

The National Team Manager's guide

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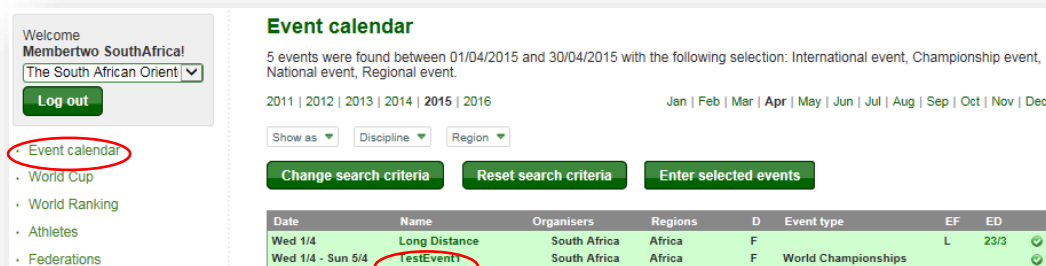
General information

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*).



Welcome
Membertwo SouthAfrica!
The South African Orient
Log out

Event calendar
World Cup
World Ranking
Athletes
Federations

Event calendar

5 events were found between 01/04/2015 and 30/04/2015 with the following selection: International event, Championship event, National event, Regional event.

2011 | 2012 | 2013 | 2014 | 2015 | 2016
Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

Show as Discipline Region

Change search criteria Reset search criteria Enter selected events

Date	Name	Organisers	Regions	D	Event type	EF	ED
Wed 1/4	Long Distance	South Africa	Africa	F		L	23/3
Wed 1/4 - Sun 5/4	TestEvent1	South Africa	Africa	F	World Championships		

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*.

Event information: TestEvent1

Export to calendar Back

General information		Entry
Name	TestEvent1	Manage team entries and service orders
Organising federation	South Africa	VIP and media entry
Organising club	South Africa Club one	Next entry deadline 23 March 2015.
Status	entries opened	Enter and/or order services
Date	Wednesday 1 April 2015 - Sunday 5 April 2015 (Date is preliminary)	Documents and links
Normal entry deadline	Monday 23 March 2015 at 23:59 CET	Embargoed Areas (127 kB, 27/11/2014)
Late entry deadline	Sunday 29 March 2015 at 23:59 CET	Bulletin 1 (98 kB, 20/11/2014)
Event classification	International event	
Discipline	FootO	
Event type	World Championships	
Contact details and main officials		
Website	http://www.exampledomain.com	
Contact person	Robin Ray	
Contact phone number	+55 44 444 444	
Contact email	robin.ray@exampledomain.com	
Event director	Robin Ray	
Course planner	MemberFour SouthAfrica	
Event controller	lof Member1	
Course controller	EventOrganisor SouthAfrica	
Senior Event Adviser	Event Adviser, CAN	
Assistant Event Adviser	lof Member1	
Competitions		
Long Distance		
Date	Wednesday 1 April 2015 at 10:30 - 14:30 CET	
Event form	individual	
Punching system	Sportident	
Middle Distance		
Date	Thursday 2 April 2015 at 10:30 - 14:30 CET	
Event form	individual	
Punching system	Sportident	
Sprint		
Date	Friday 3 April 2015 at 12:00 - 13:00 CET	
Event form	individual	
Punching system	Sportident	

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

TestEvent1: Entry overview for South Africa

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**

Team manager
Membertwo SouthAfrica

Entries
TEAMOFFICIALS
No persons entered
ATHLETE S
No persons entered

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

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

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

TestEvent1: Team entry for South Africa

Select team manager

The team manager must be member of the organisation, and have the role Entry administrator.

Person:

Specify number of persons/teams per category

TEAMOFFICIAL \$

ATHLETE \$

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

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

TEAMOFFICIAL \$ (1)

Name	Amount
[unspecified person]	255 EUR

ATHLETE \$ (4)

Name	Amount
[unspecified person]	255 EUR
[unspecified person]	255 EUR
[unspecified person]	255 EUR
[unspecified person]	255 EUR

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

Entry, organisation mode: South Africa

TestEvent1

South Africa / South Africa Club one, Wednesday 1 April 2015 - Sunday 5 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

0 of 1 person is entered in TEAMOFFICIALS.
0 of 4 persons are entered in ATHLETES.

- Robin Ray
- SouthAfricaVIP Ray
- EventOrganisor SouthAfrica
- Memberfive SouthAfrica
- MemberFour SouthAfrica
- Memberone SouthAfrica
- Membertwo SouthAfrica
- TeamLeader SouthAfrica
- VIPOne SouthAfrica

Add

There are no entered competitors for South Africa.

Save **Cancel**

- 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.

Entry, organisation mode: South Africa

TestEvent1

South Africa / South Africa Club one, Wednesday 1 April 2015 - Sunday 5 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

1 of 1 person is entered in TEAMOFFICIALS.
4 of 4 persons are entered in ATHLETES.

Robin Ray
SouthAfricaVIP Ray
EventOrganisor SouthAfrica
Memberfive SouthAfrica
MemberFour SouthAfrica
Memberone SouthAfrica
Membertwo SouthAfrica
TeamLeader SouthAfrica
VIPOne SouthAfrica

Add

Name	Club	Class	Price
Memberfive SouthAfrica	South Africa	ATHLETES (17€)	170 EUR
MemberFour SouthAfrica	South Africa	ATHLETES (17€)	170 EUR
Memberone SouthAfrica	South Africa	ATHLETES (17€)	170 EUR
Membertwo SouthAfrica	South Africa	ATHLETES (17€)	170 EUR
TeamLeader SouthAfrica	South Africa	TEAMOFFICIAL	320 EUR

Save **Cancel**

8. To order services for the **event**, click *Order services*.

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	TeamLeader SouthAfrica	1	150 EUR

9. Select service and click *Add*.

TestEvent1: Order services for The South African Orienteering Federation

Available services

Ordered services
 No services have been ordered.

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*.

TestEvent1: Order services for The South African Orienteering Federation


Available services

Ordered services (1,800 EUR)

Hotel	<input type="button" value="i"/> <input type="text" value="12"/>	1,800 EUR	<input type="button" value="Delete"/>
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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

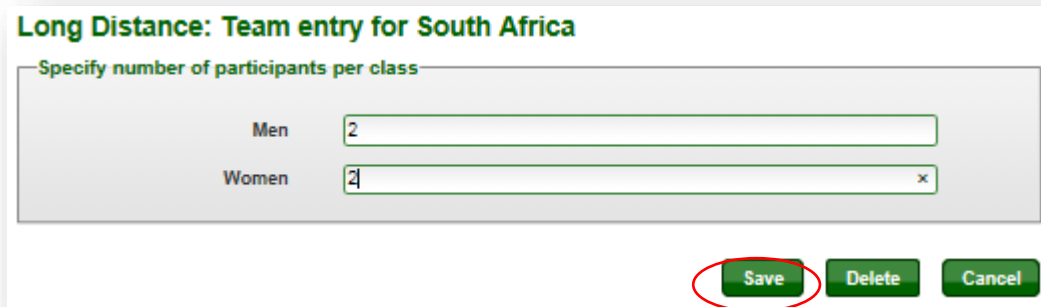
Deadline for giving the number of participants **Monday 23 March 2015 at 23:59 CET**
 Deadline for giving the names of the participants **Monday 23 March 2015 at 23:59 CET**

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*.

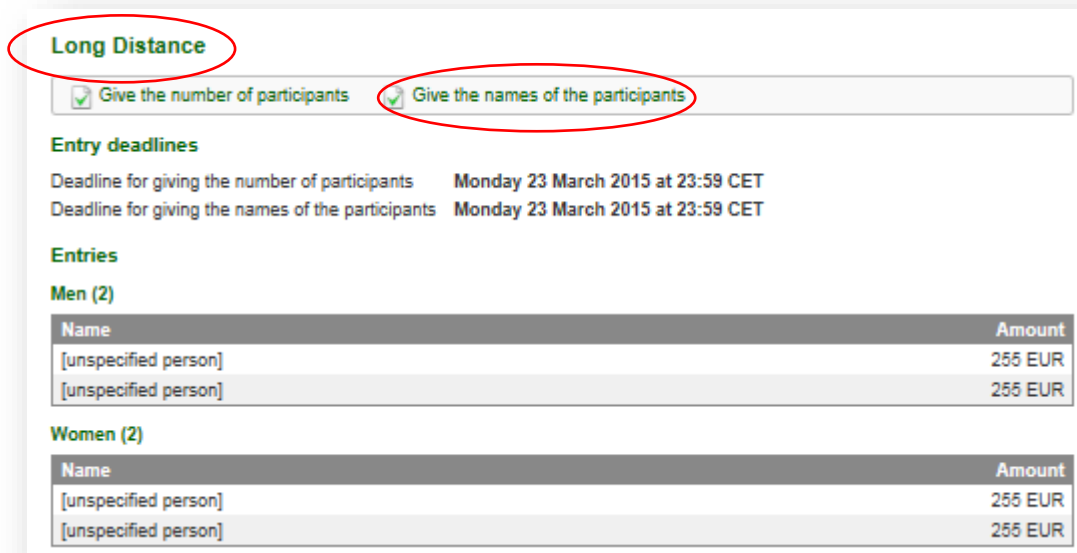


Long Distance: Team entry for South Africa

Specify number of participants per class

Men	<input type="text" value="2"/>
Women	<input type="text" value="2"/>

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



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
[unspecified person]	255 EUR
[unspecified person]	255 EUR

Women (2)

Name	Amount
[unspecified person]	255 EUR
[unspecified person]	255 EUR

14. Select the participants and click *Add*.

Entry, organisation mode: South Africa

Long Distance

South Africa / South Africa Club one, Wednesday 1 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

0 of 2 persons are entered in Men.
0 of 2 persons are entered in Women.

- Memberfive SouthAfrica
- MemberFour SouthAfrica
- Memberone SouthAfrica
- Membertwo SouthAfrica

Add

There are no entered competitors for South Africa.

Save **Cancel**

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

Entry, organisation mode: South Africa

Long Distance

South Africa / South Africa Club one, Wednesday 1 April 2015
 Normal entry deadline: Monday 23 March 2015 at 23:59 CET
 Late entry deadline: Sunday 29 March 2015 at 23:59 CET

The South African Orienteering Federation

Memberfive SouthAfrica
 MemberFour SouthAfrica
 Memberone SouthAfrica
 Membertwo SouthAfrica

Add

Name	Club	Class	Punching card number	170 EUR
Memberfive SouthAfrica	South Africa	Women (170 EUR)		170 EUR
MemberFour SouthAfrica	South Africa	Women (170 EUR)		170 EUR
Memberone SouthAfrica	South Africa	Men (170 EUR)		170 EUR
Membertwo SouthAfrica	South Africa	Men (170 EUR)		170 EUR

2 of 2 persons are entered in Men.
 2 of 2 persons are entered in Women.

Save **Cancel**

- Click *To the entry overview*.

Entries saved

Long Distance

South Africa / South Africa Club one, Wednesday 1 April 2015

Name	Club	Class	Punching card number	Sum	Status
Memberfive SouthAfrica	South Africa	Women (170 EUR)		170 EUR	New
MemberFour SouthAfrica	South Africa	Women (170 EUR)		170 EUR	New
Memberone SouthAfrica	South Africa	Men (170 EUR)		170 EUR	New
Membertwo SouthAfrica	South Africa	Men (170 EUR)		170 EUR	New

Change the entries **Add more entries** **To the event calendar** **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

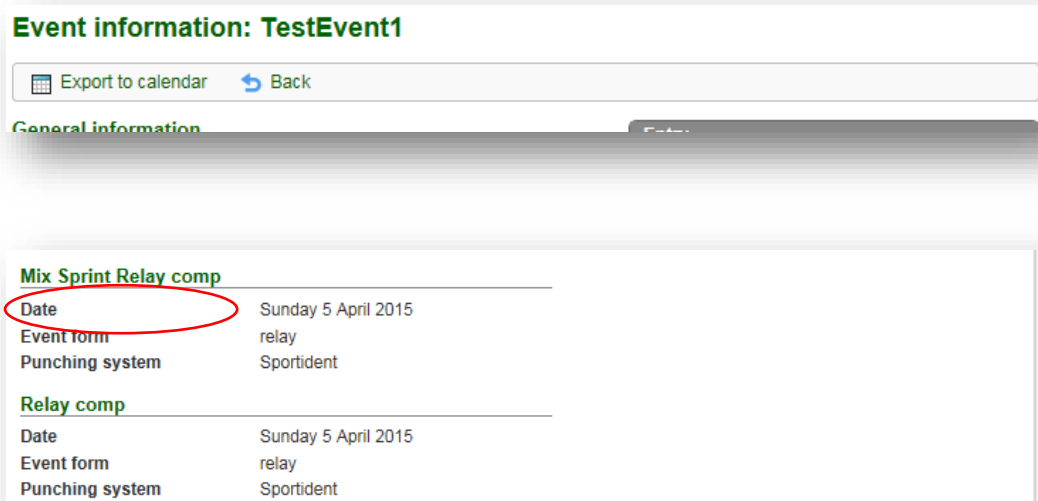
Entry fee sum **2,550 EUR**
 Service fee sum **1,950 EUR**

Back

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*.



Event information: TestEvent1

Export to calendar Back

General information

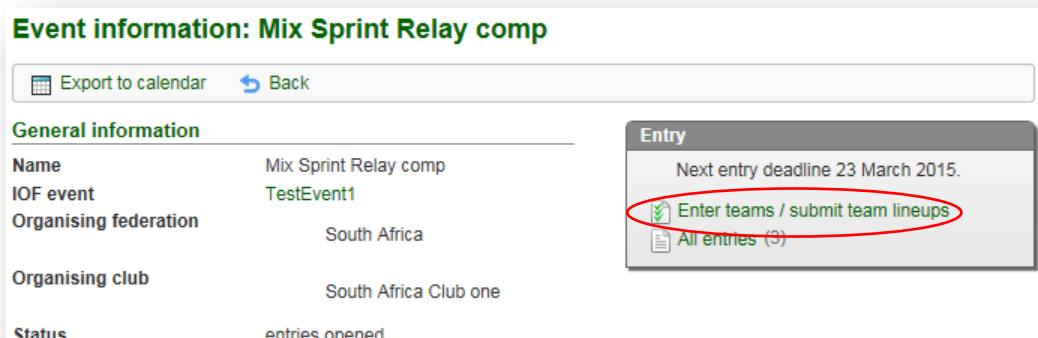
Mix Sprint Relay comp

Date	Sunday 5 April 2015
Event form	relay
Punching system	Sportident

Relay comp

Date	Sunday 5 April 2015
Event form	relay
Punching system	Sportident

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



Event information: Mix Sprint Relay comp

Export to calendar Back

General information

Name	Mix Sprint Relay comp
IOF event	TestEvent1
Organising federation	South Africa
Organising club	South Africa Club one
Status	entries opened

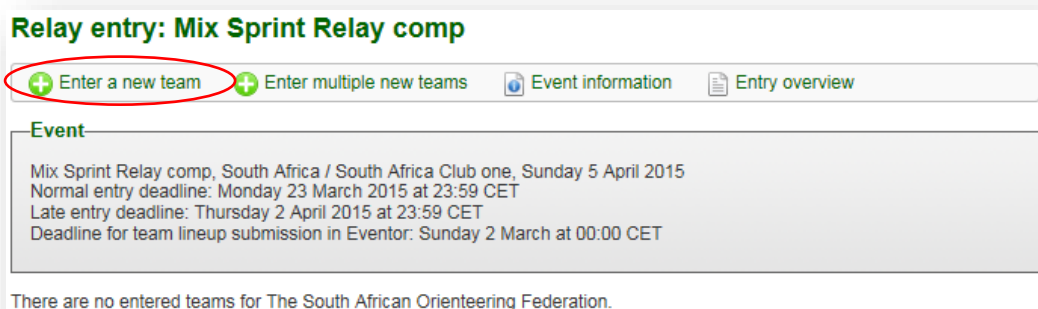
Entry

Next entry deadline 23 March 2015.

[Enter teams / submit team lineups](#)

[All entries \(3\)](#)

3. Click *Enter a new team*.



Relay entry: Mix Sprint Relay comp

[+ Enter a new team](#) [+ Enter multiple new teams](#) [Event information](#) [Entry overview](#)

Event

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Thursday 2 April 2015 at 23:59 CET
Deadline for team lineup submission in Eventor: Sunday 2 March at 00:00 CET

There are no entered teams for The South African Orienteering Federation.

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

Relay entry: Mix Sprint Relay comp

Event

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Thursday 2 April 2015 at 23:59 CET
Deadline for team lineup submission in Eventor: Sunday 2 March at 00:00 CET

Class

Class ▼

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*.

Relay entry: Mix Sprint Relay comp

[Information](#)

Event


Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Thursday 2 April 2015 at 23:59 CET
Deadline for team lineup submission in Eventor: Monday 2 March 2015 at 00:00 CET

Team

Class MIX (680 EUR)

Team number

Organisation South Africa

 Create combination team


Team lineup

Team members must be present in the member archive.

Leg	Name	Sportident
Leg 1	<input type="text" value="Memberone SouthAfrica"/> <small>[ab]</small>	<input type="text"/>
Leg 2	<input type="text" value="Membertwo SouthAfrica"/> <small>[ab]</small>	<input type="text"/>
Leg 3	<input type="text" value="MemberFour SouthAfrica"/> <small>[ab]</small>	<input type="text"/>
Leg 4	<input type="text" value="Memberfive SouthAfrica"/> <small>[ab]</small>	<input type="text"/>

- 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

 Information saved.

Relay entry: Mix Sprint Relay comp

[+ Enter a new team](#) [+ Enter multiple new teams](#) [Event information](#) [Entry overview](#)

Event

Mix Sprint Relay comp, South Africa / South Africa Club one, Sunday 5 April 2015
Normal entry deadline: Monday 23 March 2015 at 23:59 CET
Late entry deadline: Thursday 2 April 2015 at 23:59 CET
Deadline for team lineup submission in Eventor: Monday 2 March 2015 at 00:00 CET

In total 1 entered team for The South African Orienteering Federation. Entry fee sum: 680 EUR.

MIX: South Africa 1

Entered by Membertwo SouthAfrica today at 14:57 CET | Entry fee: 680 EUR Edit

Leg	Name	Sportident
1	Memberone SouthAfrica	
2	Membertwo SouthAfrica	
3	MemberFour SouthAfrica	
4	Memberfive SouthAfrica	

[Edit selected teams](#)

Picture 2



Event information: Mix Sprint Relay comp

Export to calendar Back

General information	
Name	Mix Sprint Relay comp
IOF event	TestEvent1
Organising federation	South Africa
Organising club	South Africa Club one
Status	entries opened
Date	Sunday 5 April 2015
Normal entry deadline	Monday 23 March 2015 at 23:59 CET
Late entry deadline	Thursday 2 April 2015 at 23:59 CET
Deadline for team lineup submission in Eventor	Monday 2 March 2015 at 0:00 CET
Deadline for changing number of team members	Next entry deadline
Event form	relay
Event classification	National event
Event format	sprint
Discipline	FootO
Punching system	Sportident
Class information	
Normal classes	MIX
Contact details and main officials	

Entry

Next entry deadline 23 March 2015.

-  Enter teams / submit team lineups
-  All entries (4)
- Entries for South Africa (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.