wmoc2016.ee</a>
Contact phone number	+372 529 4233
Contact email	<a href="mailto:info@wmoc2016.ee">info@wmoc2016.ee</a>
Event director	Timmo Tammemae
IOF Senior Event Adviser	Jari Kymalainen

### Entry

Next entry deadline 28 December.

-  [Enter and/or order services](#)
-  [Organisation entry](#)
-  [All entries \(40\)](#)

### Documents and links

-  [Entries and payment](#) (63 kB, 04/09/2015)
-  [Bulletin 1](#) (2 978 kB, 21/08/2015)

To the right side you click on “*Organisation entry*”.

## 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.

**Entry, organisation mode:** **Switzerland - Switzerland - CH**

**World Masters Orienteering Championships 2016**

■ Estonia / ■ SK100, 7 August 2016 - 13 August 2016  
Entry deadlines: 28 December, 28 March 2016, 11 July 2016

**1** Participation in this event requires that the entry fee is paid in advance. Entries not paid for will be removed. More information is provided after the entry has been saved.

**3**

**2**

**Add**

There are no entered competitors for **Switzerland - Switzerland - CH**.

**Customer details**

**4**

First name \*

Last name \*

Street address \*

Postal code \*

City \*

Country \*

Email \*

Phone number

**Next** **Cancel**

- ### 3 Search for athletes

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

- #### 4 Customer details

Here your details are listed, you can change them if necessary.

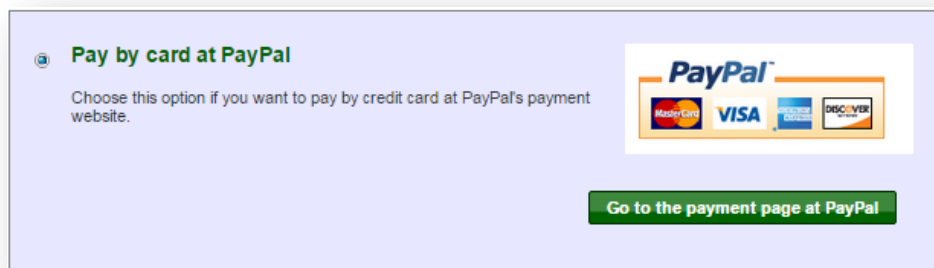
## Confirm entry

Here you have a summary of all registrations. You can choose to go back and edit or save and continue to payment.

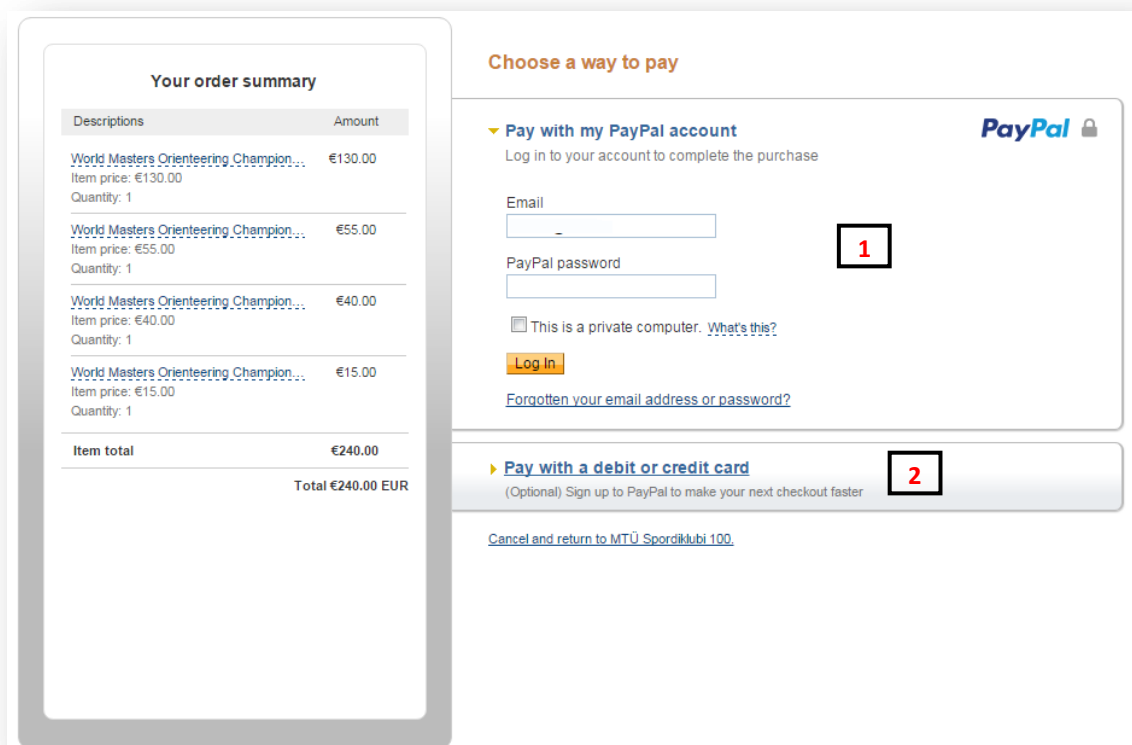
## Payment

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.



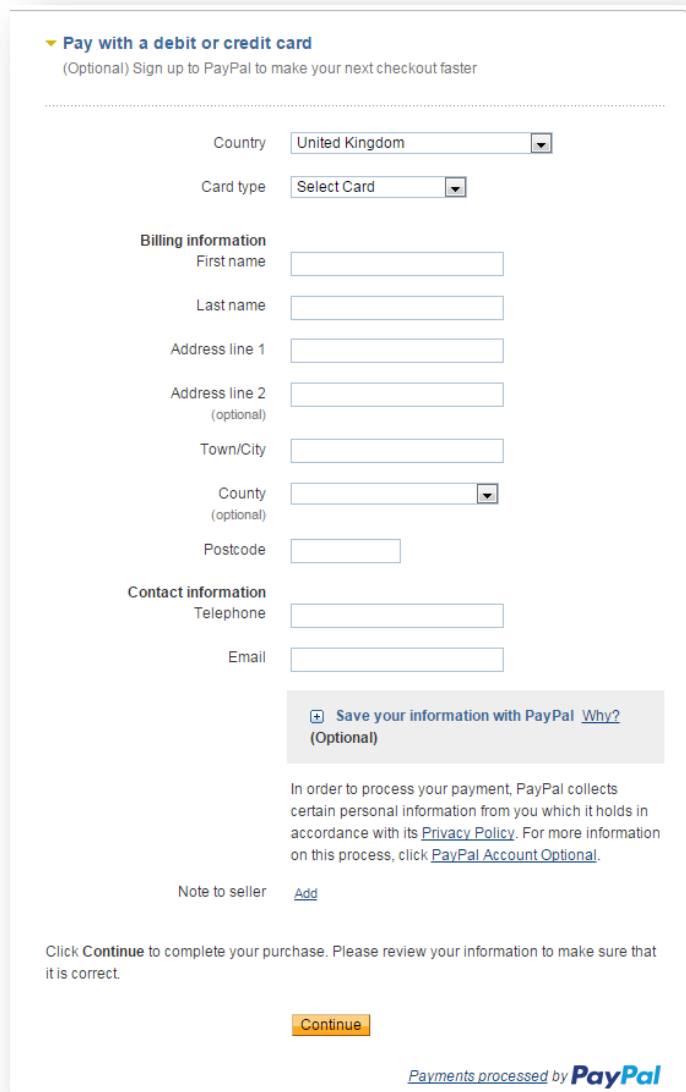


**With PayPal account** - If you have an account on PayPal you login and continue with the payment as normal.

**2**

**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.

A screenshot of the PayPal payment form titled "Pay with a debit or credit card". It includes fields for Country (United Kingdom), Card type (Select Card), Billing information (First name, Last name, Address line 1, Address line 2 (optional), Town/City, County (optional), Postcode), and Contact information (Telephone, Email). There is a checkbox to "Save your information with PayPal" and a "Continue" button at the bottom. The form also contains a disclaimer about PayPal's privacy policy and a "Note to seller" field.

▼ **Pay with a debit or credit card**  
(Optional) Sign up to PayPal to make your next checkout faster

Country

Card type

**Billing information**

First name

Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

**Contact information**

Telephone

Email

☐ Save your information with PayPal [Why?](#)  
(Optional)

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, click [PayPal Account Optional](#).

Note to seller [Add](#)

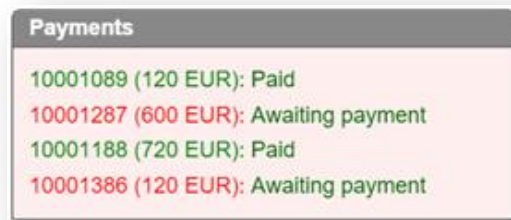
Click **Continue** to complete your purchase. Please review your information to make sure that it is correct.

**Continue**

Payments processed by **PayPal**

## 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.