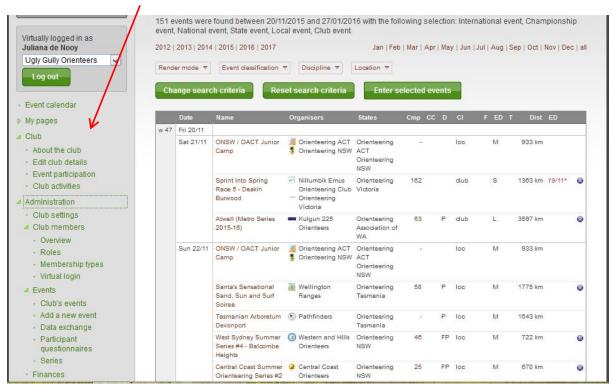
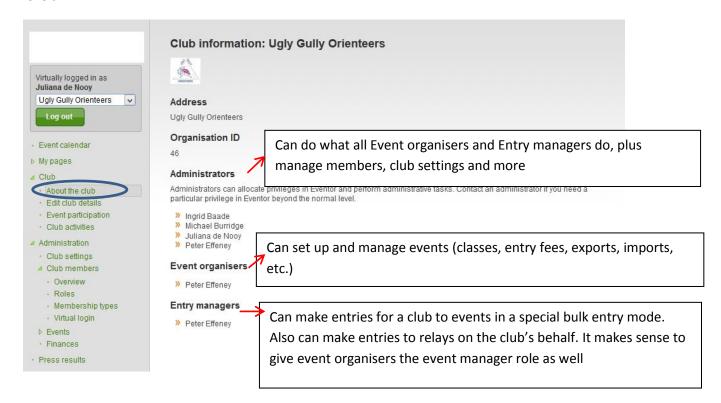
ADMINISTRATIVE ROLES IN EVENTOR

Club members may have additional roles assigned to them under their club login, relating to club memberships and event management.

Someone with full administrative rights will see the following menu options relating to club set up, memberships and club events. Others may have access to one or more of these, depending on the role assigned to them by the club administrative officer.



The menu "About the Club" shows what's been set up and what members have additional access levels.



The menu "Edit Club Details" is where the club contact information is maintained on Eventor. This should be kept up to date by the club administrator.

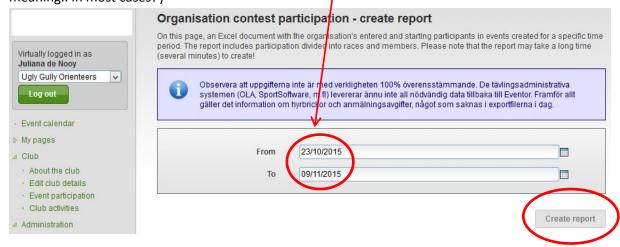
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ana de Nooy	Organisation level	club	
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Overview	Postal code *	Tr.	
Roles		ra - 2	
Membership types	State	[none]	~
Virtual login	Country *	Australia	
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The "Event Participation" menu is a handy tool that tells you what events your club members competed in over a particular year and month. Clicking on the blue results button gives you a list of how your club members placed in that event.



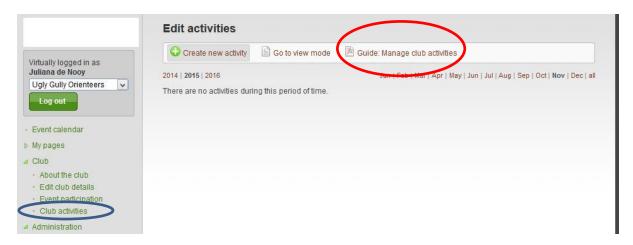
You can also click on "create report" and generate an excel report for any specified period.

(Note however that the report currently has Swedish column headings, although you can guess their meaning.. in most cases!)



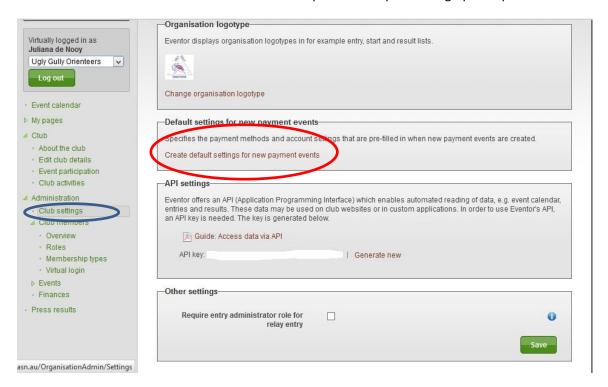
The menu "Club Activities" allows a club to gauge member participation in non-event type club activities such as training, clothing orders, camps, questionnaires. If you click on "Edit Activities", you'll see the menu below.

There's a link to a guide that tells you how to set up club activities if clubs wish to use this facility.

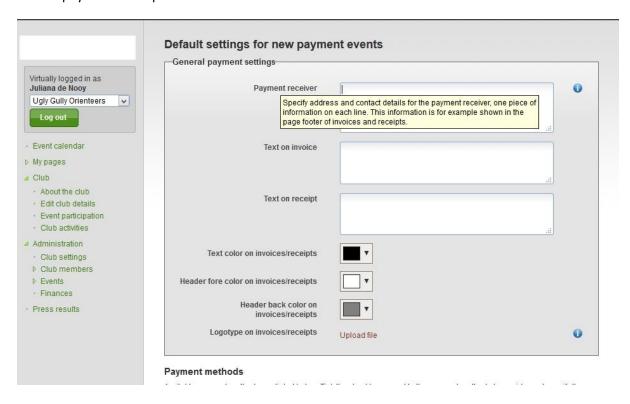


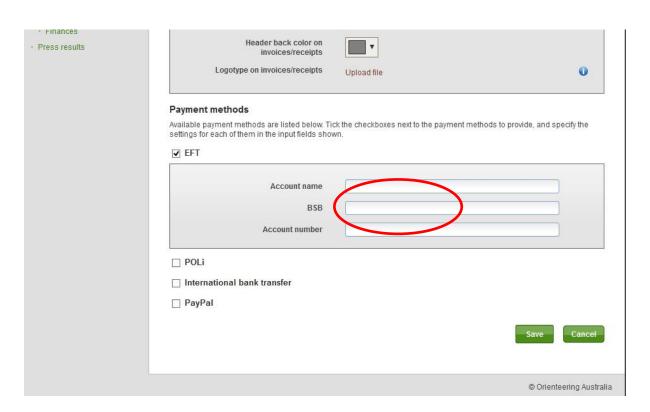
Under the menu "Administration", the sub menu "Club Settings" is where you load the club logo, and where you can set up online payment options for entry to your club events if required.

The API settings are used for interfacing information back to the club website. A link to the guide is included. This should be referred to the club IT experts for help in setting up if required.

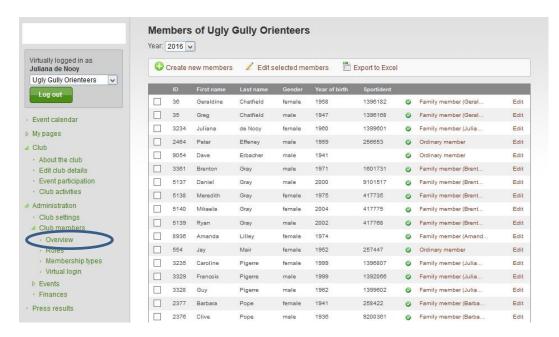


The default settings for event payments opens up the following window, where you specify contact details to show on the footer of invoices/receipts, and where you can set up the club's bank details for EFT payments if required.

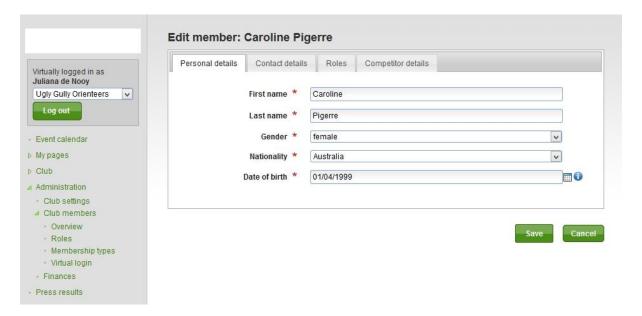




Under the "Club members", "Overview" menu, you'll get a list of all your club members.



Clicking on the 'edit" button next to someone's name provides their membership information, including personal data and contact details.

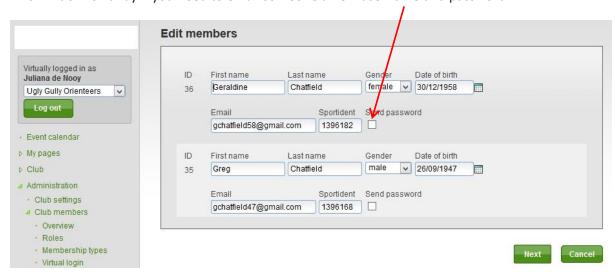


If they need assistance updating their information, you can amend it here. **Note that this will also update their details at the state level for OQ.**

You can also use the "Edit selected members" button at the top to bring up some basic information on each member of, say a family.

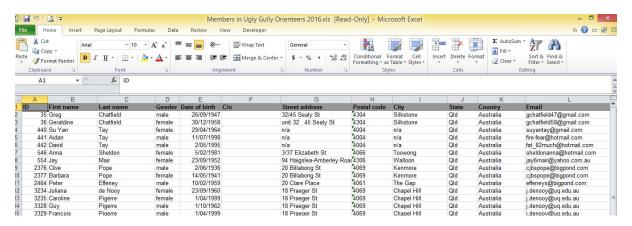


This window is handy if you need to email someone a new username and password

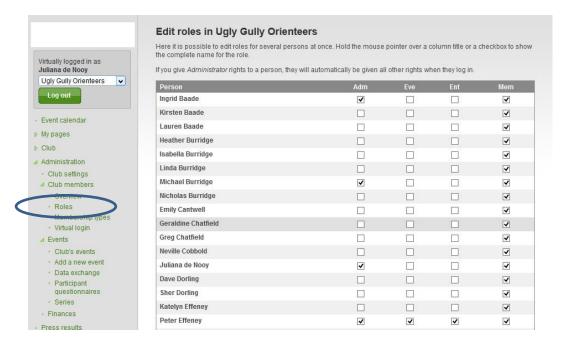


Don't use the "create new members" button, at the top of the overview table as registration is done through the state body.

The "export to excel' button will create a list of your members on excel, which you can then use for reporting purposes.



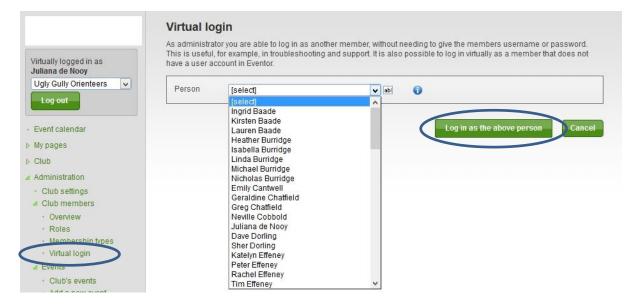
The menu "Roles" under "Club members" list what administrative access levels your club members have. By ticking the relevant box next to their name and saving the change, the member will have that access level the next time they log in.



The "Membership Types" menu is dealt with by the OQ membership officer, so there shouldn't be any need to access this.



The "Virtual Login" menu allows you to log in as any of your members for trouble shooting and support issues. If it's a membership problem, this should be referred to the OQ membership officer.

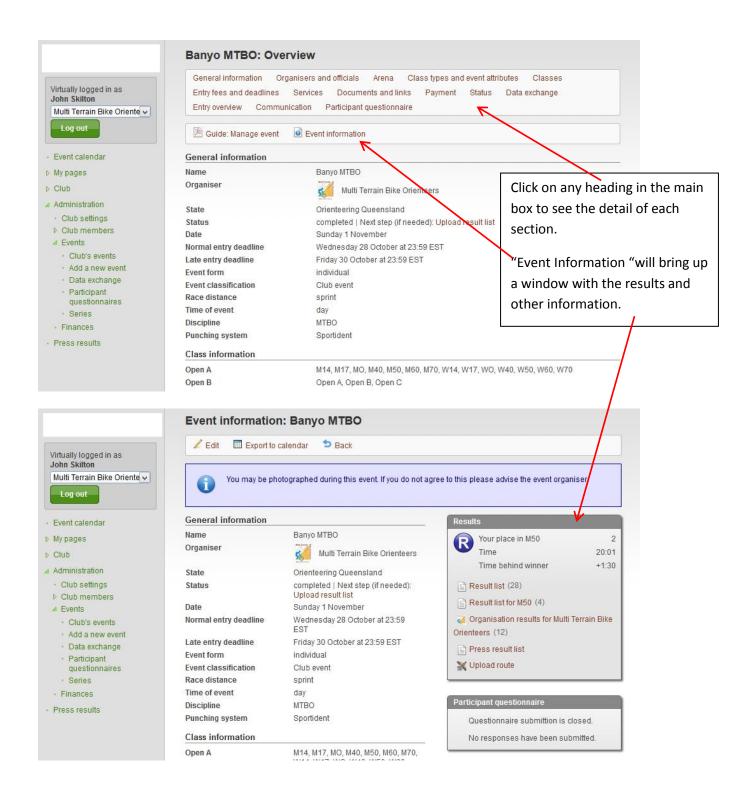


The next set of menus relates to "Events"

The menu "Club Events" lists just that.. Events your club has set up on Eventor for a specified year.



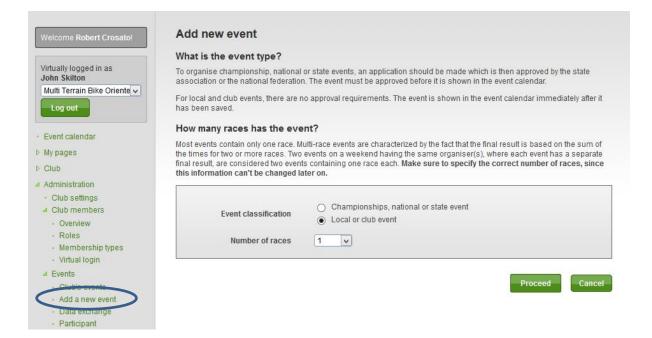
You can click on any one event to see the detail of how it was set up, the results, etc.



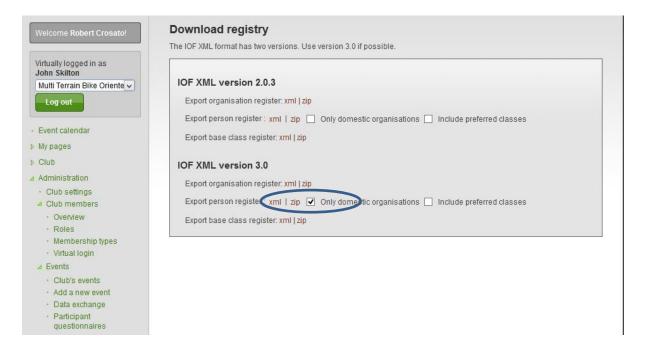
The Club Event's page also has a "Guide to Manage events" that you can download and use to help set up new events.



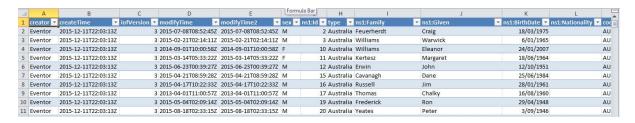
This should be referred to as a separate exercise before "adding a new event" which is the next menu option. A more precise guide to setting up local club events will hopefully also be available in the future.



The next menu option "Data Exchange" is one that club's won't use much. It produces some xml files that can be opened with Microsoft excel, the main report being a full list of members across Australia.



This can be helpful if you're tracking down what club some other member belongs to.



The next menu "Participant Questionnaires" enables you to set up a questionnaire to get feedback for an event. Refer to the guide if you wish to do this.



The next menu is for when you want to link a number of events into a "series" and allocate points to placegetters for each event. Refer to the guide on how to do this.

General

The term "series" means the series of a number of events where the competitors' results in each event are scored and where the series of results are based on the points obtained in the events.

Eventor supports management of series, classes and events with its score tables and rules.

Results from events can be downloaded from Eventors results database, from result files in IOF XML format or be entered manually.

The start page for the series can be reached via *Event administration* → *Series* in menu of Eventor. Note that you need to be logged in and have the role *Event manager*.



The "Finances" menu isn't relevant at the club level for OQ organisations.

The "press results "menu lists the events that have occurred over the last week, enabling you to quickly download results for any reporting.

