The National Team Manager's guide

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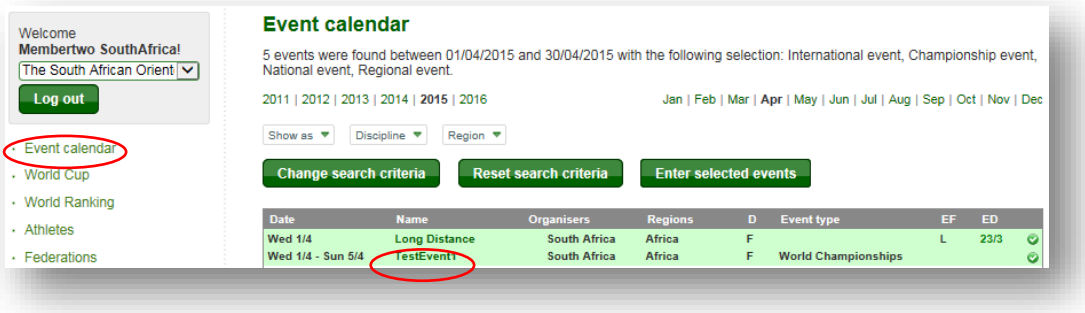
General information

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.

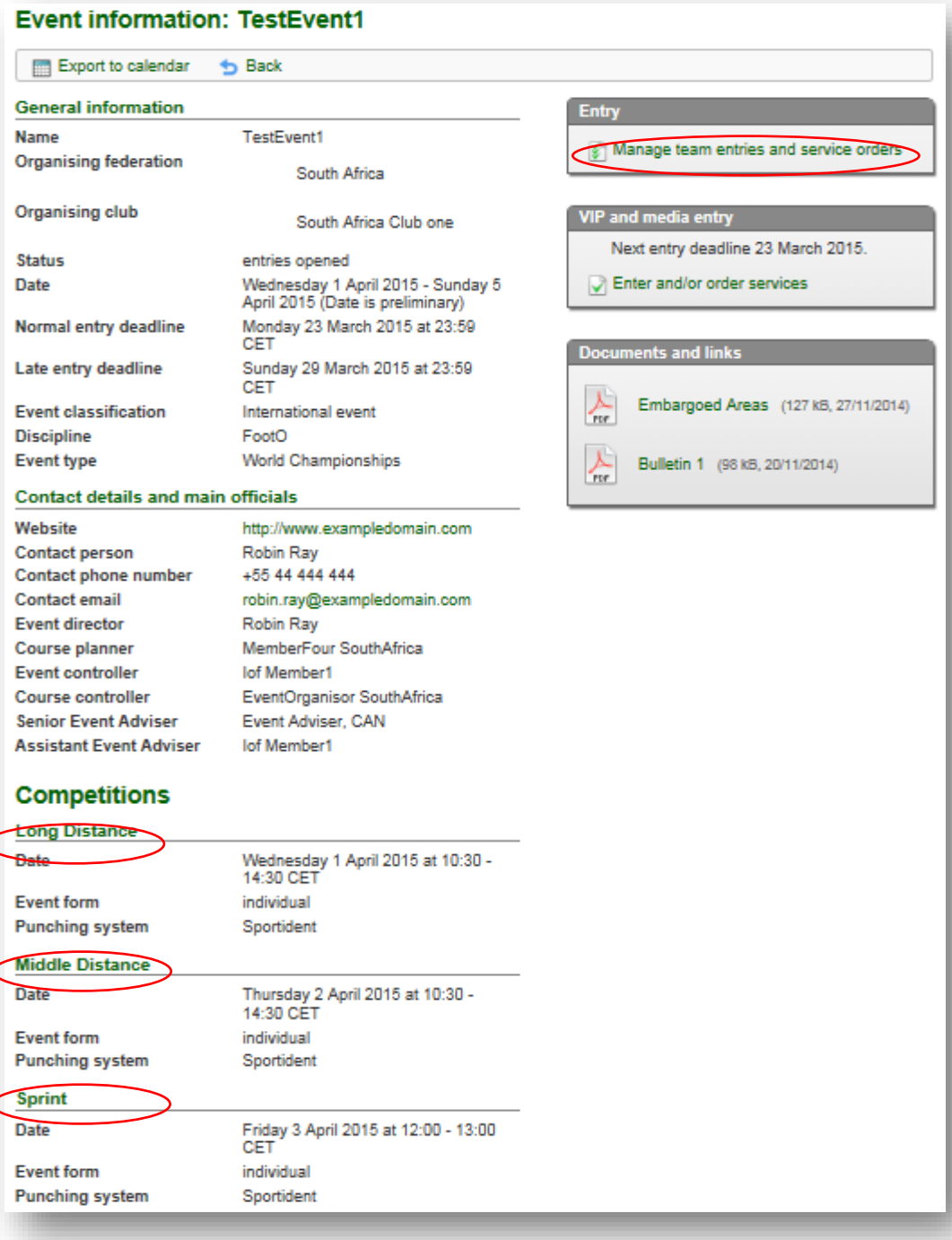
Enter an IOF event

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

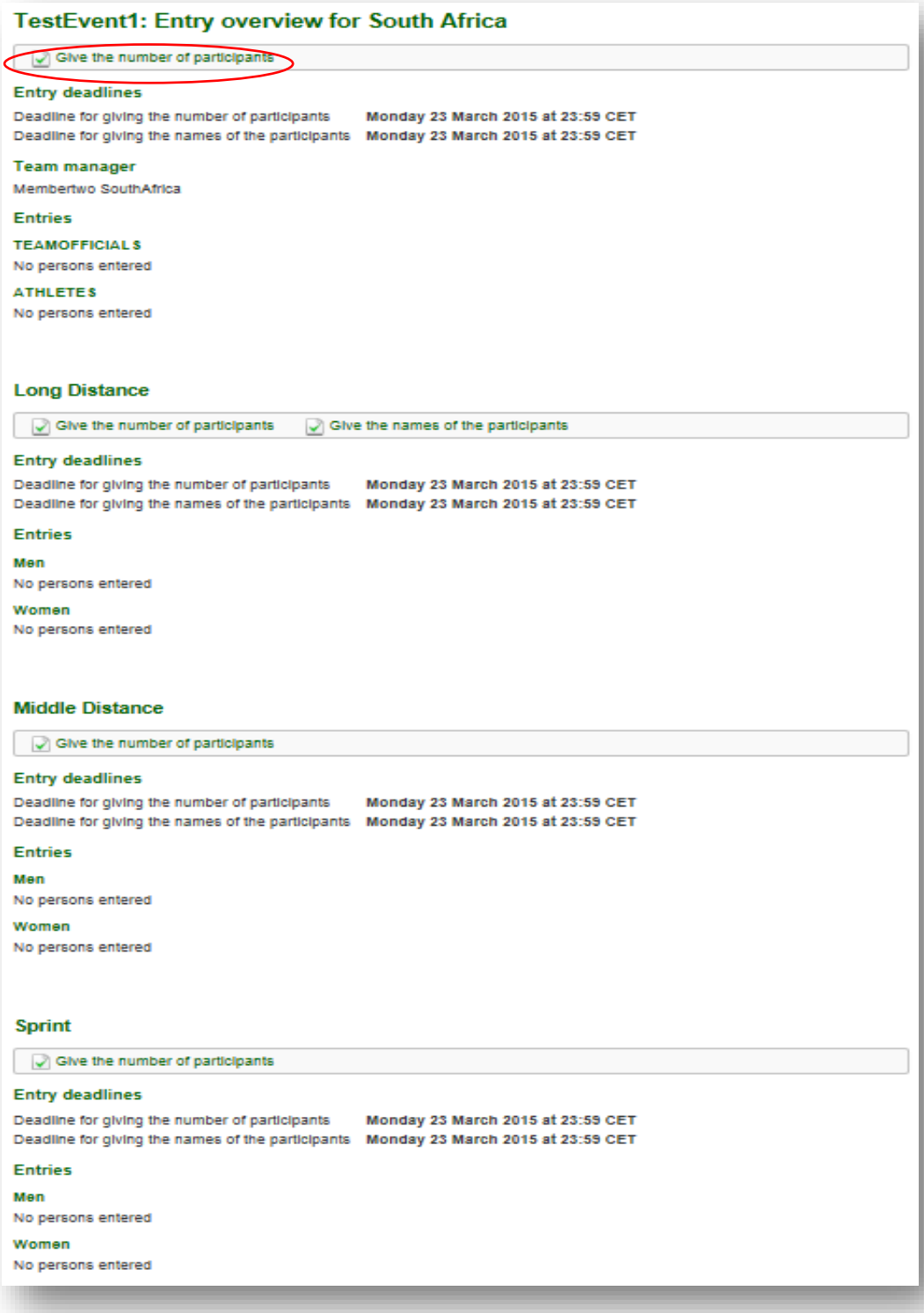
1. In the Event calendar, find the event and click the name of the event (in the example below the event is *TestEvent1*).



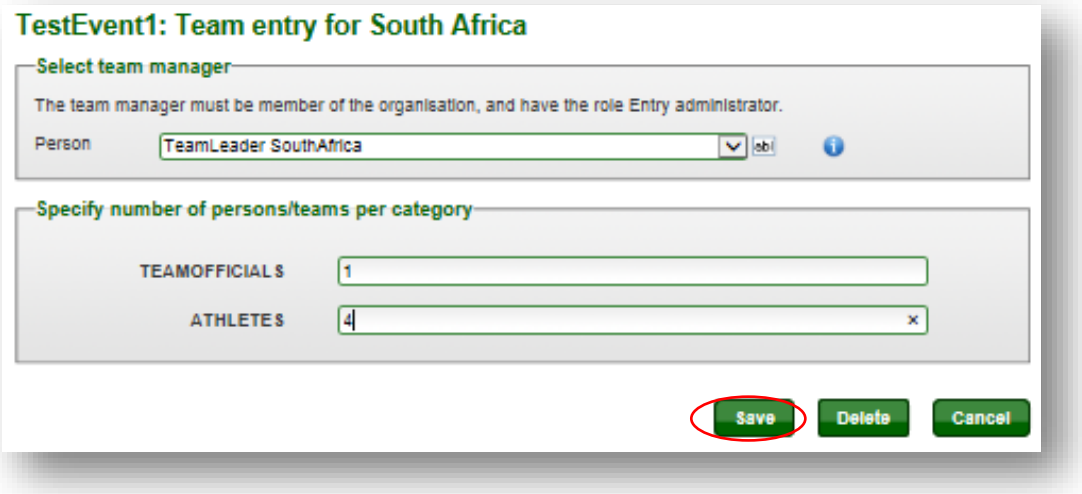
2. The **Information view** of the event shows general information already defined by IOF and the organiser. The *Information view* also includes information about the competitions of the event and their links (the competitions in this example are *Long Distance*, *Middle Distance* and *Sprint*). To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



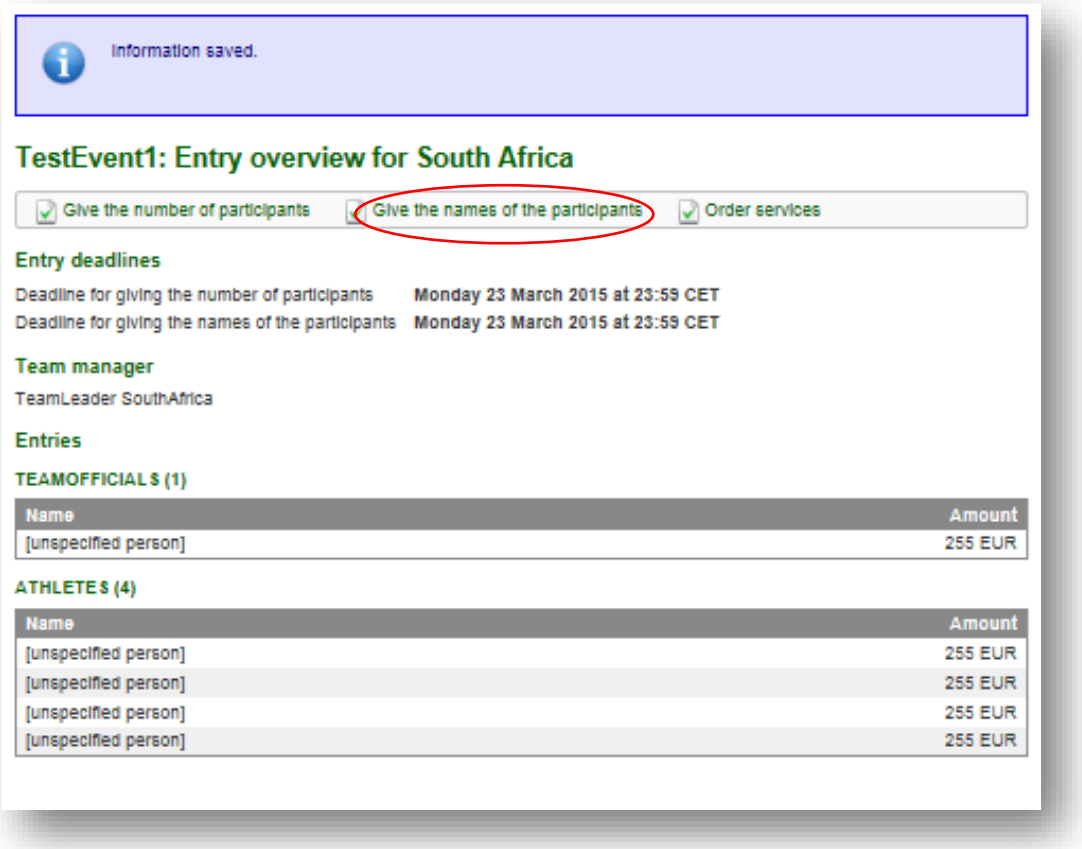
3. First you need to give the number of participants for the event. In the event section, click *Give the number of participants*.



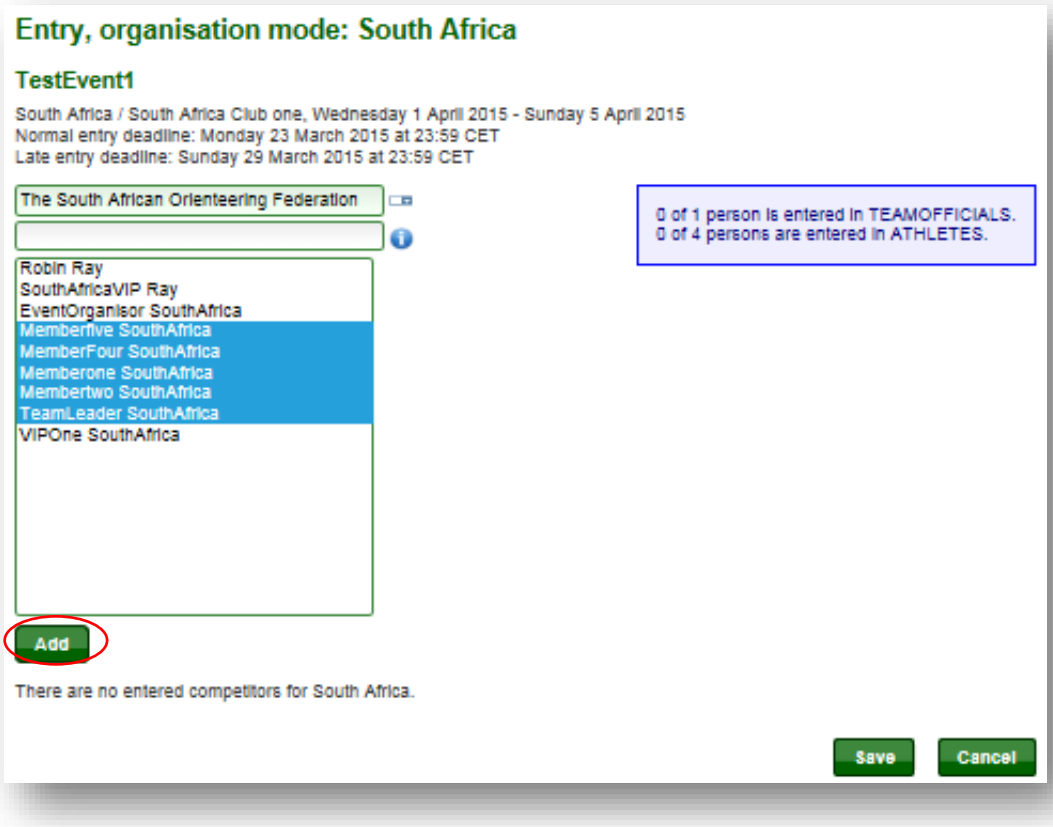
4. Select the team manager and specify the number of persons per category. When you are done, click *Save*.



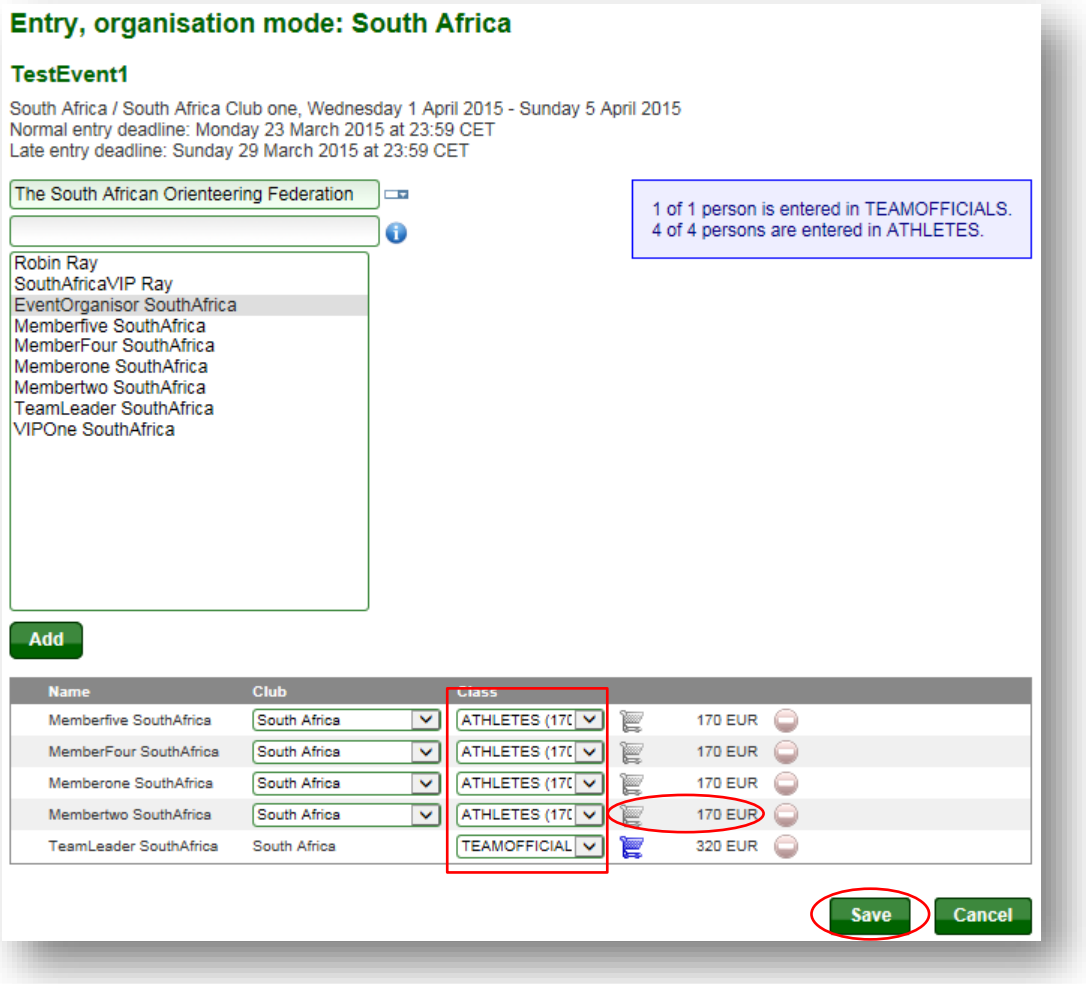
5. You are now ready to add the names of the participants for the **event**. Click *Give the names of the participants*.



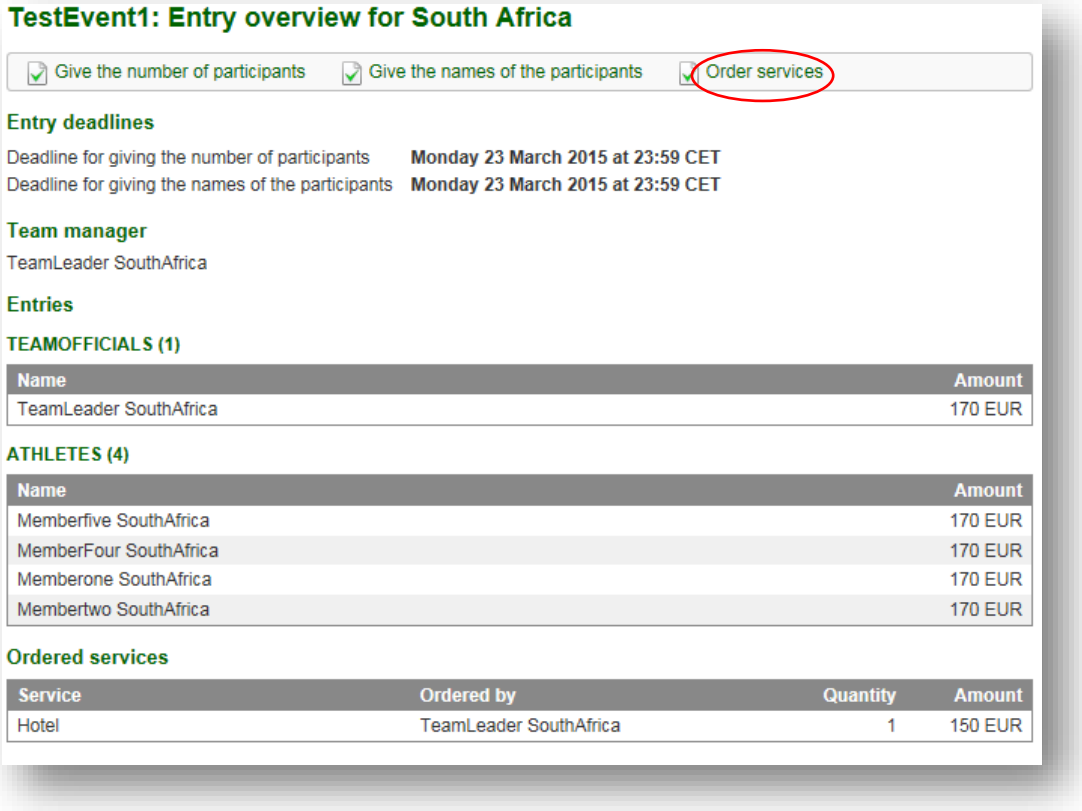
6. The name of the federation is pre-filled. Select the participants for the **event** and click *Add*.



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*.

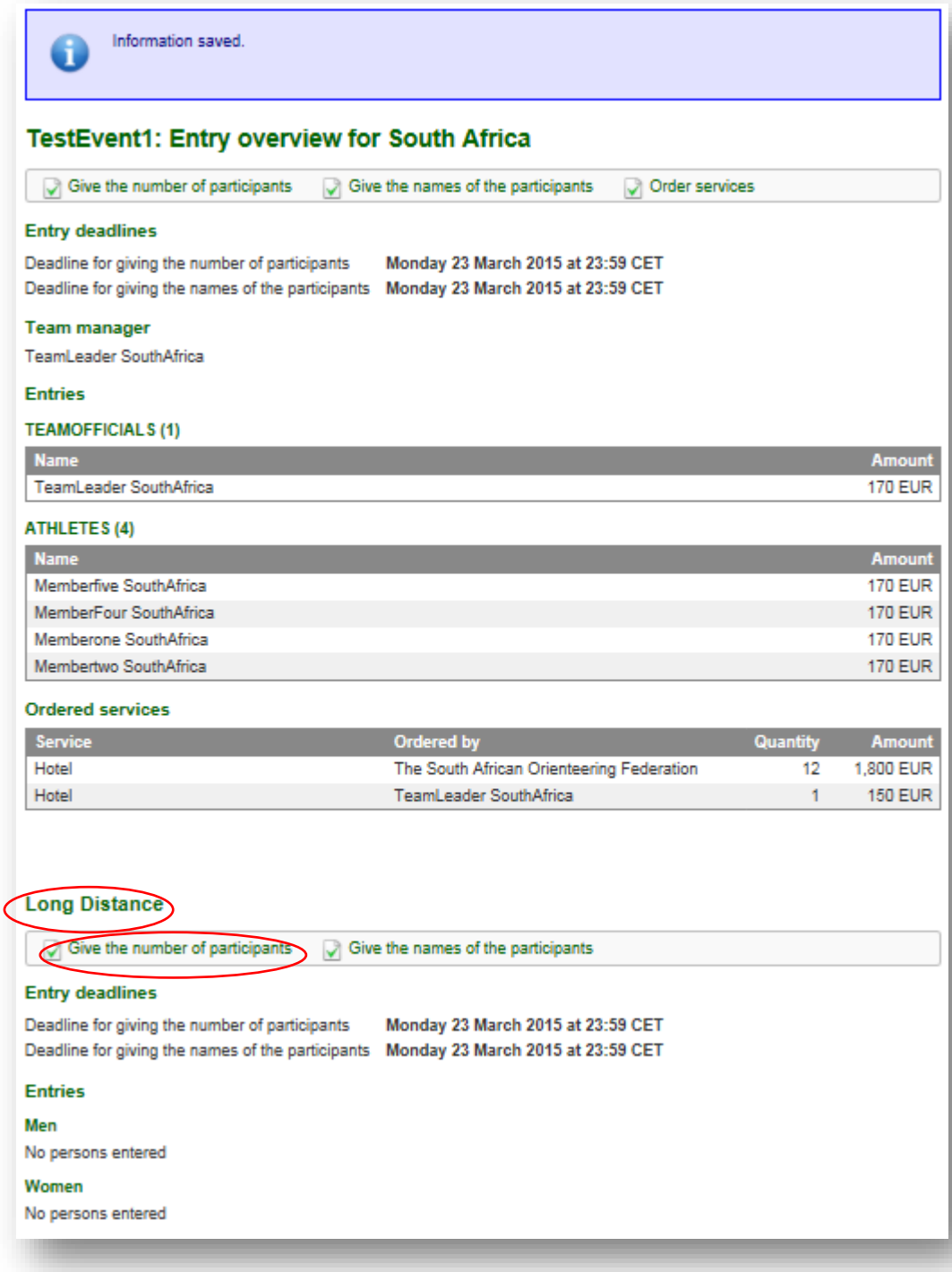


9. Select service and click *Add*.

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.



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

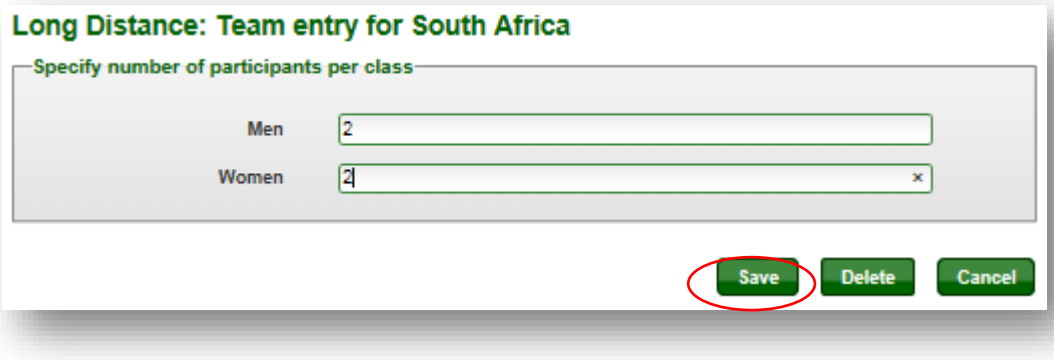
Men

No persons entered

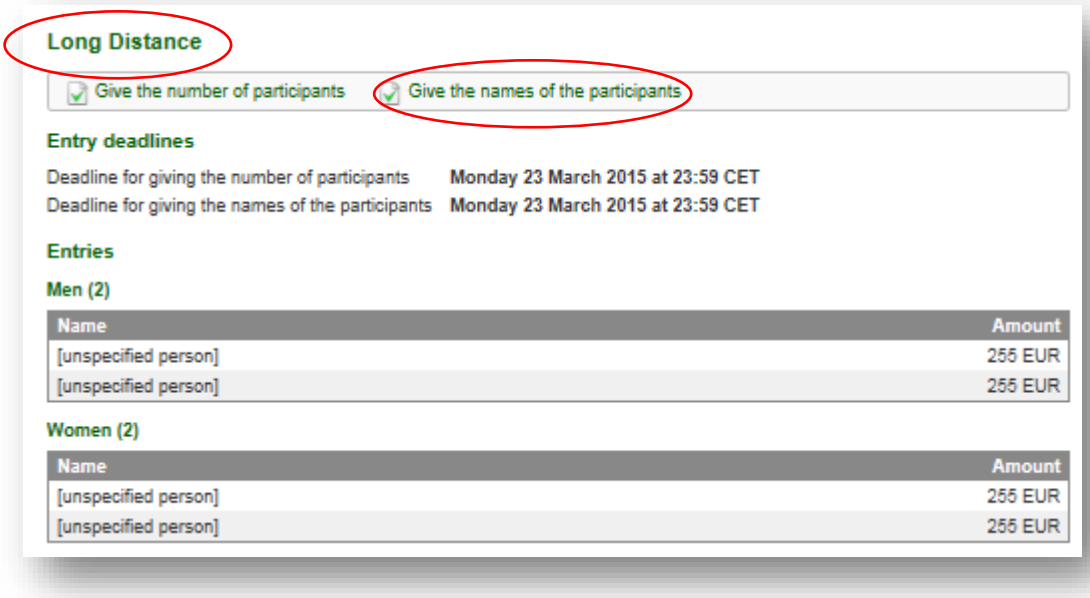
Women

No persons entered

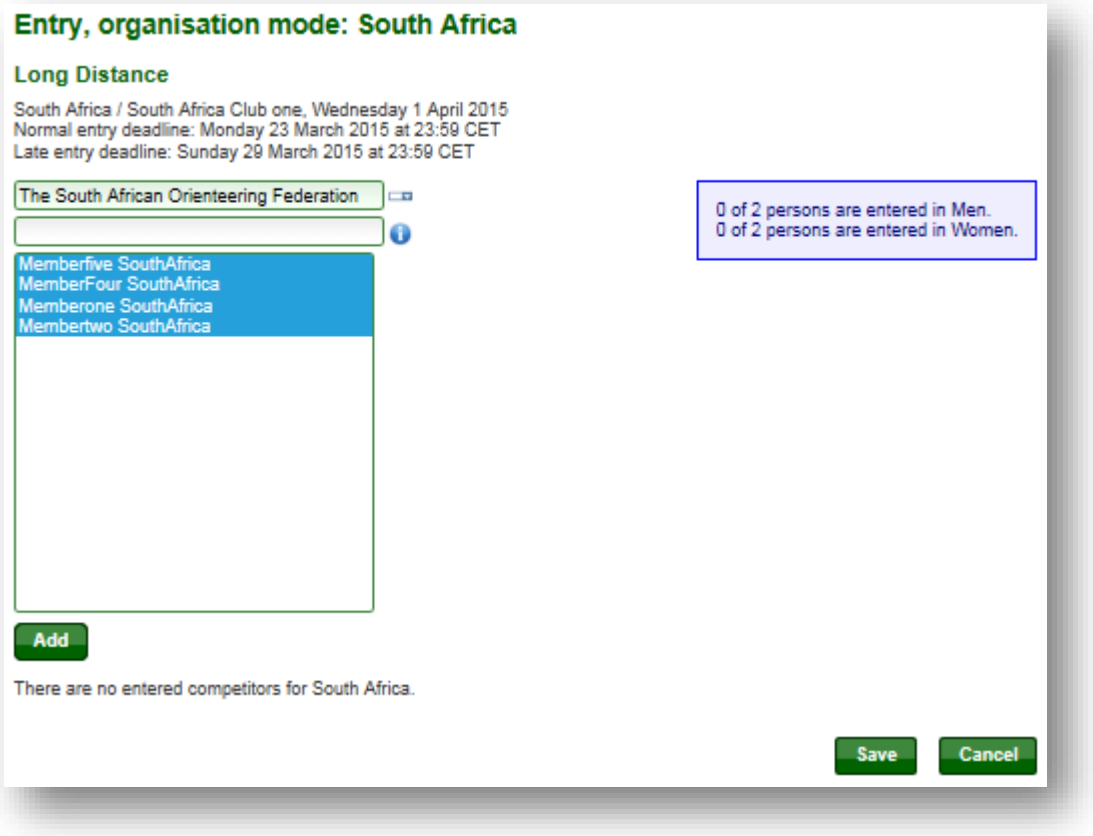
12. In this example we have the classes *Men* and *Women*. Fill in the number of each class and click *Save*.



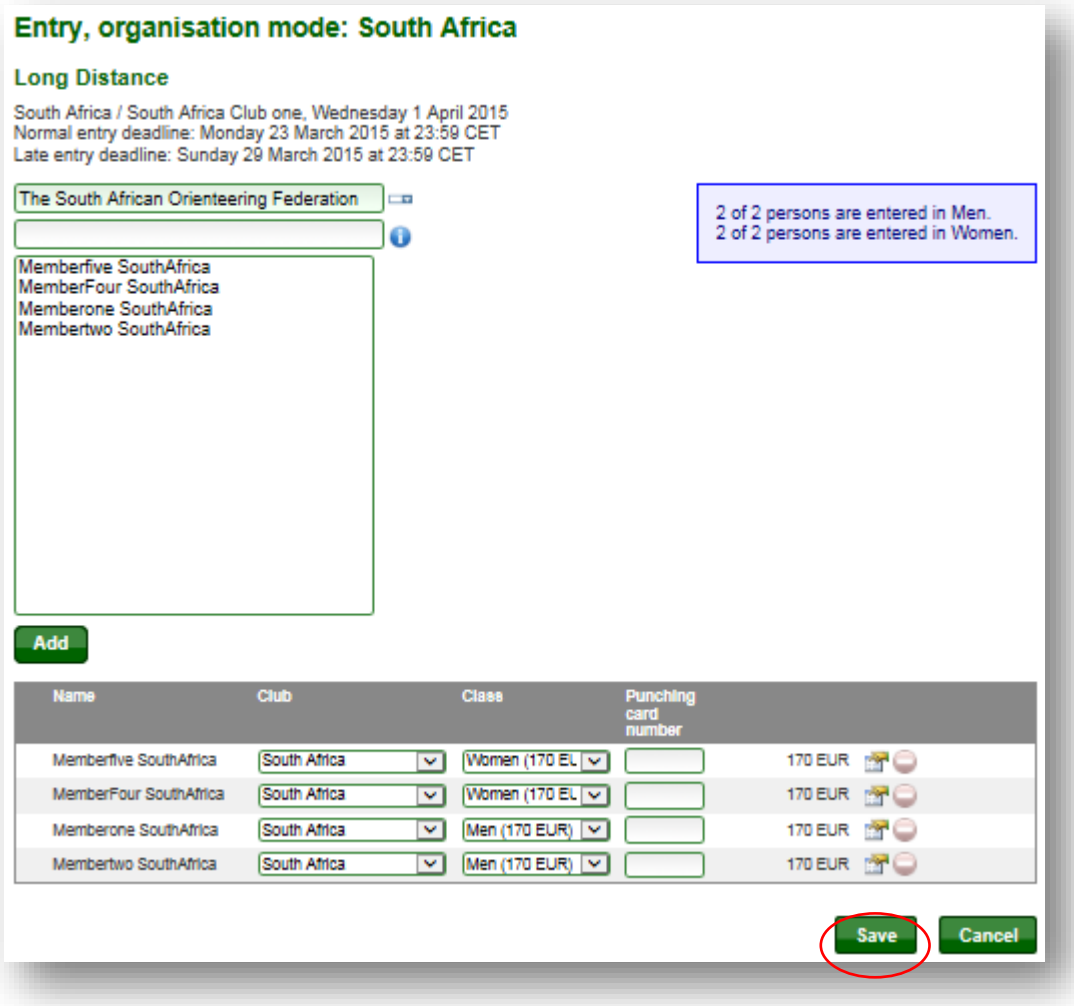
13. In the *Entry overview*, competition *Long Distance*, click *Give the names of the participants*.



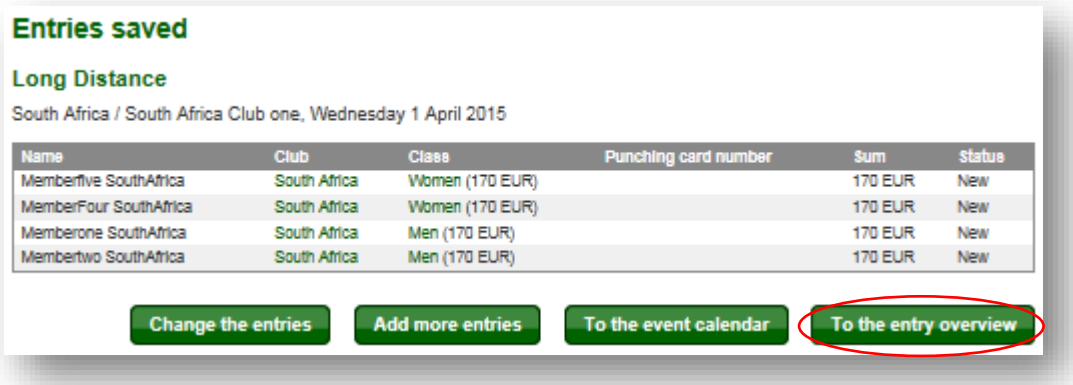
14. Select the participants and click *Add*.



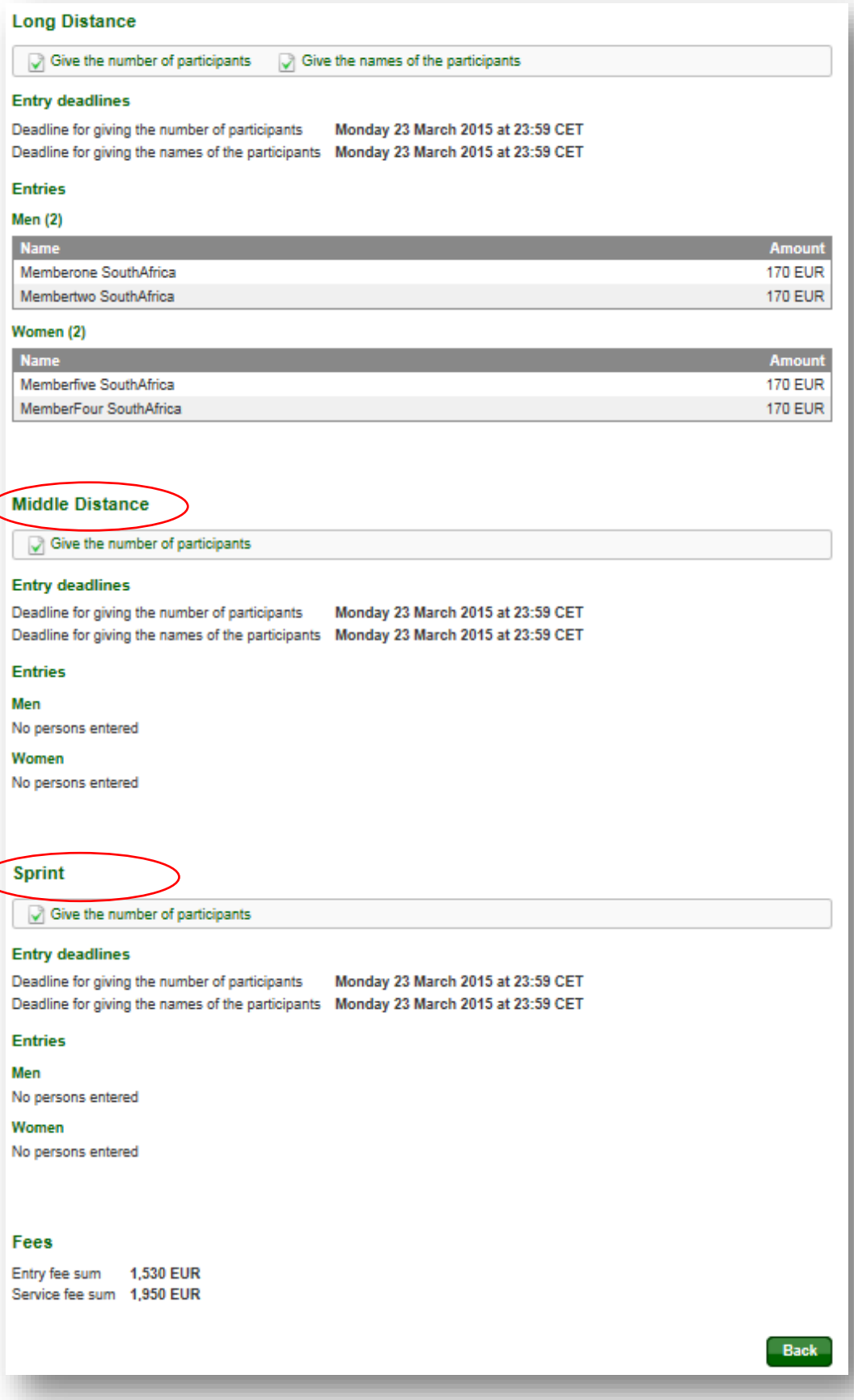
15. The classes *Men*/*Women* will be pre-filled automatically. When you are done, click *Save*.



16. Click *To the entry overview*.



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



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

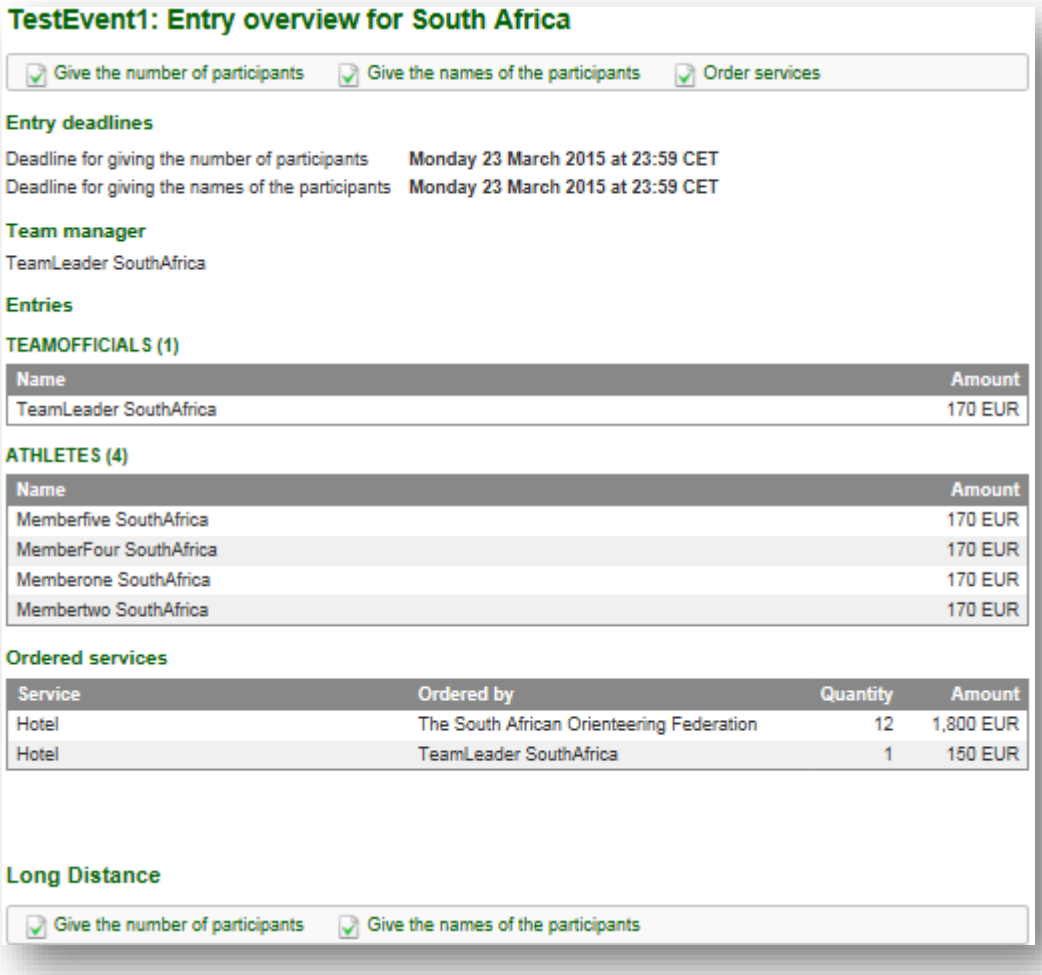
No persons entered

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)

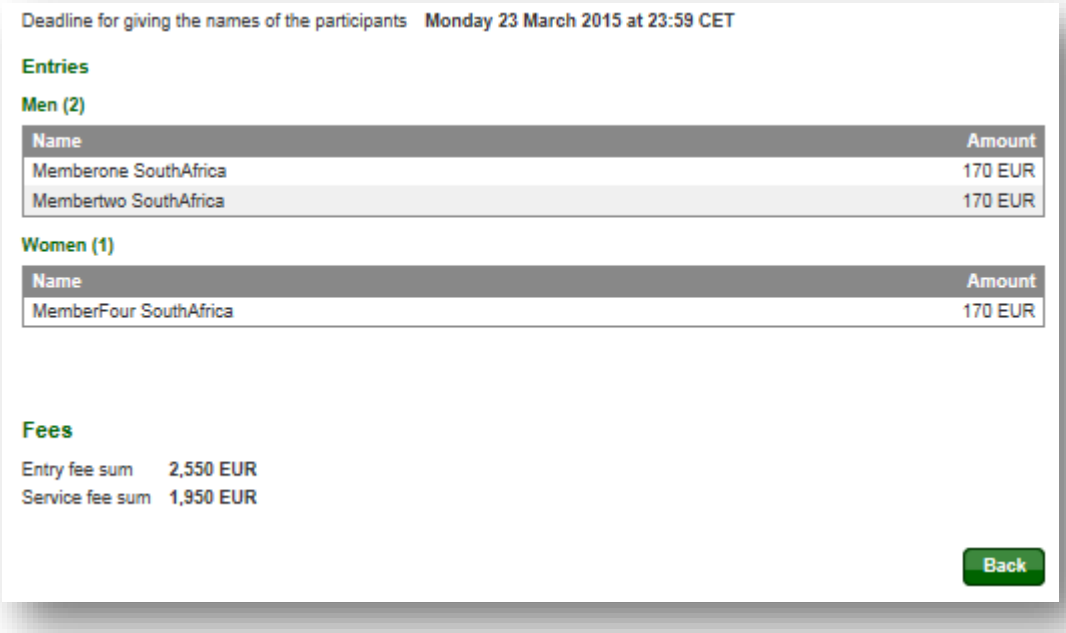
Name	Amount
Memberfive SouthAfrica	170 EUR
MemberFour SouthAfrica	170 EUR
Memberone SouthAfrica	170 EUR
Membertwo SouthAfrica	170 EUR

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**

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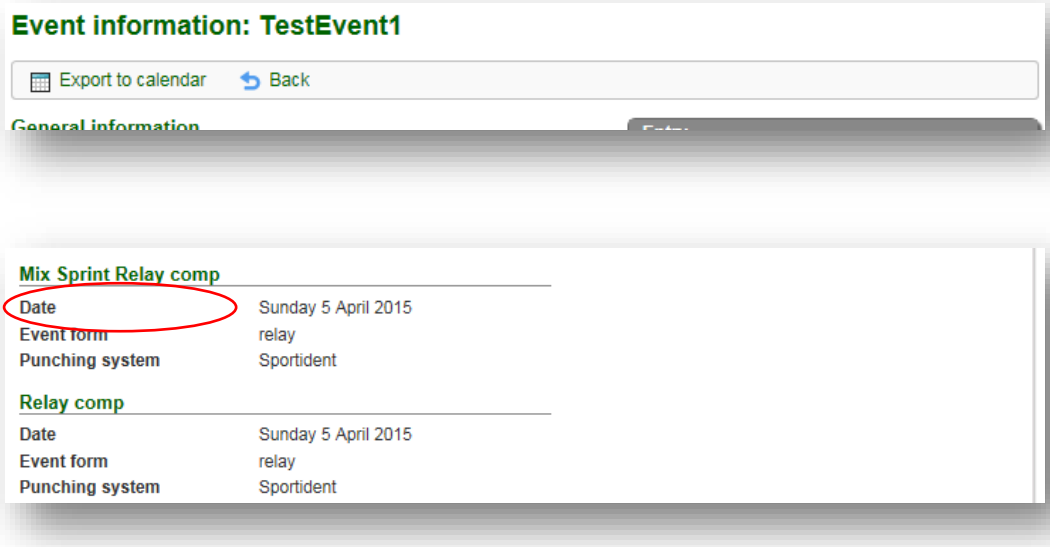
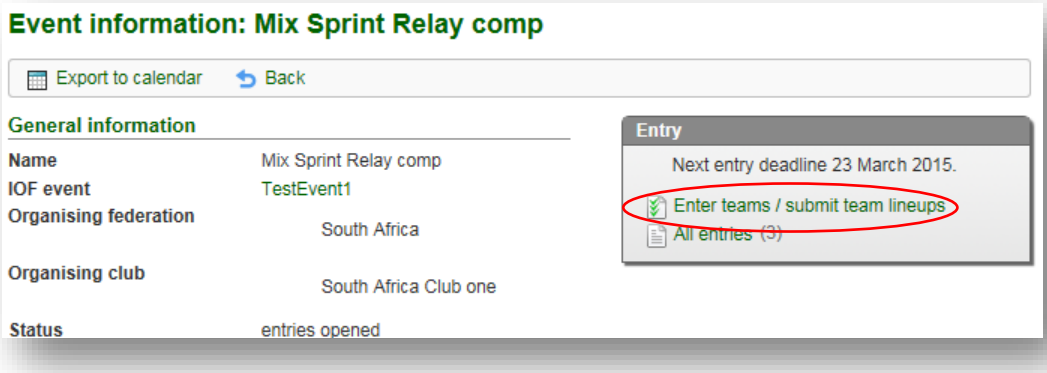
Make entries for a relay team

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

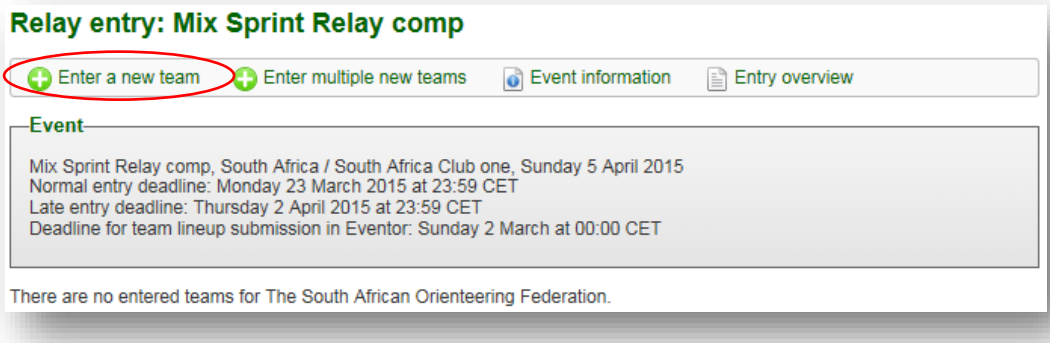
1. The **Information view of the event** shows general information already defined by IOF and the organiser. The *Information view* also includes information about the competitions of the event and their links (the competitions in this example are *Mix Relay comp* and *Relay comp*). To enter teams and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



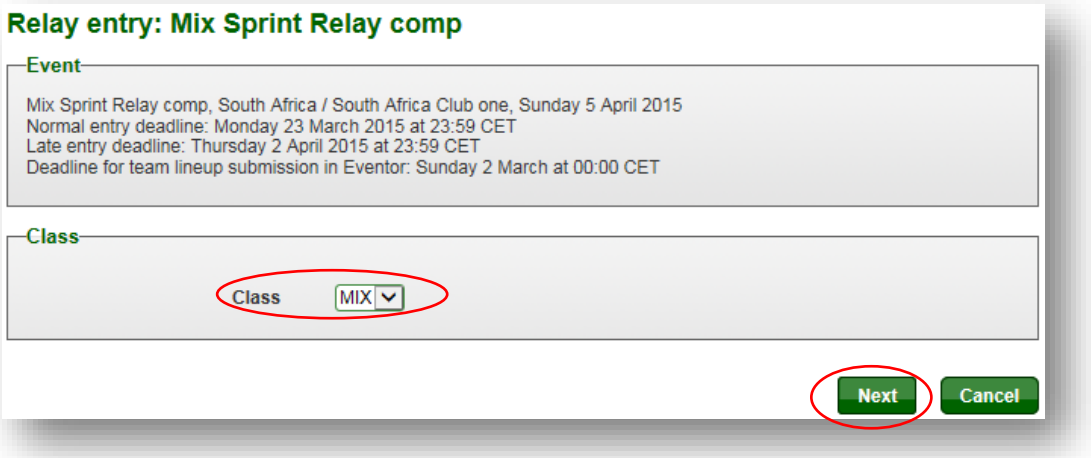
2. In the **information view of the competition,** clik *Enter teams / submit team lineups*.



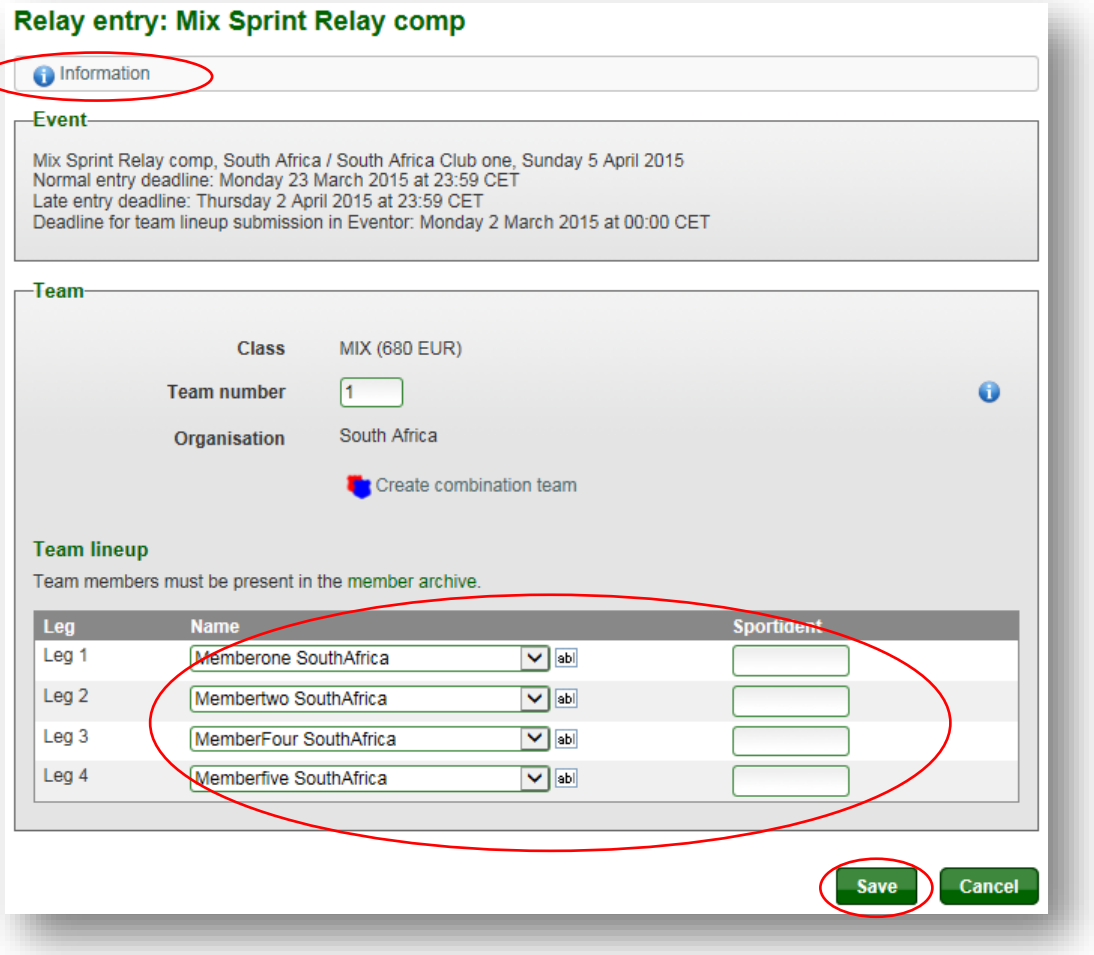
3. Click *Enter a new team*.



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

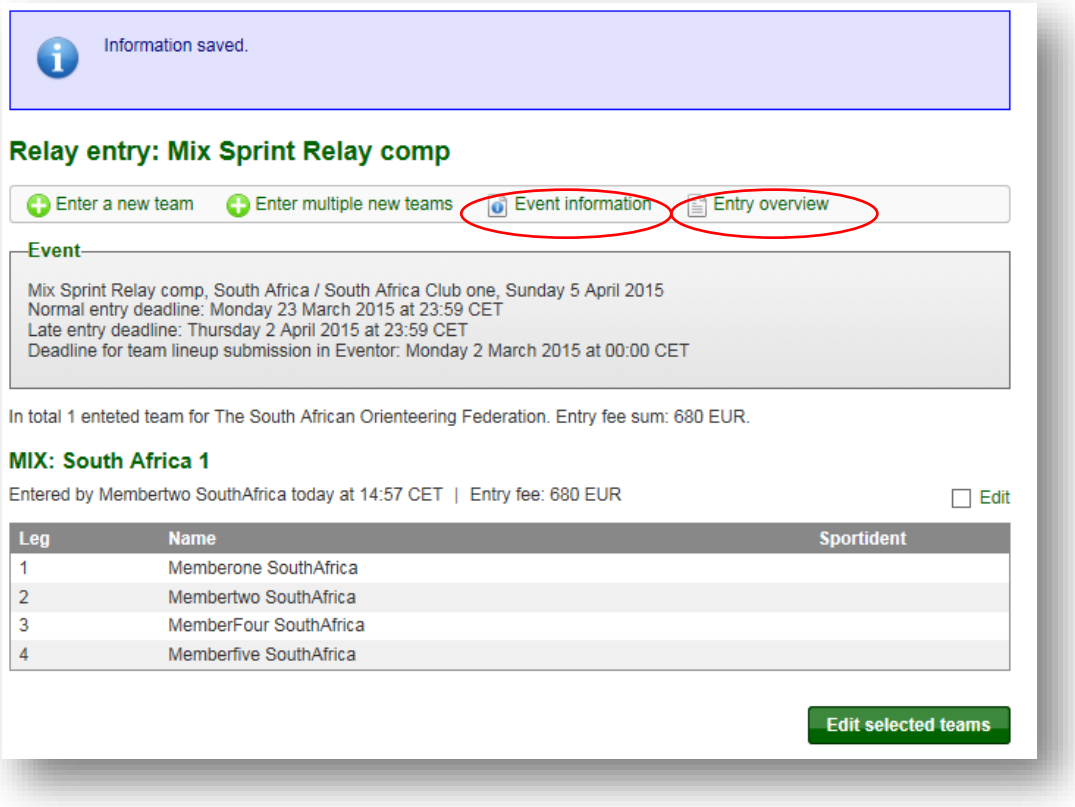


5. Fill in the team members' names and punching cards in the *Team lineup* box. You can enter a team without specifying team members or punching card numbers. This information has to be submitted at latest at the *deadline for team lineup submission in Eventor*, presented in the *Event* box. For detailed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

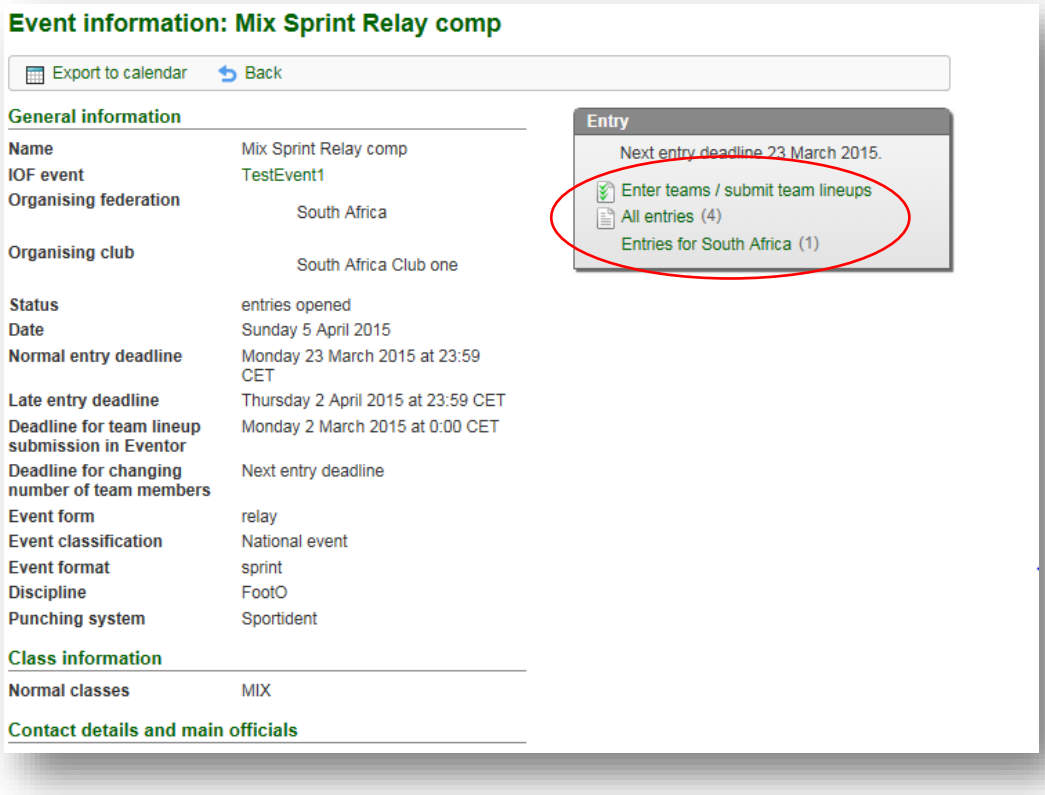


6. The information is saved and the summary view presents your entries and the entry fee. Click *Event overview* to get an overview of all entries and ordered services for the event and its competitions. Click *Event information* to come back to **the Information view of the competition** (picture 2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

Picture 1



Picture 2



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.