

IOF Eventor: Information to IOF event organisers

The new IOF Event Management Service IOF Eventor is now open.

IOF Eventor is a service that provides a single entry point for entries to IOF events and World Ranking Events (WREs), for start lists, competition information and results, as well as for rankings and World Cup. IOF Eventor also serves as a register of athletes and has the IOF calendar with events and details.

As IOF event organisers you will be able to:

- publish bulletins, embargoed areas etc.
- edit the contact details for your event
- collect entries
- collect accommodation & services bookings
- export participant lists
- import start lists and result lists

What are IOF event organisers required to do in IOF Eventor?

It will be **mandatory** to have the entry to all IOF event classes via the IOF Eventor (in most events this is the classes M/W21E), to upload bulletins in IOF Eventor, and to import results into the system right after the race. We also recommend all organisers to make sure that the details of their respective event are up-to-date, especially the contact details and the URL for the event website. It is free for each organiser to choose which of the other functionalities they wish to use.

How do I start using IOF Eventor?

You can access IOF Eventor through the links on the IOF website, or directly via eventor.orienteering.org. To get started, all persons need to create a personal user account, which can then be connected to their role in a club. The connection will be made by the person holding the administrator role for the respective club. The role you will need in order to edit an IOF event in IOF Eventor is the Event Organiser role.

When you have your user account ready and have been allocated Event Organiser role in your club, please contact your national federation and ask them to add your club as organiser of your respective IOF event in IOF Eventor. After this you can log in and start editing the event details through *Administration / Events / Club's events*.

Entries

Starting from season 2015 it will be mandatory to have entry to the IOF event through IOF Eventor. **It is not recommended that IOF Eventor is used to collect entries for classes other than W/M21E** because participants will need to have a user account in IOF Eventor in order to enter. With respect to major events this means that entries for spectator competitions should not be collected using Eventor.

Entries to the event are made by national federations. National teams are entered by a person holding National Team Manager role in the respective national federation. More info regarding the entry process can also be found in the National Team Manager Guide available at <http://eventor.orienteering.org/Home/HelpAndSupport>.

Results

The primary format for importing results into IOF Eventor is IOF XML 3.0 format, further details of which can be found at <http://orienteering.org/resources/it/data-standard-3-0/>. In order to test compatibility with your result system, please download a test file from <https://code.google.com/p/iofdatastandard/source/browse/#svn%2Ftrunk%2FExamples%253Fstate%253Dclosed>. Organisers who are not able to produce XML file will be able to import results using an XLS template (see separate document).

New IOF IDs

New IOF IDs will no longer be created by submitting a request to the IOF but by creating a user account in IOF Eventor.

How to download World Ranking standings?

Ranking standings of a certain date can be downloaded from this page:

<http://ranking.orienteering.org/Ranking>

The IOF is just starting to use IOF Eventor, please report possible bugs/problems/questions to eventor@orienteering.org. Any questions can be sent to the same address. Notice that there are also a Help and Support page with a link to Frequently Asked Questions in IOF Eventor at <http://eventor.orienteering.org/Home/HelpAndSupport>.

Information by the IOF Office, May 2015 (edited by Ursula Häusermann)