

The Organiser's guide

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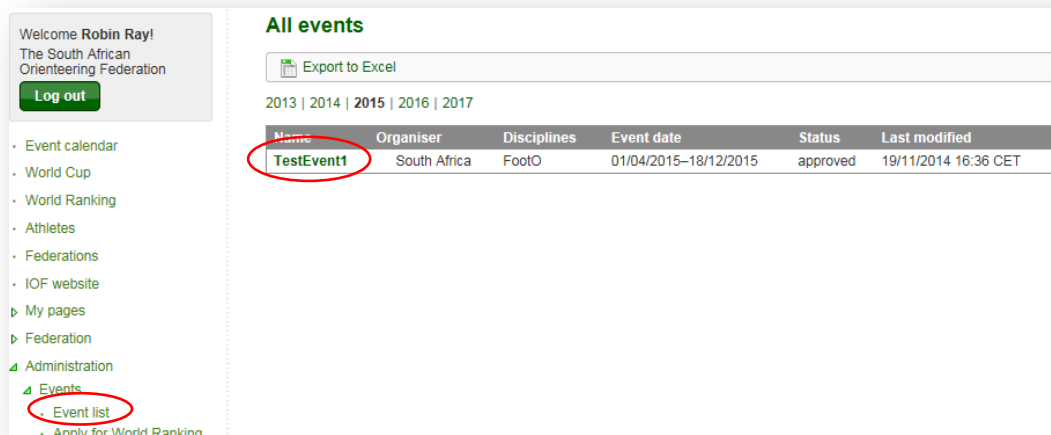
General information

When IOF has received and approved an application for an IOF event, they create an event in IOF Eventor and then delegate the management to your federation. If you have been assigned the role as *Event organiser* (or *Administrator*) for your federation, you have the rights to provide the IOF event with all necessary information. This document will guide you through the details.

Before entries open

Before the IOF event opens for entries, you need to add the necessary parameters. Be sure you are logged in as an *Event organiser* (or an *Administrator*).

1. To find out for which IOF events your federation is assigned as an organiser, click the menu *Administration/Events/Event list* and click the link to the event.



Welcome Robin Ray!
The South African Orienteering Federation
[Log out](#)

- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- Federation
- Administration
 - Events**
 - Event list**
 - Apply for World Ranking

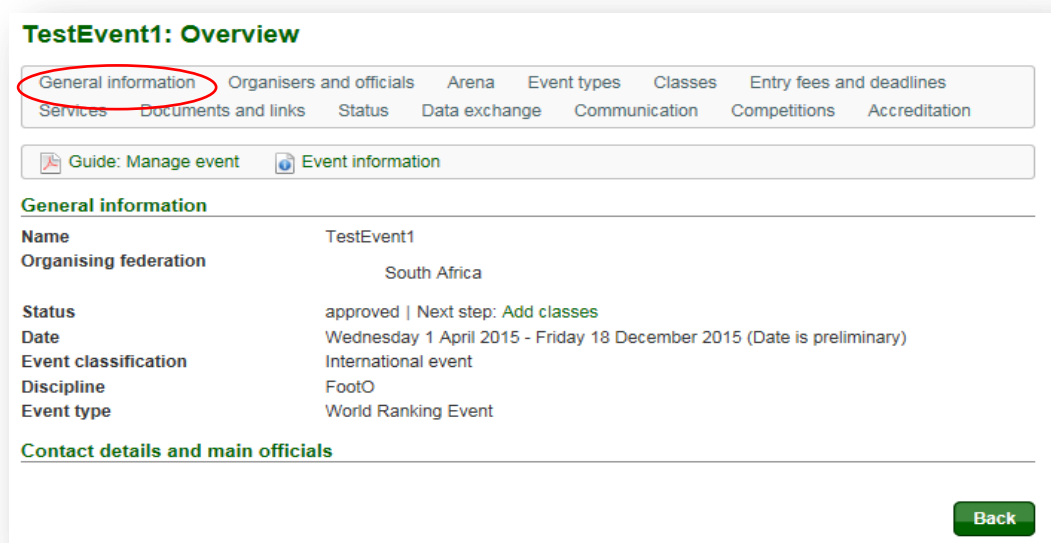
All events

[Export to Excel](#)

2013 | 2014 | **2015** | 2016 | 2017

Name	Organiser	Disciplines	Event date	Status	Last modified
TestEvent1	South Africa	FootO	01/04/2015–18/12/2015	approved	19/11/2014 16:36 CET

2. The **Edit view** of the event shows general information already defined by IOF. The view also includes a number of menu items, from which you “configure” the event. The *Edit view* is only accessible if you, at least, have the role as *Event organiser*. Click the menu *General information*.



TestEvent1: Overview

- General information**
- Organisers and officials
- Arena
- Event types
- Classes
- Entry fees and deadlines
- Services
- Documents and links
- Status
- Data exchange
- Communication
- Competitions
- Accreditation

[Guide: Manage event](#) [Event information](#)

General information

Name	TestEvent1
Organising federation	South Africa
Status	approved Next step: Add classes
Date	Wednesday 1 April 2015 - Friday 18 December 2015 (Date is preliminary)
Event classification	International event
Discipline	FootO
Event type	World Ranking Event









Contact details and main officials

[Back](#)

IOF Eventor

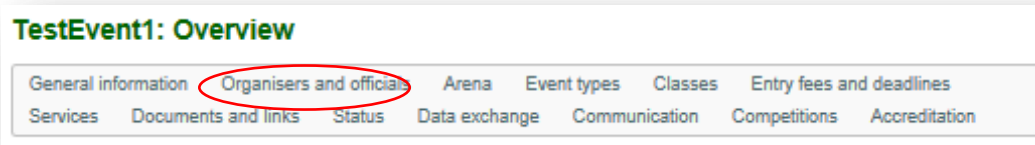
3. In the *General information* view, you can add general event information such as website, contact details etc. Some fields are only meant for IOF use, and are not editable. Fill in your details and click **Save**.

TestEvent1: General information

Name *	<input type="text" value="TestEvent1"/>	
Start date *	<input type="text" value="01/04/2015"/>	 
End date *	<input type="text" value="18/12/2015"/>	 
Dates are final	<input type="checkbox"/>	
Disciplines *	<input checked="" type="checkbox"/> FootO <input type="checkbox"/> SkiO <input type="checkbox"/> MTBO <input type="checkbox"/> TrailO	
Event types	<input type="checkbox"/> Junior World Championships <input type="checkbox"/> Regional Championships <input checked="" type="checkbox"/> World Championships <input type="checkbox"/> World Cup <input type="checkbox"/> World Ranking Event	
Additional information	<input type="text"/>	
Website	<input type="text" value="http://www.exampledomain.com"/>	
Contact email	<input type="text" value="robin.ray@exampledomain.com"/>	
Contact phone number	<input type="text" value="+55 44 444 444"/>	
Twitter	<input type="text"/>	
Instagram	<input type="text"/>	
Facebook	<input type="text"/>	
Google+	<input type="text"/>	
LinkedIn	<input type="text"/>	
Pinterest	<input type="text"/>	
Flickr	<input type="text"/>	
Currency	<input type="text" value="EUR"/>	
Information	<input type="text"/>	

Save **Cancel**

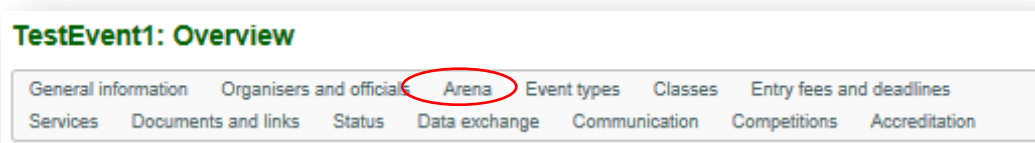
4. Click *Organisers and Officials*.



5. From this view you can add co-organisers and different kinds of officials. Fill in your details and click Save. Note: If you specify a club as a co-organiser, the Event organisers in the specified club will get the same permissions as the Event organiser of the federation.



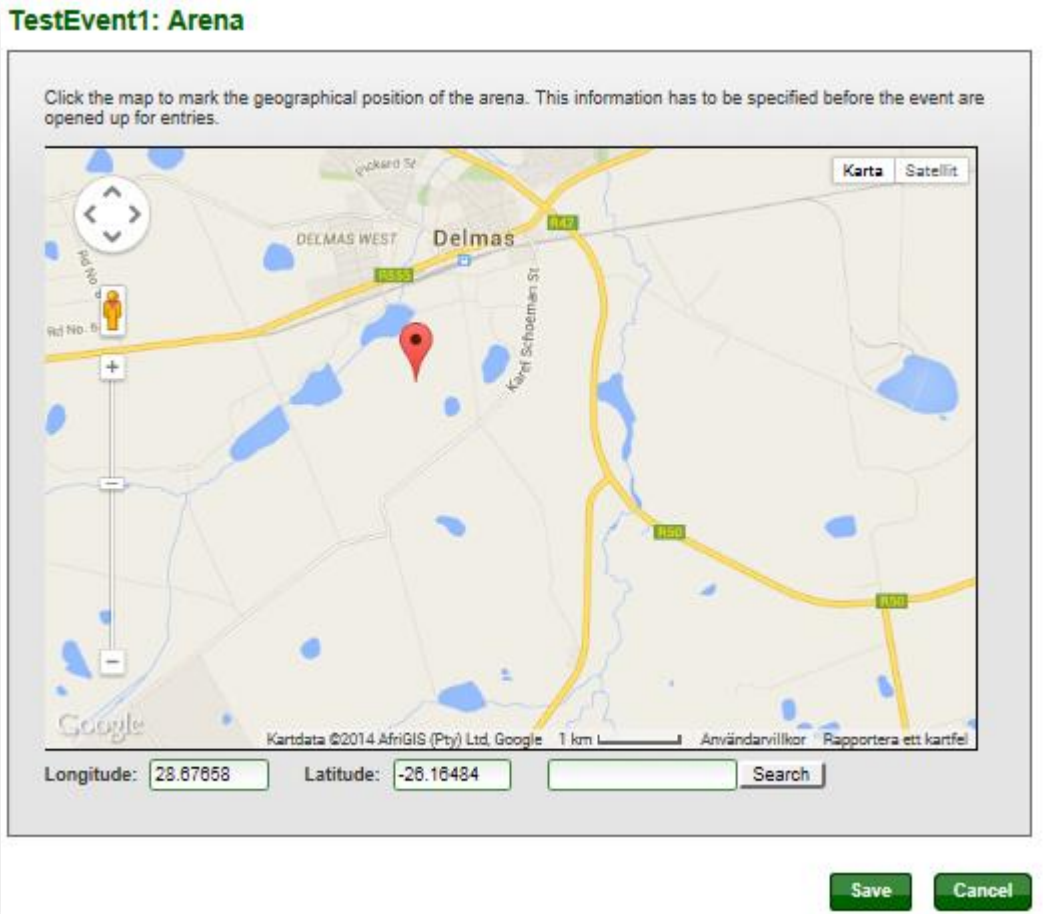
6. Click *Arena*.



7. Click the map or give *Longitude* and *Latitude* to position the event. Click *Save* when you are done.

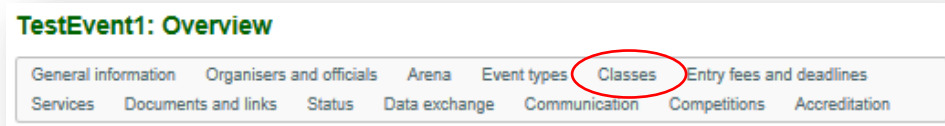
TestEvent1: Arena

Click the map to mark the geographical position of the arena. This information has to be specified before the event are opened up for entries.

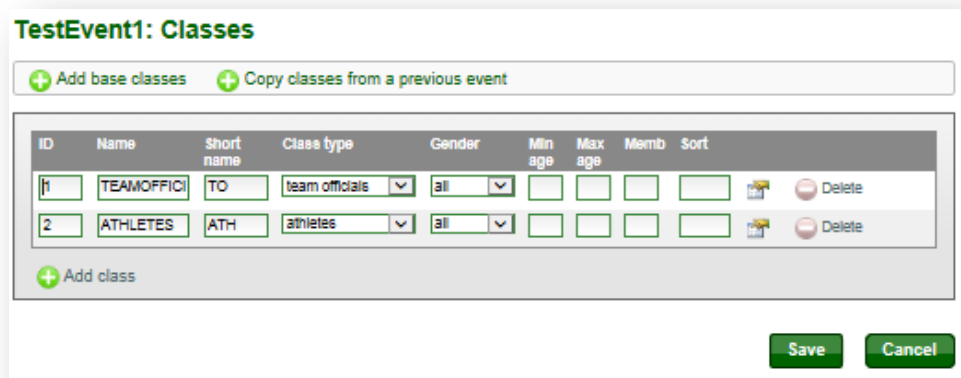


Longitude: Latitude:

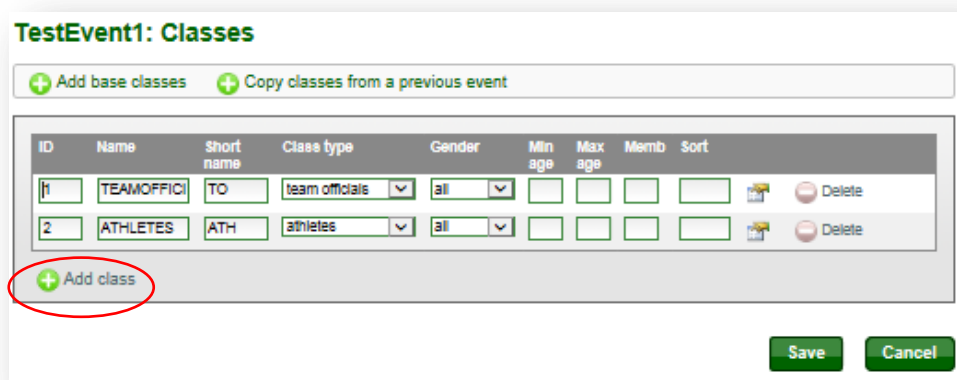
8. To see the predefined classes created by IOF, click *Classes*. In this example we have the classes *Teamofficials* and *Athletes*. The classes defined at the event level are used to manage team entries (competition classes will be added later at the competition level). From this view it is possible for the event organiser to add classes. You have the following class types to choose between:
- Athletes
 - Team officials
 - Relay teams
 - VIP
 - Media



Picture 2



9. To add a class for VIP, click *Add class*.



10. Fill in the form, and click Save.

TestEvent1: Classes

[+ Add base classes](#) [+ Copy classes from a previous event](#)

ID	Name	Short name	Class type	Gender	Min age	Max age	Memb	Sort	
1	TEAMOFFICIAL	TO	team officials	all					Delete
2	ATHLETES	ATH	athletes	all					Delete
3	VIP	VIP	VIP	all					Delete

[+ Add class](#)

[Save](#) [Cancel](#)

11. Click *Entry fees and deadlines*.

TestEvent1: Overview

[General information](#) [Organisers and officials](#) [Arena](#) [Event types](#) [Classes](#) [Entry fees and deadlines](#) [Services](#) [Documents and links](#) [Status](#) [Data exchange](#) [Communication](#) [Competitions](#) [Accreditation](#)

12. Click Edit (simple mode)

TestEvent1: Entry fees and deadlines

[Edit \(simple mode\)](#) [Edit \(advanced mode\)](#) [Back](#)

Entry fees and deadlines can be specified either in **simple mode** or an **advanced mode**. The simple mode can be used for individual events with one normal entry deadline and optionally one late entry deadline. Most events can use the simple mode. For other events an event fee frame can be created in simple mode, and adjustments and additions can be made in advanced mode.

No entry fees and deadlines have been added. Add entry fees and deadlines by choosing Edit (simple mode) or Edit (advanced mode) above.

13. Fill in the form and click **Save**.
 - a. *Late entry fee (%)* means how many percent of the normal fee you will add for late entries (the example below gives a late entry fee of $170 \times 1.5 = 255$)

TestEvent1: Entry fees and deadlines, simple mode

Normal entry deadline *	<input type="text" value="23/03/2015 23:59"/>		?
Late entry deadline	<input type="text" value="29/03/2015 23:59"/>		?
Normal fee, adult	<input type="text" value="170"/>		
Late entry fee (%)	<input type="text" value="50"/>		

14. A summary view of entry fees and deadlines is presented. If you choose *Edit (advanced mode)* you have the possibility to add new fees and also connect fees to special classes.

TestEvent1: Entry fees and deadlines

[Edit \(simple mode\)](#) | [Edit \(advanced mode\)](#) | [Back](#)

Entry fees and deadlines can be specified either in **simple mode** or an **advanced mode**. The simple mode can be used for individual events with one normal entry deadline and optionally one late entry deadline. Most events can use the simple mode. For other events an event fee frame can be created in simple mode, and adjustments and additions can be made in advanced mode.

Deadlines

Monday 23 March 2015 at 23:59:59 CET		
Class	Age	Fee
TEAMOFFICIALS	all ages	170 EUR
ATHLETES	all ages	170 EUR
VIP	all ages	170 EUR
Sunday 29 March 2015 at 23:59:59 CET		
Class	Age	Fee
TEAMOFFICIALS	all ages	255 EUR
ATHLETES	all ages	255 EUR
VIP	all ages	255 EUR

Entry fees

Normal entry fee, adult				
Fee name	Fee	Date	Age	Order
Normal entry fee, adult	170 EUR	29/03/2015 and earlier	all ages	20
Classes: TEAMOFFICIALS, ATHLETES, VIP				
Late entry fee				
Fee name	Fee	Date	Age	Order
Late entry fee	50 %	24/03/2015 – 29/03/2015	all ages	60
Classes: TEAMOFFICIALS, ATHLETES, VIP				

Entry fees per class

TEAMOFFICIALS				
Fee name	Fee	Date	Age	Order
Normal entry fee, adult	170 EUR	29/03/2015 and earlier	all ages	20
Late entry fee	50 %	24/03/2015 – 29/03/2015	all ages	60
ATHLETES				
Fee name	Fee	Date	Age	Order
Normal entry fee, adult	170 EUR	29/03/2015 and earlier	all ages	20
Late entry fee	50 %	24/03/2015 – 29/03/2015	all ages	60
VIP				
Fee name	Fee	Date	Age	Order
Normal entry fee, adult	170 EUR	29/03/2015 and earlier	all ages	20
Late entry fee	50 %	24/03/2015 – 29/03/2015	all ages	60

15. You can select/deselect classes for a fee by Ctrl+click on the class name. In this example the *VIP class* is deselected from the *Late entry fee*. The Fee application order tells you in which

order the fee should be presented in the summary view (The higher the number, the further down the list). For detailed information about *Group entry deadline* and *Deadline for entry change*, hold the mouse pointer over the information icon. To add a fee, click *Add fee*. Click *Save* when you are done.

TestEvent1: Entry fees and deadlines, advanced mode

<p>Fee name Normal entry fee, adult</p> <p>Fee 170.0 EUR</p> <p>From date dd/mm/yyyy hh:mm</p> <p>To date 29/03/2015 23:59</p> <p>From age To age</p> <p>Fee application order 20</p> <p>Delete</p>	<p>Classes using this fee</p> <p>TEAMOFFICIALS ATHLETES VIP</p>
<p>Fee name Late entry fee</p> <p>Fee 50.0 %</p> <p>From date 24/03/2015 00:00</p> <p>To date 29/03/2015 23:59</p> <p>From age To age</p> <p>Fee application order 60</p> <p>Delete</p>	<p>Classes using this fee</p> <p>TEAMOFFICIALS ATHLETES VIP</p>

+ Add fee

Group entry deadline	dd/mm/yyyy hh:mm	?
Keep original fee when changing classes	<input type="checkbox"/>	?
Deadline for entry change	23/03/2015 23:59	?

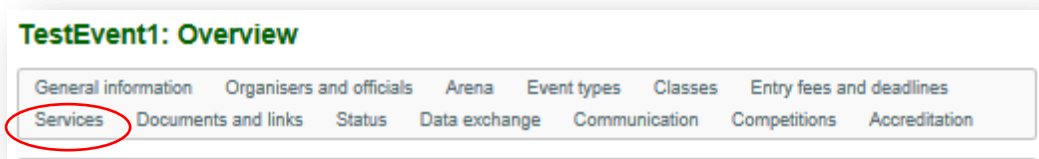
Save Cancel

16. Click Back to get to the Edit view of the event

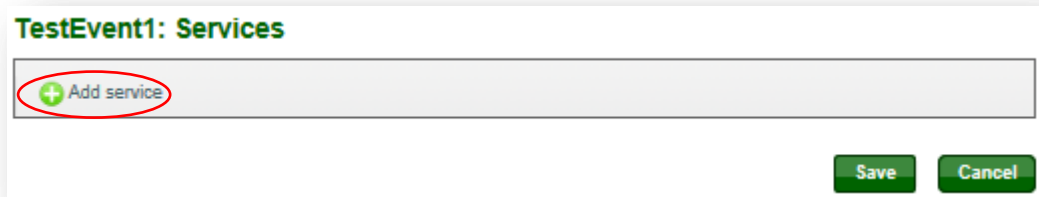
TestEvent1: Entry fees and deadlines

Edit (simple mode) Edit (advanced mode) **Back**

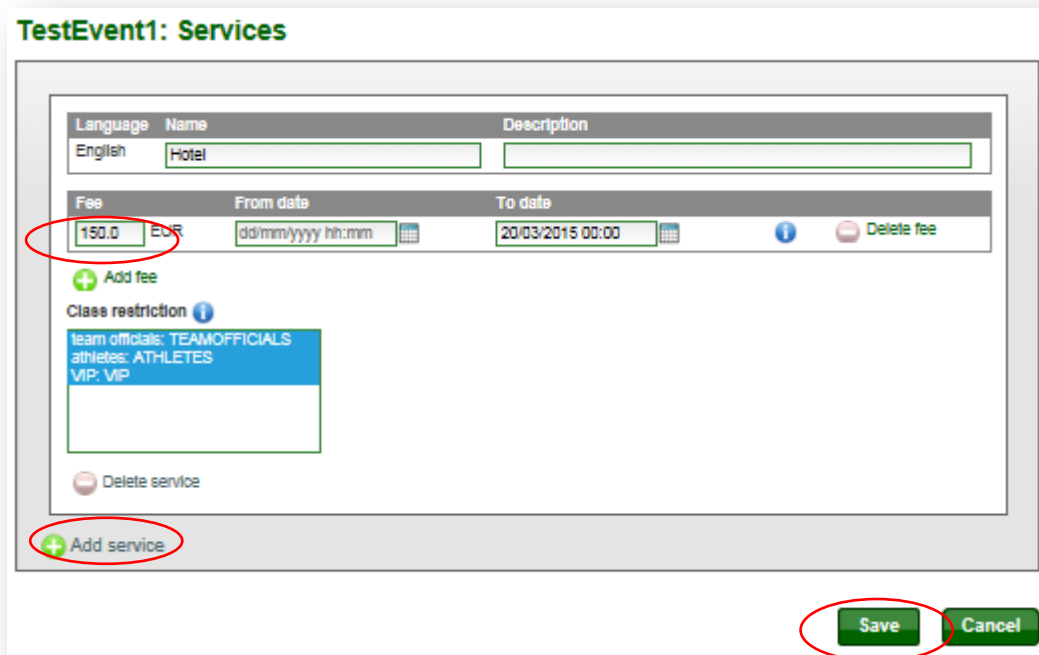
17. To add services to the event, click *Services*.



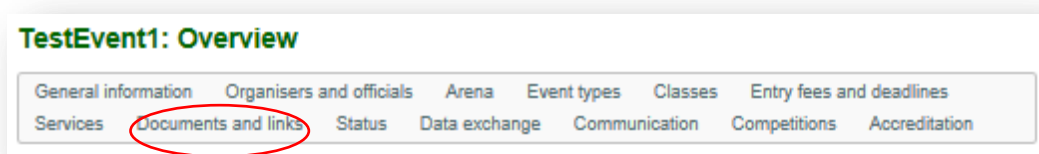
18. Click *Add service*.



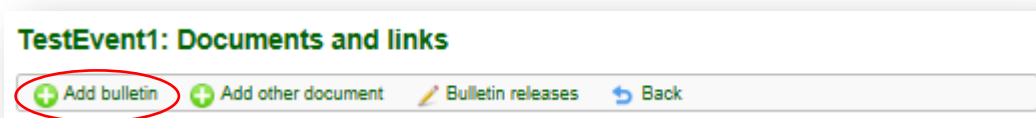
In the example below we have added a service called *Hotel*, which is available for all classes and the fee is € 150. If you want to have differentiated fees for the service, click *Add fee*. To add another service, click *Add service*. Click *Save* when you are done.



19. To add a bulletin or a document with embargoed areas, click *Documents and links*.

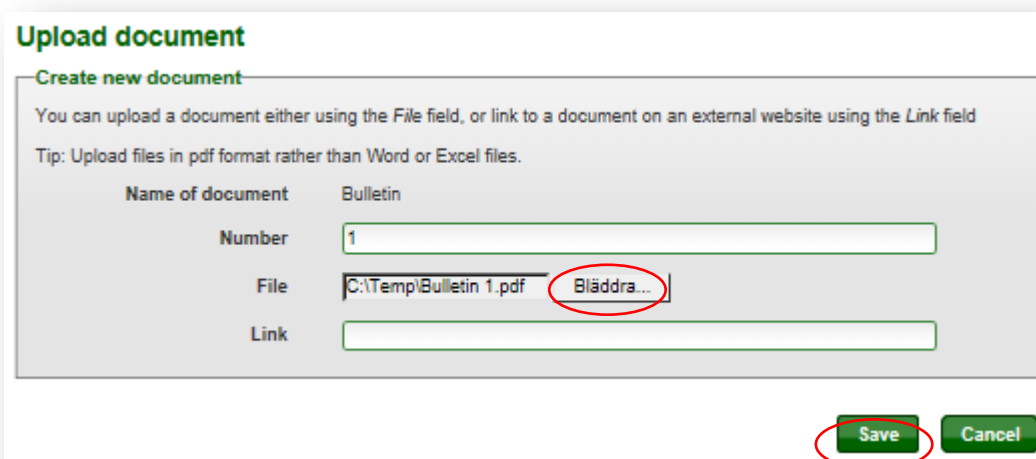


20. To add a bulletin, click *Add bulletin*. To add a document with embargoed areas, click *Add other documents*.

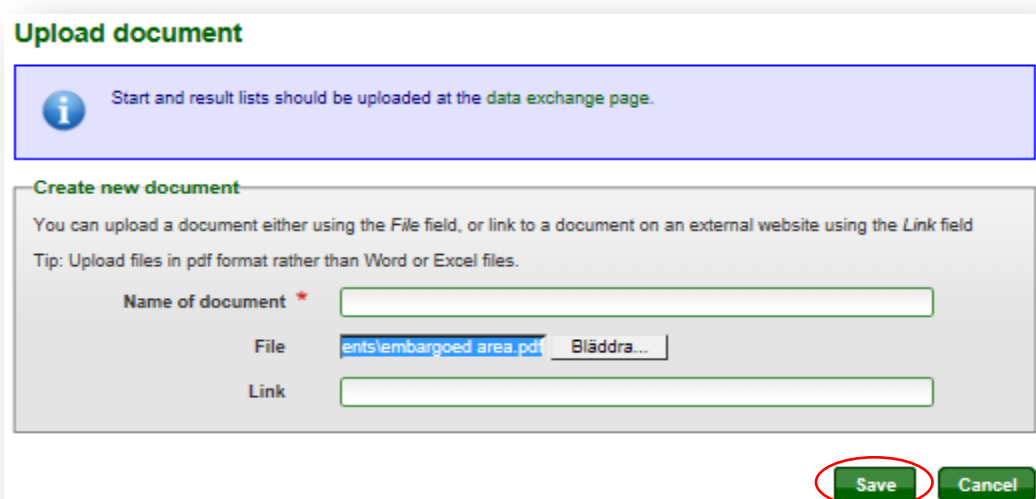


21. You have two alternatives to add a bulletin or “other document” to IOF Eventor. You can either upload a file (preferable a pdf-file), or you can give a link in the *Link* field (for embargoed areas, you can use an external mapping software to mark the embargoed areas and create the link to use). In the example below, the file *bulletin1.pdf* (picture 1) and the file *embargoed_area.pdf* (picture 2) will be uploaded. When you are done, click *Save*.

Picture 1, Add bulletin



Picture 2, Add other document




IOF Eventor

22. If you click *Bulletin releases*, you see the deadlines for the bulletins. You will be notified by e-mail ten days before the release date for each bulletin. The release dates are handled by IOF and should not be changed. Click *Cancel* to exit.




TestEvent1: Documents and links

[+ Add bulletin](#) [+ Add other document](#) [Bulletin releases](#) [Back](#)

	Document name	File name/link	Size	Created		
	Bulletin 1	Bulletin 1.pdf	98 kB	20/11/2014 10:28 CET	Replace	Delete

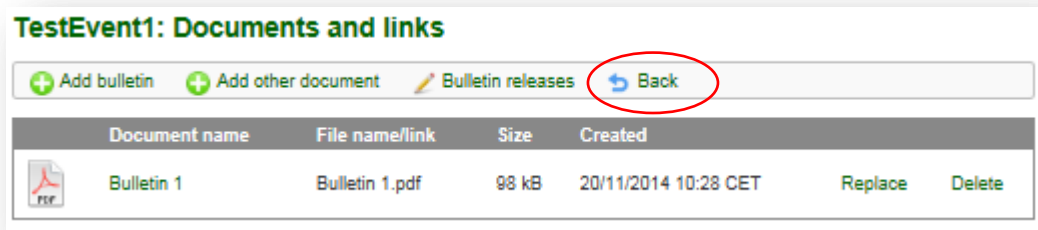
TestEvent1: Edit bulletin release dates

[+ Add](#)

Bulletin 1	<input type="text" value="10/01/2015"/>		Delete
Bulletin 2	<input type="text" value="20/02/2015"/>		Delete
Bulletin 3	<input type="text" value="20/03/2015"/>		Delete


[Save](#) [Cancel](#)

23. Click *Back*, to come to the event's *Edit view*.

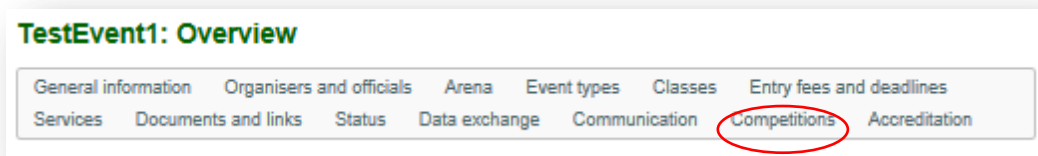


TestEvent1: Documents and links

[+ Add bulletin](#) [+ Add other document](#) [Bulletin releases](#) [← Back](#)

Document name	File name/link	Size	Created		
 Bulletin 1	Bulletin 1.pdf	98 kB	20/11/2014 10:28 CET	Replace	Delete

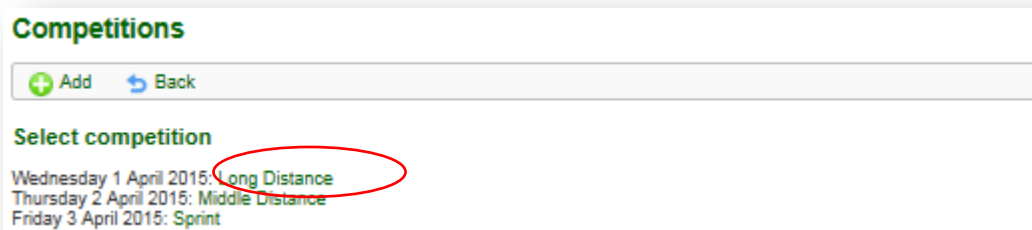
24. The next step is to add the necessary parameters for the competitions inside the event (If the event is a WRE event (only one competition), jump to item 29). Click *Competitions*.



TestEvent1: Overview

[General information](#) [Organisers and officials](#) [Arena](#) [Event types](#) [Classes](#) [Entry fees and deadlines](#)
[Services](#) [Documents and links](#) [Status](#) [Data exchange](#) [Communication](#) [Competitions](#) [Accreditation](#)

25. In the *Competitions* menu you can choose which competition to edit. The dates for the competitions are put in by IOF and cannot be changed by the organiser. The organiser is able to change the time for a competition. Click *Long Distance*.



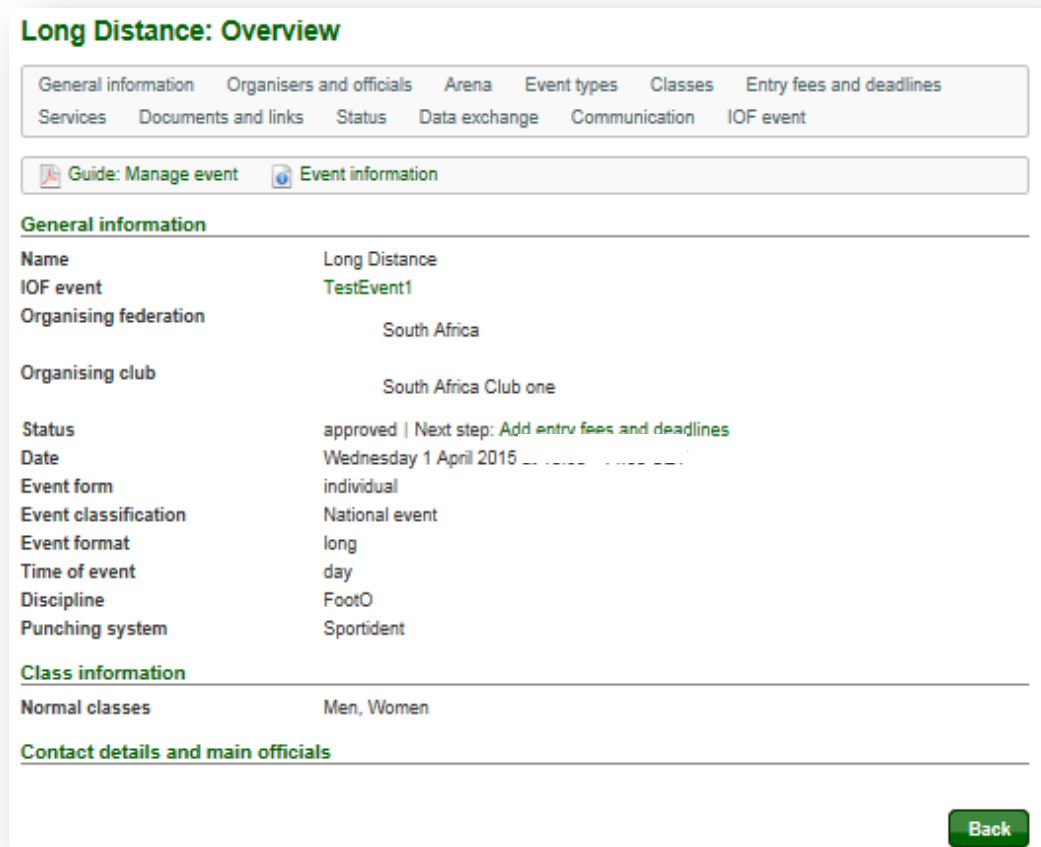
Competitions

[+ Add](#) [← Back](#)

Select competition

Wednesday 1 April 2015: [Long Distance](#)
Thursday 2 April 2015: [Middle Distance](#)
Friday 3 April 2015: [Sprint](#)

26. This is the **Edit view** of the competition (which is NOT the same as the event's *Edit view*). You can now see **<name of the competition>: Overview** in the top left corner, instead of **<name of the event>: Overview**. From this view you are able to add the necessary parameters for a competition as you have done for the event. Go through the menu's *General information, Organisers and officials, Arena, Classes, Entry fees and deadlines* and *services*. When you are done, click *IOF Event* to get back in the *Edit view* of the event. **Necessary classes for the competition are normally already added by IOF.**



Long Distance: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status Data exchange Communication IOF event

Guide: Manage event Event information

General information

Name Long Distance
 IOF event TestEvent1
 Organising federation South Africa
 Organising club South Africa Club one
 Status approved | Next step: Add entry fees and deadlines
 Date Wednesday 1 April 2015
 Event form individual
 Event classification National event
 Event format long
 Time of event day
 Discipline FootO
 Punching system Sportident

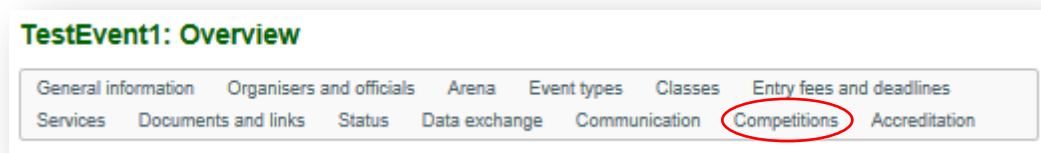
Class information

Normal classes Men, Women

Contact details and main officials

Back

27. Click *Competitions* again, choose the next competition (*Middle distance* in our example) and repeat everything described in step 27 (every competition has its unique set of properties). Finally repeat step 27 for the last competition (*Sprint* in our example).



TestEvent1: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status Data exchange Communication **Competitions** Accreditation

Competitions

[+ Add](#) [← Back](#)

Select competition

Wednesday 1 April 2015: Long Distance
Thursday 2 April 2015: Middle Distance
Friday 3 April 2015: Sprint

28. You are now ready to open the **event**, and its competitions, for entries. To open the event for entries, be sure to be at the *Edit* view of the event and click the menu *Status*.

Note: When you decide to open the event's competitions for entries, you have to do this via the status menu on competition level! You have to change status to *entries opened* for all the competitions of the event separately.

TestEvent1: Overview

[General information](#) [Organisers and officials](#) [Arena](#) [Event types](#) [Classes](#) [Entry fees and deadlines](#)
[Services](#) [Documents and links](#) [Status](#) [Data exchange](#) [Communication](#) [Competitions](#) [Accreditation](#)

29. Select *Entries opened*, and click *Save*.

TestEvent1: Status

Current status: approved

- applied
- approved by region
- approved**
- entries opened
- entries closed
- ongoing
- completed
- Reported
- cancelled (can be set by event administrators on regional level only)

Change status to:

[Save](#) [Cancel](#)

30. The *Status* field In the **Edit view** of the event shows *Entries opened*. Click *Event information* to see the event's **Information view**.

TestEvent1: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
Services Documents and links Status Data exchange Entry overview Communication Competitions
Accreditation

Guide: Manage event **Event information**

General information

Name	TestEvent1
Organising federation	South Africa
Organising club	South Africa Club one
Status	entries opened Next step: Upload start list
Date	Wednesday 1 April 2015 - Sunday 5 April 2015 (Date is preliminary)
Normal entry deadline	Monday 23 March 2015 at 23:59 CET

31. It is now possible to enter the event. The process of entering an event, and its competitions, is described in the *National team manager's guide*.

Event information: TestEvent1

Edit
 Export to calendar
 Back

General information	
Name	TestEvent1
Organising federation	South Africa
Organising club	South Africa Club one
Status	entries opened Next step: Upload start list
Date	Wednesday 1 April 2015 - Sunday 5 April 2015 (Date is preliminary)
Normal entry deadline	Monday 23 March 2015 at 23:59 CET
Late entry deadline	Sunday 29 March 2015 at 23:59 CET
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

Entry

[Manage team entries and service orders](#)

VIP and media entry

Next entry deadline 23 March 2015.

[Enter and/or order services](#)

Documents and links

[Bulletin 1](#) (98 kB, 20/11/2014)

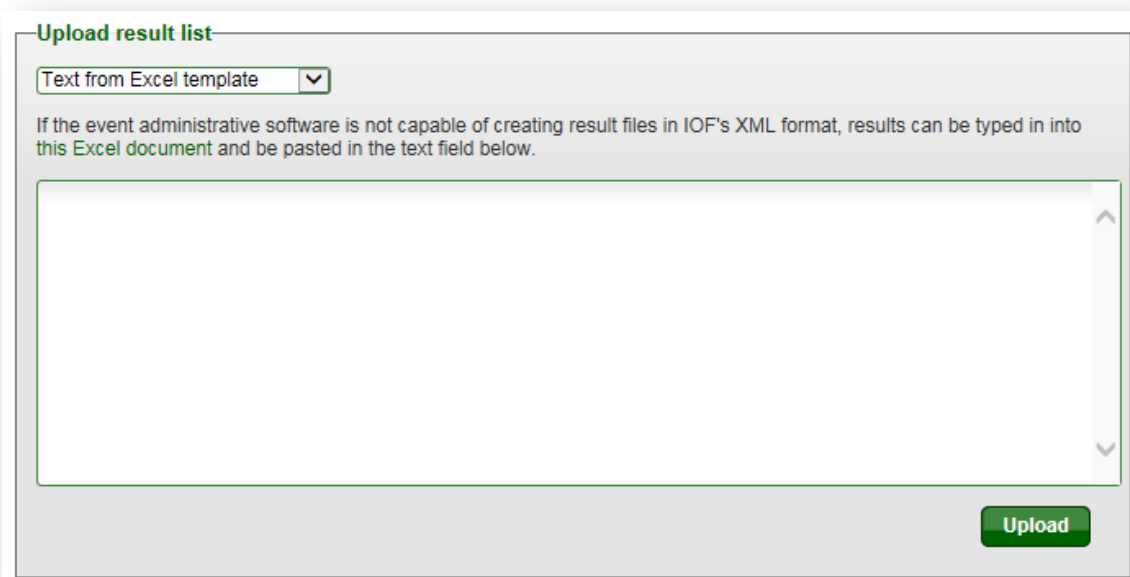
Data exchange

The menu Data Exchange is available at event- and competition level. From this menu you manage all data exchange for the event/competition between IOF Eventor and the outside world (eg the event timing software), such as event details, classes, entries, services, service orders, start lists and results (some event timing systems also offer direct downloads of event information and entries, and direct upload of start- and result lists. In this case the data exchange page in IOF Eventor won't be needed). The files are in IOF XML format and can be downloaded in original format (XML) or compressed format (ZIP), both in IOF XML version 2.0.3 or 3.0. Uploaded files must be of the IOF XML format. File may be compressed in ZIP format to save upload time.

Note that class names have to be the same in the event timing system and IOF Eventor for a class to be exchanged. If a class name does not match, change the class name either in IOF Eventor or in the event timing system. In the latter case, a new file is created before the upload is done.

When uploading a list, the previously uploaded information is replaced for the classes that are included in the list. Information about start times / results for the classes that are not included in the list is removed from Eventor.

Events that do not use an event timing system can input results in an Excel template, whose content is then uploaded. In this case select *Text from Excel template* from the drop down menu under *Upload result list*. Click the link *this Excel document* to download the Excel template and follow the instructions in it.



Upload result list

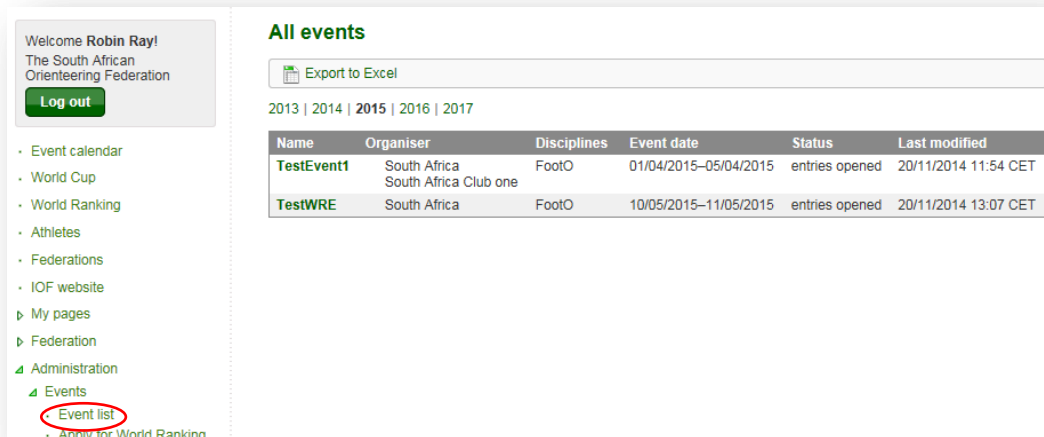
Text from Excel template

If the event administrative software is not capable of creating result files in IOF's XML format, results can be typed in into this [Excel document](#) and be pasted in the text field below.

Upload

Export entries for a competition

1. Click the menu *Administration/Events/Event list* and select the event.



Welcome Robin Ray!
The South African Orienteering Federation
[Log out](#)

- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- Federation
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 - Events**
 - Event list**
 - Apply for World Ranking

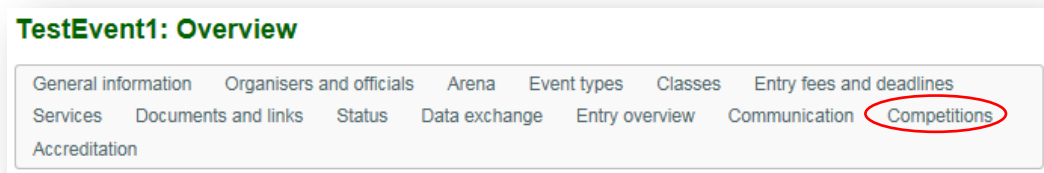
All events

[Export to Excel](#)

2013 | 2014 | **2015** | 2016 | 2017

Name	Organiser	Disciplines	Event date	Status	Last modified
TestEvent1	South Africa South Africa Club one	FootO	01/04/2015–05/04/2015	entries opened	20/11/2014 11:54 CET
TestWRE	South Africa	FootO	10/05/2015–11/05/2015	entries opened	20/11/2014 13:07 CET

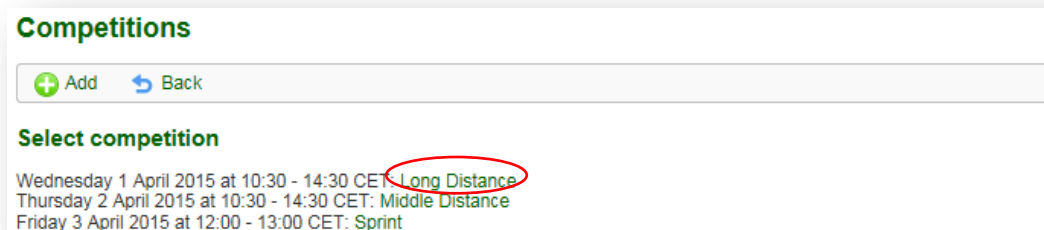
2. From the **Edit view of the event**, click *Competitions*.



TestEvent1: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status Data exchange Entry overview Communication **Competitions**
 Accreditation

3. In this example we will export the entries for the competition *Long Distance*. Click the link *Long Distance*.



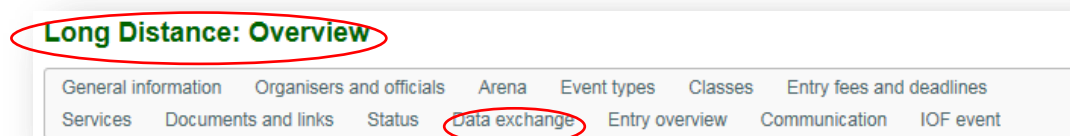
Competitions

[+ Add](#) [← Back](#)

Select competition

Wednesday 1 April 2015 at 10:30 - 14:30 CET: **Long Distance**
 Thursday 2 April 2015 at 10:30 - 14:30 CET: Middle Distance
 Friday 3 April 2015 at 12:00 - 13:00 CET: Sprint

4. You are now in the **Edit view of the competition**. Click the menu *Data exchange*.



Long Distance: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status **Data exchange** Entry overview Communication IOF event

- From the section *Event-specific downloads from Eventor*, row *Export entries (XML ver 3)*, click the link *xml* (the time period is not limited in a certain direction if no time period is given).

Long Distance: Data exchange

[Back](#)

The IOF XML format has two versions. Use version 3.0 if possible.

General downloads from Eventor

IOF XML version 2.0.3
Export organisation register: [xml](#) | [zip](#)
Export person register : [xml](#) | [zip](#)
Export base class register: [xml](#) | [zip](#)

IOF XML version 3.0
Export organisation register: [xml](#) | [zip](#)
Export person register : [xml](#) | [zip](#)
Export base class register: [xml](#) | [zip](#)

Event-specific downloads from Eventor

IOF XML version 2.0.3
Export event: [xml](#) | [zip](#)
Export classes: [xml](#) | [zip](#)
Export entries : [xml](#) | [zip](#) -

IOF XML version 3.0
Export event: [xml](#) | [zip](#)
Export classes: [xml](#) | [zip](#)
Export entries : [xml](#) | [zip](#) -

Event-specific uploads to Eventor

A description of how to create import files for start and result lists in the most common event software systems is found in the [Administrating events guide](#).

[Guide: Manage event](#)

Upload start list

The start list file should be in IOF's XML format. The file may be zipped.

Upload result list

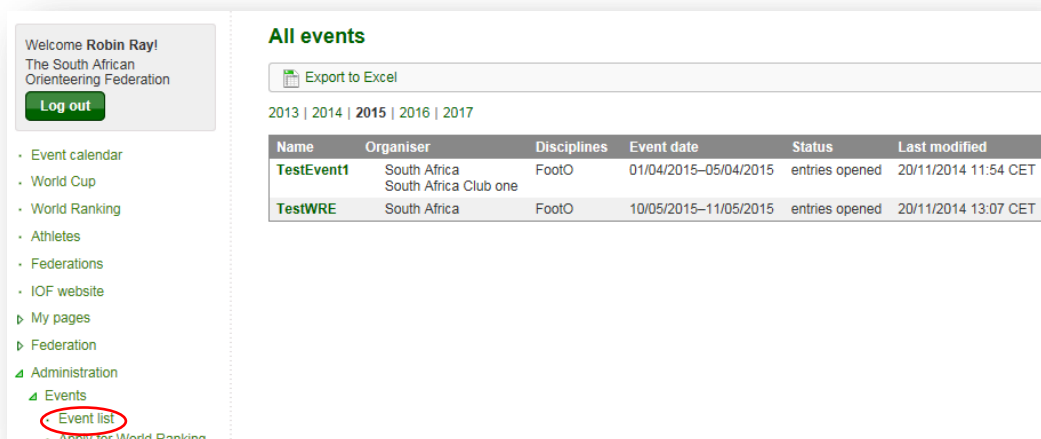
The result list file should be in IOF's XML format. The file may be zipped.

- Save the file.

- The file can now be used to upload entries for the competition *Long Distance* to the event timing software.

Import start lists for a competition

- Click the menu *Administration/Events/Event list* and select the event



Welcome Robin Ray!
The South African Orienteering Federation
[Log out](#)

- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- Federation
- Administration
- Events**
 - Event list**
 - Apply for World Ranking

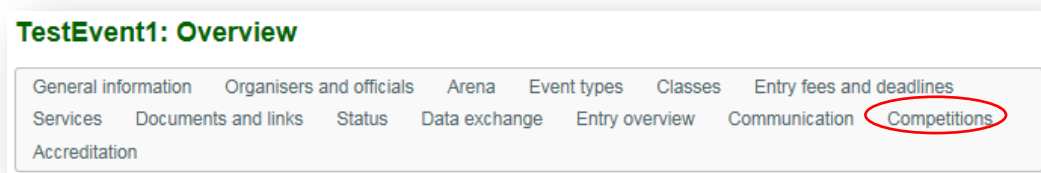
All events

[Export to Excel](#)

2013 | 2014 | **2015** | 2016 | 2017

Name	Organiser	Disciplines	Event date	Status	Last modified
TestEvent1	South Africa South Africa Club one	FootO	01/04/2015–05/04/2015	entries opened	20/11/2014 11:54 CET
TestWRE	South Africa	FootO	10/05/2015–11/05/2015	entries opened	20/11/2014 13:07 CET

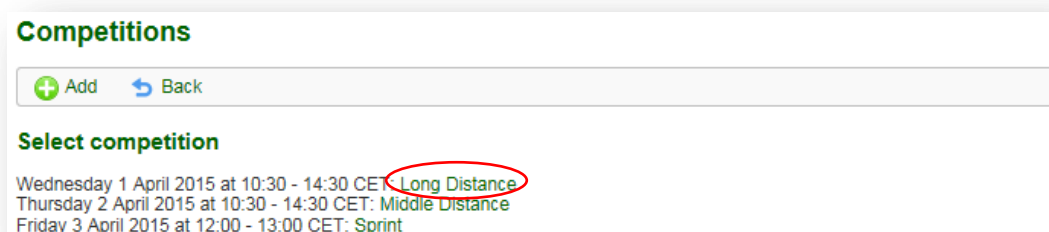
- From the **Edit view of the event** click *Competitions*



TestEvent1: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status Data exchange Entry overview Communication **Competitions**
 Accreditation

- In this example we will import the start lists for the competition *Long Distance*. Click the link *Long Distance*.



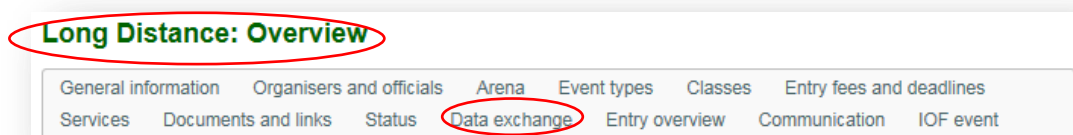
Competitions

[+ Add](#) [Back](#)

Select competition

Wednesday 1 April 2015 at 10:30 - 14:30 CET: **Long Distance**
 Thursday 2 April 2015 at 10:30 - 14:30 CET: Middle Distance
 Friday 3 April 2015 at 12:00 - 13:00 CET: Sprint

- You are now in the **Edit view of the competition**. Click the menu *Data exchange*.



Long Distance: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status **Data exchange** Entry overview Communication IOF event

- From the section *Event-specific uploads to Eventor/Upload start list*, click *Browse*. Select your xml-file and click *Upload*.

Long Distance: Data exchange

[Back](#)

The IOF XML format has two versions. Use version 3.0 if possible.

General downloads from Eventor

IOF XML version 2.0.3

Export organisation register: [xml](#) | [zip](#)

Export person register : [xml](#) | [zip](#)

Export base class register: [xml](#) | [zip](#)

IOF XML version 3.0

Export organisation register: [xml](#) | [zip](#)

Export person register : [xml](#) | [zip](#)

Export base class register: [xml](#) | [zip](#)

Event-specific downloads from Eventor

IOF XML version 2.0.3

Export event: [xml](#) | [zip](#)

Export classes: [xml](#) | [zip](#)

Export entries : [xml](#) | [zip](#) -

IOF XML version 3.0

Export event: [xml](#) | [zip](#)

Export classes: [xml](#) | [zip](#)

Export entries : [xml](#) | [zip](#) -

Event-specific uploads to Eventor

A description of how to create import files for start and result lists in the most common event software systems is found in the [Administrating events guide](#).

[Guide: Manage event](#)

Upload start list

The start list file should be in IOF's XML format. The file may be zipped.

Upload result list

The result list file should be in IOF's XML format. The file may be zipped.

6. A view with a summary of what will be imported is shown. **Note** if a class name does **not** match (picture 1), change the class name either in IOF Eventor or in the event timing system. In the latter case, a new file is created before the upload is done.

In the example below the class *Brown-Copy* is present in the uploaded file, but the class name in IOF Eventor is *Brown*. To be able to import even the class *Brown-Copy*, you have to go to the menu *Classes*, rename the class to *Brown-Copy* and then upload the file again (see picture 2 below). Click *Import* to import the start lists.

Picture 1, class name does **not** match

Race The Castles, Edinburgh Castle: Import start list

This is a preview of the information in the start list file. Make sure that the information is correct and click *Import* at the bottom of the page. Note that the import may take a long time to complete, so don't click *Cancel* or the back button of your browser while the import is progressing.

Classes present in both the uploaded file and in Eventor

Check the classes whose information in Eventor should be updated based on the content in the uploaded file. Previously uploaded information will be deleted for classes that are not checked.

Select all: Deselect all

Import	Name	Competitors in the file
<input checked="" type="checkbox"/>	Black	89
		89

Classes only present in the uploaded file

These classes are not present in Eventor and no information will be added when importing the file. You either need to adjust the names of the classes in the file so they match the name of the classes in Eventor, or add new classes in Eventor in the *Classes* section. Then upload the file once again.

Import	Name	Competitors in the file
<input type="checkbox"/>	02 Brown - Copy	62
		62

Classes only present in Eventor

Previously uploaded information in these classes will be deleted when importing.

Import	Name	Competitors in the file
	Brown	

Picture 2, class names match

Race The Castles, Edinburgh Castle: Import start list

This is a preview of the information in the start list file. Make sure that the information is correct and click *Import* at the bottom of the page. Note that the import may take a long time to complete, so don't click *Cancel* or the back button of your browser while the import is progressing.

Classes present in both the uploaded file and in Eventor

Check the classes whose information in Eventor should be updated based on the content in the uploaded file. Previously uploaded information will be deleted for classes that are not checked.

Select all Deselect all

Import	Name	Competitors in the file
<input checked="" type="checkbox"/>	Black	89
<input checked="" type="checkbox"/>	Brown - Copy	62
		151

- The start lists will now be uploaded and visible via the **Information view** of the event/competition. To see the start lists, click the link *Start list*.

Event information:

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

General information

Name	:
Organising federation	:
Status	completed
Date	Saturday 11 October
Event form	individual
Event classification	International event
Event format	sprint
Discipline	FootO
Event type	World Ranking Event
Punching system	manual punching

Class information

Results

- [Result list \(0\)](#)
- [Upload route](#)

Start times

- [Start list \(0\)](#)

Entry

Entry is closed.

- The start list view.

Start list for Race The Castles, Edinburgh Castle

Event information Show start list by organisation Print

Name: Race The Castles, Edinburgh Castle
 Organiser: United Kingdom
 Date: Saturday 11 October

01 Black 14 200 m, 89 entered competitors

Bib number	Punching card number	Name	Organisation	Start time
72		Zsolt Lenkei	HUNGARY	09:43
98		David Godfree	FVO	09:45
97		Peter Gardner	INT	09:47
96		Mark Purkis	EUOC	09:49
95		Brendan Bolland	WAROC	09:51
94		Andrew Dale	CYM	09:53
93		Richard Purkis	EUOC	09:55

Import result lists for a competition

- Click the menu *Administration/Events/Event list* and select the event

Welcome Robin Ray!
 The South African Orienteering Federation
 Log out

- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- Federation
- Administration
 - Events
 - Event list
 - Apply for World Ranking

All events

Export to Excel

2013 | 2014 | 2015 | 2016 | 2017

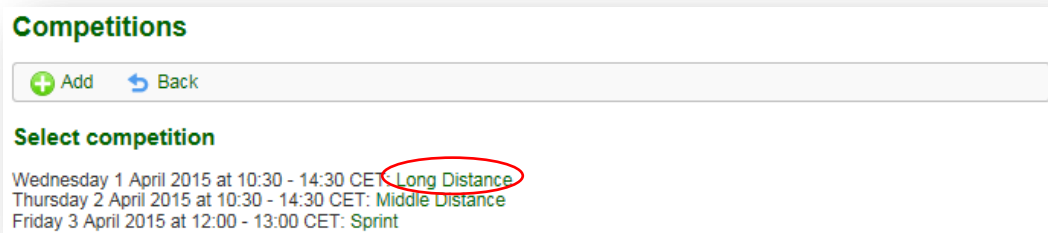
Name	Organiser	Disciplines	Event date	Status	Last modified
TestEvent1	South Africa South Africa Club one	FootO	01/04/2015–05/04/2015	entries opened	20/11/2014 11:54 CET
TestWRE	South Africa	FootO	10/05/2015–11/05/2015	entries opened	20/11/2014 13:07 CET

- From the **Edit view of the event** click *Competitions*

TestEvent1: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
 Services Documents and links Status Data exchange Entry overview Communication **Competitions**
 Accreditation

- In this example we will import the results for the competition *Long Distance*. Click the link *Long Distance*.



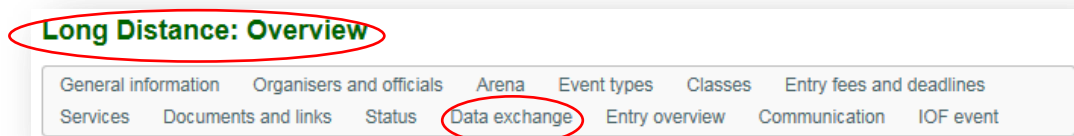
Competitions

[+ Add](#) [Back](#)

Select competition

Wednesday 1 April 2015 at 10:30 - 14:30 CET: [Long Distance](#)
Thursday 2 April 2015 at 10:30 - 14:30 CET: [Middle Distance](#)
Friday 3 April 2015 at 12:00 - 13:00 CET: [Sprint](#)

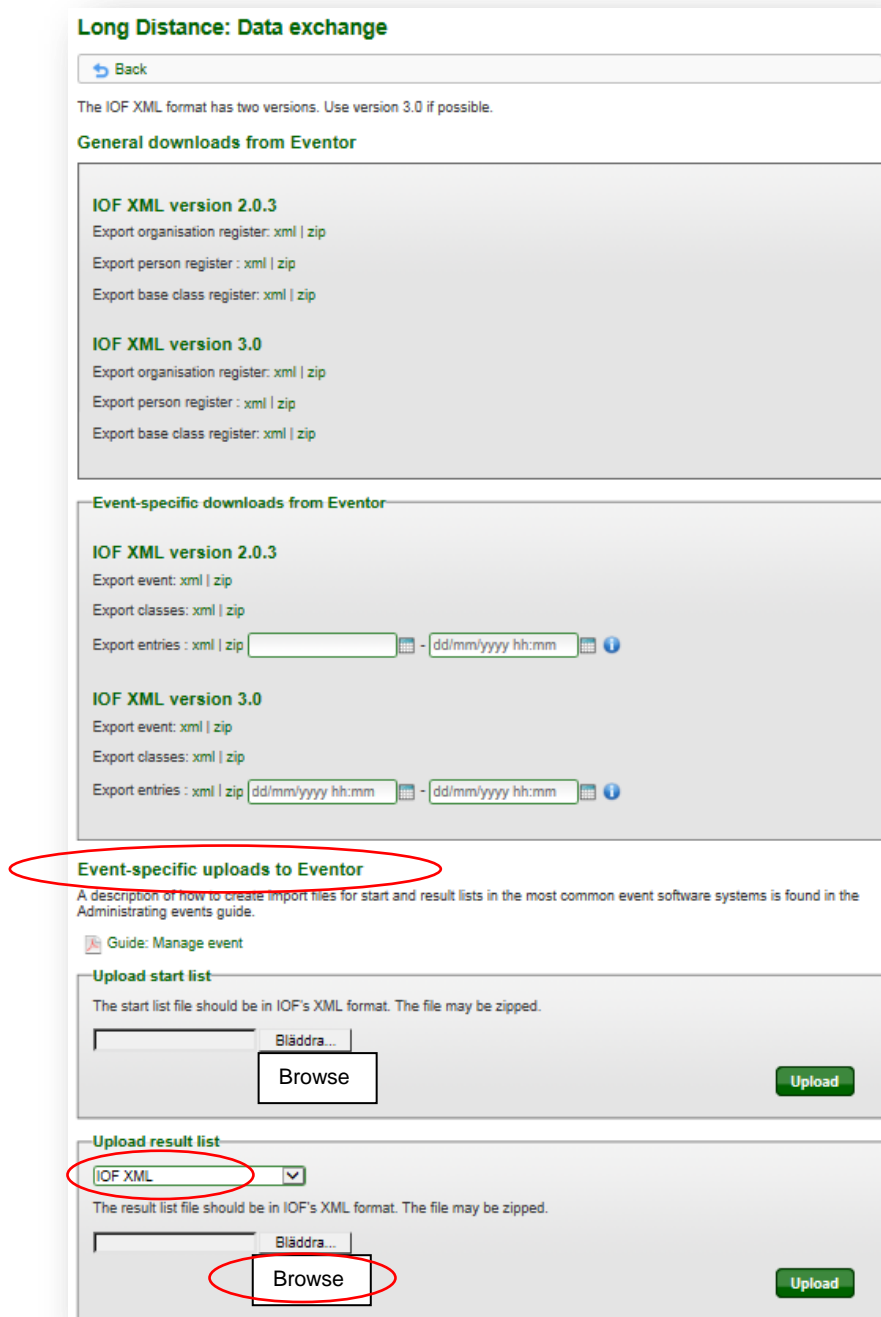
- You are now in the **Edit view of the competition**. Click the menu *Data exchange*.



Long Distance: Overview

General information Organisers and officials Arena Event types Classes Entry fees and deadlines
Services Documents and links Status [Data exchange](#) Entry overview Communication IOF event

- From the section *Event-specific uploads to Eventor/Upload result list*, click *Browse*. Select your xml-file and click *Upload*.
(Note: events that do not use an event timing system can input results in an Excel template, whose content is then uploaded. In this case select *Text from Excel template* from the drop down menu under *Upload result list*. Click the link *this Excel document* to download the Excel template and follow the instructions in it.)



Long Distance: Data exchange

[Back](#)

The IOF XML format has two versions. Use version 3.0 if possible.

General downloads from Eventor

IOF XML version 2.0.3
 Export organisation register: xml | zip
 Export person register : xml | zip
 Export base class register: xml | zip

IOF XML version 3.0
 Export organisation register: xml | zip
 Export person register : xml | zip
 Export base class register: xml | zip

Event-specific downloads from Eventor

IOF XML version 2.0.3
 Export event: xml | zip
 Export classes: xml | zip
 Export entries : xml | zip -

IOF XML version 3.0
 Export event: xml | zip
 Export classes: xml | zip
 Export entries : xml | zip -

Event-specific uploads to Eventor

A description of how to create import files for start and result lists in the most common event software systems is found in the [Administering events guide](#).

[Guide: Manage event](#)

Upload start list
 The start list file should be in IOF's XML format. The file may be zipped.

Upload result list
 The result list file should be in IOF's XML format. The file may be zipped.

- A view with a summary of what will be imported is shown.
Note if a class name does not match (picture 1), change the class name either in IOF Eventor or in the event timing system. In the latter case, a new file is created before the upload is done.
In the example below the class *Brown-Copy* is present in the uploaded file, but the class name in IOF Eventor is *Brown*. To be able to import even the class *Brown-Copy*, you have to go to the menu *Classes*, rename the class and then upload the file again (see picture 2 below).

Click *Import* to import the result lists.

Picture 1, class name does **not** match

Race The Castles, Edinburgh Castle: Import result list

This is a preview of the information in the result list file. Make sure that the information is correct and click *Import* at the bottom of the page. Note that the import may take a long time to complete, so don't click *Cancel* or the back button of your browser while the import is progressing.

Classes present in both the uploaded file and in Eventor

Check the classes whose information in Eventor should be updated based on the content in the uploaded file. Previously uploaded information will be deleted for classes that are not checked.

Select all: Deselect all

Import	Name	Competitors in the file
<input checked="" type="checkbox"/>	Black	89
		89

Classes only present in the uploaded file

These classes are not present in Eventor and no information will be added when importing the file. You either need to adjust the names of the classes in the file so they match the name of the classes in Eventor, or add new classes in Eventor in the **Classes** section. Then upload the file once again.

Import	Name	Competitors in the file
<input type="checkbox"/>	02 Brown - Copy	62
		62

Classes only present in Eventor

These classes are left unaffected when importing.

Import	Name	Competitors in the file
	Brown	

Skip post-processing (connection of anonymous results and pre-caching of start and result lists)

Picture 2, class names match

Race The Castles, Edinburgh Castle: Import result list

This is a preview of the information in the result list file. Make sure that the information is correct and click *Import* at the bottom of the page. Note that the import may take a long time to complete, so don't click *Cancel* or the back button of your browser while the import is progressing.

Classes present in both the uploaded file and in Eventor

Check the classes whose information in Eventor should be updated based on the content in the uploaded file. Previously uploaded information will be deleted for classes that are not checked.

Select all: Deselect all

Import	Name	Competitors in the file
<input checked="" type="checkbox"/>	Black	89
<input checked="" type="checkbox"/>	Brown - Copy	62
		151


Skip post-processing (connection of anonymous results and pre-caching of start and result lists)

- You get an information box where you have the results of the data import. Click the link *the results are connected to the right persons* to find out if any competitor in the start list is
- [Organiser's Guide to IOF Eventor 2014](#)

IOF Eventor



missing an IOF Eventor ID.

 The upload was completed. [Results](#)

Check that the results are connected to the correct persons. This is a requirement for correct data exchange with other systems.

Race The Castles, Edinburgh Castle: Data exchange

[← Back](#)

- For each result, a suggestion of matching persons is shown. Pick the correct person and click **Connect** to the right of the list. **CAUTION!** If the correct person is not in the list, please contact the support staff. When you are ready, click **Save**.

Connect results: Race The Castles, Edinburgh Castle

This page lists results for competitors that are missing a person ID. Only name and organisation information is present. A missing person ID means that the result is anonymous and won't be included in a personal result summary.

For each result, a suggestion of matching persons is shown. Pick the correct person for each result and click **Connect** to the right of the list. **CAUTION!** Only connect results where you are certain that the result belongs to the person! If the correct person is not in the list, please contact the support staff.

Class	Plac	Name	Club	Time	Connect to
02 Brown - Copy	20	Rebecca Harding (1993)	ENG	1:37:11	Rebecca Harding (1) Connect
02 Brown - Copy	50	Gemma Karalay (1993)	ESOC	2:38:56	No matching person
02 Brown - Copy	52	Wai Lan Iris Lui (1993)	HKOXCC	2:47:42	Wai Lan Iris Lui (1) Connect
02 Brown - Copy	54	Elbhiln Largey (1993)	IRL	3:22:29	No matching person
01 Black	1	Daniel Hubmann	SWITZERLAND	1:30:42	Daniel Hubmann

02 Brown - Copy Regina Kelly (1993) IRL mispunched Regina Kelly

Save **Cancel**

- The result list is presented.

Information saved.

Official results for Race The Castles, Edinburgh Castle

Event information | Show result list by organisation | Connect results | Upload route | Print

Name: Race The Castles, Edinburgh Castle
 Organiser: United Kingdom
 Date: Saturday 11 October

01 Black 14 200 m, 89 starting competitors

Plac	Name	Organisation	Time	Diff	Km time
1	Daniel Hubmann	SWITZERLAND	1:30:42		6:23
2	Oleksandr Kratov	OK Orion	1:33:22		6:34
3	Martin Hubmann	SWITZERLAND	1:33:53		6:36
4	Timo Sild	KJSK	1:34:28		6:39
5	Magne Daehli	Halden SK	1:34:41		6:40
6	Olav Lundanes	Halden SK	1:34:46		6:40
7	Fabian Hertner	Kalevan Rasti	1:35:05		6:41

10. The result list is always visible via the **Information view** of the event/competition.

Event information: Race The Castles, Edinburgh Castle

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

General information	
Name	Race The Castles, Edinburgh Castle
Organising federation	United Kingdom
Status	completed Next step (if needed): Upload result list
Date	Saturday 11 October
Event form	individual
Event classification	International event
Event format	sprint
Discipline	FootO
Event type	World Ranking Event
Punching system	manual punching

Results

[Result list \(0\)](#)
[Upload route](#)

Start times

[Start list \(0\)](#)

Entry

Entry is closed.