





Guide to Eventor World (Hong Kong) Eventor World (香港) 用戶手冊



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#### 1. Introduction **簡介**

With the gain in popularity and increasing number of Orienteering events in Hong Kong, starting from February 2020, OAHK will use Eventor World (Hong Kong) (Eventor) as the official platform to manage local orienteering events. This document serves as a user guide.

香港定向活動日漸成熟及比以往更多元化,由 2020 年2月起,香港定向總會開始使用 Eventor World (香 港) (Eventor) 為官方平台管理本地定向活動。此文件 為公眾使用 Eventor 的用戶手冊。

# 2. General Guidelines 通用指引

a. Create an account 帳戶設定

Click the URL below of Eventor World (Hon

g Kong): Eventor World 香港網址如	下	:
------------------------------	---	---

1. Cl

1.	Click Create account	1. 按 建立帳戶
	Event calendar	Create account Log in
	Event calendar	
	29 events were found between 01/01/2020 and 31/12/2020 with t	the following selection: Orienteering Association of Hong Kong.
	2017   2018   2019   <b>2020</b>   2021   2022	Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec   <b>all</b>
	Event classification 💌 Orienteering Association of Hong Ko	ng 🔻 All disciplines 💌 Show as a list 💌 Hide map 💌 All event types 💌
	Change search criteria Reset search criteria	
	Enter selected events	
	Date Event	Organiser Regions D CI F ED ED
	4 Jan Roving Fun Day - North District Park	Leisure and Cultural Services Department Orienteering Association of Club L
2.	Enter club information (if applicable)	2. 選擇屬會資料
3.	Input personal details	3. 輸入個人資料

https://hongkong.eventorworld.org/Events

4. Create username and password

- 3. 輸入個人資料
- 4. 選擇你的用戶稱

Note: Please note that one username must only be used by one participant. Do NOT attempt to use the same username to make entries for more than one person by changing personal information.

5. Save and finish

注意:Eventor會整合一個人的參與記錄,因此一 個用戶名稱只供一人使用。聯絡電郵可以重覆使 用,但請勿使用同一用戶名稱並透過更改個人資 料管理多人或為另一人作新報名。

5. 儲存並完成

b	. Change personal in	formation 更改個人資料 1 按 我的頁面			
	Event calendar	II 1女 我时真面 My	pages	Club	Hello <del>-</del>
	<ul> <li>Edit profile</li> <li>My events</li> </ul>	Eventor World ID       214         First name *       Hello         Last name *       World         Gender *       female         Nationality *       Hong Kong         Date of birth *       20/12/1996		i	
C.	Change details and save Forgot login details Click Log in	<ol> <li>更改並儲存</li> <li>忘記登入資料</li> <li>技 登入</li> <li>支 按 忘記代的登 ( 茶料)</li> </ol>		Save	
E	lick i nave forgotten my	ogin details 2. 按 忘記找的登入負科	Create	account	Log
	Log in Provide your login details to log in to Ev If you don't have a user account, you ne Userna Passw Remer	entor. ed to register. me		0 0 0	
E	nter username or passw	ord as appropriate 3. 選擇所須資料			
E	vent calendar		Creat	e account	Lo
	Have you forgotten your If you have forgotten your password, If you have forgotten your username Username Email	username or password? fill in your username and click on <i>Send</i> . The email address is not required in this case. fill in the email address that you used when you registered and click on <i>Send</i> .			
	Email	apil is used for multiple 4 苯方条协一团框后使用同一	Send	Can	icel .

- 4. accounts, please choose the appropriate account.
- 請選擇適當的 電郵 帳戶。



- information.
  - d. Payment 付款

OAHK will use PayPal as the payment platform.

總會將會以 PayPal 作為收款平台。

Please manage your payment settings on PayPal 賽員可到 PayPal 網址管理繳款選項: website.

http://www.PayPal.com

- 3. As a Local Runner 本地定向人
  - a. OAHK membership 香港定向總會會籍

Eventor is currently used for event registration only. Creating an Eventor account does not imply application for / renewal of OAHK membership, which has to be done separately (by xxx).

- 1. New applicants should follow steps in section 2a to 1. 新入會人士請先跟據 2a.建立帳戶,然後到 create an Eventor account, then proceed to My Page. Existing OAHK members can go to My Page directly.
- 2. Please note down your Eventor World ID, which is 2. Eventor World ID 就是你的總會會員編號。請以此 your OAHK membership number. Please apply or renew your OAHK membership using this number.

Eventor 暫時只負責處理報名事宜,建立 Eventor 帳 戶不代表入會/續會香港定向總會會籍。

我 的頁面。

續會人士請直接到 我的頁面。

號碼及按總會公報的程序入會/續會。

Event calendar	My pages Club Administration
<ul><li>Edit profile</li><li>My events</li></ul>	My profile
	Personal details Contact details Login Competitor details Organisations Information
	Eventor World ID 3 4
	Last name * [
	Gender *
	Date of birth *
	Save

- 3. Note: A competitor's result in a Ranking League 3. 注意:賽員必須在一場賽事前三個星期辦妥總會 Competition be counted towards ranking if he or she has registered as a member of the Association three weeks before the competition.
  - b. Entry 報名
    - New entry 新報名 i.
- 1. Log in using your own club.

- 註冊,該次賽事成 績方可作排名計算。
- 1. 賽員須先以自己的屬會登入 Event calendar My pages Club Administration Welcome Event calendar H Ho 27 events were found between 01/01/2020 and 31/12/2020. Ho Force 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Jan | Feb | Ma z(REvent classification v All federations 🔻 All disciplines 🔻 Show as a list 🔻 Hide map 🔻 All event types 🔻 Change search criteria Reset search criteria Enter selected events ED ED Date Regions D Event Organiser Roving Fun Day - North District Park 4 Jan Leisure and Cultural Services Hong club S Department Kong Orienteering Association of Hong Kong 5 Jan Roving Fun Day - Hong Kong Velodrome Park Leisure and Cultural Services Hong club S Department Kona ÷ 2. Select event(s) that you would like to enter by 2. 點選賽事年曆內擬報名的活動右方的方格(可多 於一個),然後按 clicking the box on the right-most column. Click Enter 報名已選活動。 selected events. Event calendar My pages Club Administration Event calendar 3 events were found between 01/03/2020 and 31/03/2020. 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | all All federations 🔻 All disciplines 🔻 Show as a list 🔻 Hide map 🔻 Event classification -All event types 
  Change search criteria Reset search criteria Enter selected events Date Event ED Regions Oraa 8 Mar Hong Kong Orienteering Ranking League 2020 (Sprint) - Stage 2 MOPC Hong Kong loc S Orienteering Association of Hong Kong 15 Mar Youth Orienteering Championships 2019/20 Orienteering Association of Hong Kong Hong Kong loc Μ 22 Mar Hong Kong Orienteering Ranking League 2020 (Middle/Long) - Stage 3 Metropolitan Orienteering Club М Hong Kong loc 1/3 1 a Orienteering Association of Hong Kong 2017 | 2018 | 2019 | **2020** | 2021 | 2022 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | all Enter selected events 🚔 Print Export to Excel 🛛 🥅 Export to calendar
- correct (as shown in the upper box in the photo below). Click Next.
- 3. Check whether the club, class and SI number are 3. 再次檢查下圖上方的屬會、組別及 SI 號碼是否正 確,然後按 下一步。

Please do not edit participant information in this step. Otherwise, all participation records and results of your account will be affected.

注意按正常做法不應在這步驟更改下方運動員資 料內的資料,否則將影響該帳戶的所有參賽記錄 及成績。

E	Event calendar	My pages	Club	Administration	 3.
	Entry				
		2 March 2020			

Name Club	•	Class ME (60 HKD)	Sportide	ant	
Sum: 60 HKD   🥥 Delete					
iter, cancel or change entry for another me	mber				
nter, cancel or change entries for multiple n	nembers				
witch to organisation entry mode					
istomer details					
First name *					
Last name *					
Street address					
Postal code					
City				_	
Country			1	$\overline{}$	
Email				$\neg$	
Dhana number					
Phone number					

- 4. Double check all the information shown. Select 4. 再次確認資料。如有更改,按 更改報名;如所 "Change the entries" to make amendments if necessary. If all information is correct, please read and accept the terms and conditions, then click "Confirm and go to payment".
  - 有資料正確,閱讀及接受條款並按 確認及前往 付款。

rent calendar	My page	es Club	Administration	-			
Entry step 2 of 3 - Confirm							
Check that your order is correct. Confirm order Confirm and go to payment.	r terms and conditions. If you need t	o add or chan	ge anything click on	Change the	<i>entries.</i> F	inally, click	: on
Hong Kong Orienteering Ranking League 20	)20 (Middle/Long) - Stage 3 iation of Hong Kong, 22 March 2020	1					
Name Club	Class ME (60 HKD)	Punching ca	rd number	Status	Sum	Payr	nent
Product Hong Kong Orienteering Ranking League 2020 (Middle/Lo	ong) - Stage 3: entry for	in ME		Quar	ntity 1 (	Price 60 HKD	Amount 60 HKD
Hong Kong Orienteering Ranking League 2020 (Middle/Lo	ong) - Stage 3: entry for	in ME			1 (	50 HKD	60 HKD
All entries and service orders to be paid are listed below.  Product Hong Kong Orienteering Ranking League 2020 (Middle/Lo Customer details	ong) - Stage 3: entry for	in ME		Quar	ntity 1 (	Price 50 HKD	Amoun 60 HKI 60 HKI
-Order terms and conditions							
I have read and accepted the terms and conditions.	]						
	Г	Confirm a	nd do to navmont	Chan	go tho on	trice	Cancol

- complete the payment as instructed. Entries are completed only after the payment is confirmed.
- event information to check your entry.
  - Amend entry 更改報名 ii.
- class and/or SI number), go to event information and click Change entry.
- 5. You will be re-directed to PayPal's website. Please 5. 你將前往 PayPal 網頁,請按指示完成付款。報名 將於成功付款後方為有效。
- 6. After completing the payment, you can go back to 6. 完成付款後再回到活動頁面,便可看到報名資 料。
- 1. If you wish to make changes to entry details (i.e. Club, 1. 如希望更改報名內容(代表屬會、組別及/或 SI 卡號碼),可到活動頁面,按 更改報名

Event information: te		
	est individual	
🖉 Edit 🛛 🕅 Export to calen	dar ち Back	
General information		Entry
Event	test individual	You entered MO today at 8:51 local time (UTC+1)
Organiser	Orienteering Association of Hong Kong	
Status	entries opened   Next step: Upload start list / Add live coverage (if needed)	Change entry
Date	1 April 2020	
Normal entry deadline	6 January 2020 at 23:59 local time (UTC+1)	All entries (1)
Late entry deadline	23 March 2020 at 23:59 local time (UTC+1)	Entries in MO (1)
Event form	individual	
Event classification	Regional event	
Competition format	long	Daymonts
Time of event	day	ruyincino
Discipline	FootO	10000982 (5 HKD): Paid, click for receipt
Dunching system	Sportident	

2. Change details in the boxes as appropriate.

2. 於選單更改各項目

Please do not edit participant information in this step. Otherwise, all participation records and results of your account will be affected.

Note: Please note that one username must only be used by one participant. Do NOT attempt to use the same username to make entries for more than one person by changing personal information.

## 3. Click Next.

注意按正常做法不應在這步驟更改下方運動員資 料内的資料,否則將影響該帳戶的所有參賽記錄 及成績。

注意: Eventor 會整合一個人的參與記錄,因此一 個用戶只供一人使用。電郵可以重覆使用,但請 勿重覆使用虛擬用戶名稱(School-1, School-2…)並 透過更改個人資料管理多人及為另一人作新報 名。

3. 然後按 下一步

Individual							
Drienteering Association	of Hong Kong, 1 /	April 2020					
mal entry deadline: 6 Ja entry deadline: 23 Mar	nuary 2020 at 23:5 ch 2020 at 23:59 k	9 local time (UTC+ ocal time (UTC+1)	1)				
Participation in step.	this event requires	in some cases tha	t you pay the entry fee v	vhen making the	entry. More inforr	nation will be provi	ded in the last entry
Name	Club		Class	Sportide	nt		
	Hong Kon	g <b>v</b> ]	MO (5 HKD)	▼ 8			
	al anta						
um: 5 HKD 📔 🥥 Can	cerentry						
um: 5 HKD   🕒 Cano	local time (UTC+1).						
um: 5 HKD   Cano u entered MO today at 8:51	local time (UTC+1).	an organisation at	filiated to Orienteering /	esociation of Hor	na Kona		
um: 5 HKD   🕒 Cano ou entered MO today at 8:51 er, cancel or change en er, cancel or change en	local time (UTC+1). try for a member ir tries for multiple m	n an organisation at embers in an orgar	filiated to Orienteering /	Association of Hor Inteering Associat	ng Kong ion of Hong Kong	1	
um: 5 HKD   Can u entered MO today at 8:51 er, cancel or change en er, cancel or change en	local time (UTC+1). try for a member ir tries for multiple m	an organisation at embers in an orgar	filiated to Orienteering A isation affiliated to Orie	Association of Hor nteering Associat	ng Kong ion of Hong Kong	1	
um: 5 HKD   Cano u entered MO today at 8:51 ier, cancel or change en ier, cancel or change en stomer details	local time (UTC+1). try for a member ir tries for multiple m	n an organisation al embers in an orgar	filiated to Orienteering <i>I</i> nisation affiliated to Orie	Association of Hor Nteering Associat	ng Kong ion of Hong Kong	]	
um: 5 HKD   Cano u entered MO today at 8:51 ier, cancel or change en er, cancel or change en stomer details	local time (UTC+1). try for a member in tries for multiple m First name *	a an organisation al embers in an orgar	filiated to Orienteering / hisation affiliated to Orie	Association of Hor nteering Associat	ng Kong Ion of Hong Kong	]	0
um: 5 HKD   Cano w entered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details	local time (UTC+1). try for a member in tries for multiple m First name * Last name *	a an organisation at embers in an organ	filiated to Orienteering <i>A</i> nisation affiliated to Orie	Association of Hor nteering Associat	ng Kong ion of Hong Kong	3	0
um: 5 HKD   Cano u entered MO today at 8:51 ier, cancel or change en ier, cancel or change en stomer details	local time (UTC+1). try for a member in tries for multiple m First name * Last name *	a an organisation at embers in an organ	filiated to Orienteering A nisation affiliated to Orie	Association of Hor Inteering Associat	ng Kong ion of Hong Kong	3	0
um: 5 HKD   Canu u entered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details St	local time (UTC+1). try for a member in tries for multiple m First name * Last name * reet address	a an organisation at embers in an organ	filiated to Orienteering / hisation affiliated to Orie	Association of Hor Inteering Associat	ng Kong ion of Hong Kong	3	Ø
um: 5 HKD   Can u entered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details St	local time (UTC+1). try for a member in tries for multiple m First name * Last name * reet address Postal code	a an organisation at embers in an organ	filiated to Orienteering <i>A</i> iisation affiliated to Orie	Association of Hor nteering Associat	ng Kong ion of Hong Kong	3	0
um: 5 HKD   Can wentered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details	local time (UTC+1). try for a member in tries for multiple m First name * Last name * reet address Postal code City	a an organisation at embers in an organ	filiated to Orienteering A	Association of Hor nteering Associat	ng Kong ion of Hong Kong	3	0
um: 5 HKD   Cand u entered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details St	local time (UTC+1). try for a member in trites for multiple m First name * Last name * reet address Postal code City Country	a an organisation at embers in an organ	filiated to Orienteering A nisation affiliated to Orie	Association of Hor Inteering Associat	ng Kong ion of Hong Kong	,	•
um: 5 HKD   Cand u entered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details St	local time (UTC+1). try for a member in tries for multiple m First name * Last name * reet address Postal code City Country Email	a an organisation at embers in an organ	filiated to Orienteering <i>i</i> nisation affiliated to Orie	Association of Hor	ng Kong ion of Hong Kong	,	Ø
um: 5 HKD   Can wentered MO today at 8:51 er, cancel or change en er, cancel or change en stomer details St	local time (UTC+1). try for a member in tries for multiple m First name * Last name * reet address Postal code City Country Email	a an organisation at embers in an organ	filiated to Orienteering <i>A</i> hisation affiliated to Orie	Association of Hor	ng Kong ion of Hong Kong	,	0

- 4. Changes made will be shown in yellow (in the sample 4. 已更改的項目將以淺黃底色表示(下圖內所更改 photo below, the club is changed).
  - 的項目為屬會)

5. Click Confirm.

5. 按 確認

Event calendar		wy pages	Federation	Administration			
Entry step 2 of 3 - Confirm							
No payment is required for the	e changes being made. Click Conf	firm to proceed.					
test individual							
6 Orienteering Association of Hong Kong Name Club	, 1 April 2020 Ci	ass O (5 HKD)	Punching card n	umber	Status Changed	Sum I 5 HKD	Payment
		_ ( )		Confirm	Chang	e the entries	Cancel
Your changes have been ma	a <b>de.</b> erence 補回差額	6.	你的報行	名資料已經	更改		
u have to pay for fees involv extra services.	red in entry amendn	nents 如 要	更改報名 補回差價	組別或增 。	講服務主	<i>並涉及額</i>	外費用,
Follow step 1 to 5 in section	3bii to amend your	entry 1.	按 <b>3bii</b> . 服務	更改報名	第1	步至第5	步更改組
Eventor will calculate the pr	ice difference on the	enext 2.	Eventor	會在下一頁	貢計算須	要補回的	差額(5
Dood and accord the torus	s and conditions	Select 3.	閱讀條慧	农及细目[],	確認並何	寸款	
"Confirm and go to paymen " <b>Confirm 2 of 3 - Confirm</b>	t".						
*Confirm and go to paymen <b>Entry step 2 of 3 - Confirm</b> Check that your order is correct. Confirm and go to payment.	t".	ions. If you need	to add or char	ige anything click	on Change t	he entries. Fina	lly, click on
Confirm and go to paymen     Confirm and go to paymen     Check that your order is correct. C     Confirm and go to payment.	t".	ions. If you need	to add or char	ige anything click	on Change t	he entries. Fina	lly, click on
Confirm and go to paymen     Confirm and go to paymen     Check that your order is correct.     Confirm and go to payment.     Check that your order is correct.     Confirm and go to payment.	t". Confirm order terms and conditi April 2020	ions. If you need	to add or char	ige anything click	on Change t	he entries. Fina	lly, click on Payment
Confirm and go to payment     Confirm and go to payment     Check that your order is correct.     Confirm and go to payment.     Confirm and go to payment.     Confirm and go to payment.	t". Confirm order terms and conditi April 2020 Class ME (1	ions. If you need 0 HKD)	I to add or char	ige anything click	on <i>Change t</i> Status Changed	he entries. Fina Sum 10 HKD	lly, click on Payment Upon entry
Check that your order is correct. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Confirm	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	Punching card n	ige anything click	on <i>Change</i> t Status Changed	he entries. Fina Sum 10 HKD	lly, click on Payment Upon entry
Check that your order is correct. Confirm and go to payment Check that your order is correct. Confirm and go to payment.  Check that your order is correct. Confirm and go to payment.  Check that your order is correct.  Check that your orde	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	Punching card nu	ige anything click imber Qua	on Change t Status Changed	he entries. Fina Sum 10 HKD Price	lly, click on Payment Upon entry Amou
Confirm and go to payment Confirm and go to payment Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Conf	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	l to add or char	ige anything click	on Change to Status Changed	he entries. Fina Sum 10 HKD Price -5 HKD 10 HKD	Payment Upon entry Amou -5 Hi 10 Hi 5 Hi
Check that your order is correct. Confirm and go to payment Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Con	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	l to add or char	uge anything click	on Change to Status Changed	he entries. Fina Sum 10 HKD Price -5 HKD 10 HKD	Payment Upon entry Amou -5 Hi 10 Hi 5 Hi
Read and accept the term "Confirm and go to payment Entry step 2 of 3 - Confirm Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Confirm and go to payment. Club Product Test individual: entry cancellation for Test individual: entry for in ME Customer details	April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	l to add or char	uge anything click	on Change to Status Changed	he entries. Fina Sum 10 HKD Price -5 HKD 10 HKD	Payment Upon entry Amou -5 Hi 10 Hi 5 Hi
Read and accept the term "Confirm and go to payment Entry step 2 of 3 - Confirm Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Club Product Product test individual: entry cancellation for test individual: entry for in ME Clustomer details Long Kong klokkk0821@gmail.com	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	l to add or char	ige anything click imber Qua	on Change t Status Changed	he entries. Fina Sum 10 HKD Price -5 HKD 10 HKD	Payment Upon entry Amou -5 Hi 10 Hi 5 Hi
Read and accept the term "Confirm and go to payment Entry step 2 of 3 - Confirm Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Confirm and go to payment. Club Club Product It changed entries and service orders to be payment information Il changed entries and service orders to be payment. Product test individual: entry cancellation for test individual: entry for in ME Long Kong kilokkk0821@gmail.com —Order terms and conditions	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below. In MO	ions. If you need 0 HKD)	l to add or char	ige anything click imber Qua	on Change to Status Changed	he entries. Fina Sum 10 HKD Price -5 HKD 10 HKD	Ily, click on Payment Upon entry Amou -5 Hi 10 Hi 5 Hi
Read and accept the term "Confirm and go to payment Entry step 2 of 3 - Confirm Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. est individual Orienteering Association of Hong Kong, 1. Name Club Payment information Il changed entries and service orders to be payment. Product test individual: entry cancellation for test individual: entry for in ME customer details long Kong kilokk0821@gmail.com Order terms and conditions I have read and accepted the terms and service orders to be payment.	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below.	ions. If you need 0 HKD)	Punching card nu	ige anything click imber Qua	on Change to Status Changed	he entries. Fina Sum 10 HKD Price -5 HKD 10 HKD	Payment Upon entry Amou -5 HF 10 HF 5 HF
Read and accept the term "Confirm and go to paymen Entry step 2 of 3 - Confirm Check that your order is correct. Confirm and go to payment. Check that your order is correct. Confirm and go to payment. Club Club Club Payment information Il changed entries and service orders to be p Product test individual: entry cancellation for test individual: entry for in ME Club	t". Confirm order terms and conditi April 2020 Class ME (1 vaid are listed below. In MO In	ions. If you need 0 HKD)	Punching card nu	Ind go to payme	on Change to Changed	Sum 10 HKD Price -5 HKD 10 HKD	Ily, click on Payment Upon entry -5 Hi 10 Hi 5 Hi

## Entry saved, step 3 of 3 - Payment

0

Participation in this event requires that the entry fee is paid when making the entry. The entry will be saved only when the payment is completed. Select payment method further down on the page.

## Select payment method

#### Hide order

\_

## Order information: Entry to test individual

Reference number

Product	Quantity	Price	Amount
test individual: entry cancellation for the manufacture of MO	1	-5 HKD	-5 HKD
test individual: entry for the in ME	1	10 HKD	10 HKD
			5 HKD

#### Customer details

	<ul> <li>Pay by card at PayPal</li> <li>Choose this option if you want to pay by credit card at PayPal's payment website.</li> </ul>	Go to the payment page at PayPai	
5.	Go back to the event information, you will see your 5.	完成付款後再回到活動頁面,便可看到新的比賽	
	new entry details and all transaction records.	資料及前後兩則交易記錄。	

Entry
Entry
You entered ME today at 8:51 local time (UTC+1).
Change entry Organisation entry
All entries (1)
Entries in ME (1)
L
Payments
1000 (5 HKD): Paid, click for receipt

## iv. Cancel entry and refund 取消報名及退款

No cancellation or refund are possible for OAHK events. 總會賽事暫不提供取消報名及退款。

#### 屬會管理員 4. As a Club Administrator

#### a. OAHK club membership 香港定向總會屬會會籍

Eventor is currently used for event registration only. Creating an Eventor club account does not imply application for / renewal of OAHK membership. If your organisation would like to become an OAHK affiliated club, please refer to OAHK website for application details.

If your club is newly registered as an OAHK affiliated club, OAHK will create an Eventor club account. The contact person of the club will be granted access as Club Administrator.

If your club has renewed OAHK club membership successfully, your club can continue to use Eventor.

If you club has not renewed OAHK club membership within the designated period, your club will be removed from Eventor. All members of your club will have to follow OAHK rules to continue their membership.

#### b. Club information 屬會資料

Club administrator can update public contact details of 屬會可自行更新對外聯絡資料。 your club.

- 1. Click Club.
- 2. Click Edit club details.
- 3. Update the information and click Save

Caution: Information on this page is intended for the public to contact your club. Club administrators should inform OAHK separately for any changes made.

Eventor 暫時只負責處理報名事宜,建立 Eventor 屬 會不代表該屬會已成為香港定各總會的屬會。如任 何組織有興趣成為香港定向總會屬會,請參閱總會 網頁。

如你的屬會已獲批成為新屬會,總會將為你的總會 在 Eventor 建立屬會並授予聯絡人屬會管理員權限。

如你的屬會已成功續會,該屬會在 Eventor 的一切設 定將保持不變。

如你的屬會在指定時期內沒有續會,該屬會在 Eventor 上的登記將被取消。其所有會員必須按總會 相關規定續會以延續會員身份。

- 1. 按 屬會
- 2. 按 編輯屬會資料
- 3. 更新資料並按 儲存

注意:此頁的資料只供公眾聯絡屬會之用。所有 更改必須另行通知總會。

Event calendar		My pages Club Administration
About the club     Edit club details	Edit organisation:	
Event participation	Name *	
	Organisation level	club
	Mother organisation	Hong Kong
	Approved member	
	Email	
	Website	
	Phone number (landline)	
	Phone number (mobile)	
	Contact person	
	Street address	
	Postal code	
	City	
	Country *	Hong Kong
		Save

## c. Check members' event participation 活動參與

Club administrators can check club members' event 屬會可查閱會員在所有賽事的參與記錄。 participation records.

1. 按 屬會

2. 按 參與的活動

My pages Club Administration

Click Club.
 Click Event participation.

About the club     Edit club details	Organisation's event participation				
Event participation	Create report				
	2019   2020   2021 Jar	n   Feb   Mar   Apr   May   Jun   Jul   Aug   Se	ep   Oct	Nov	Dec
	Date         Name           13/01/2019         FIREE Y2Y Orienteering Championships 2019 cum 2019 HKORL(M/L) - Stage 1	Organisers Y2Y Orienteering Development and Training Center	Total 0	Org 10	0
	31/03/2019 Hong Kong Orienteering Ranking League 2019 (Middle/Long) - Stage 3	A123 Orienteering Association of Hong Kong St. Francis Xavier College Orienteering Club	260	8	0
	12/05/2019 Hong Kong Orienteering Ranking League 2019 (Sprint) - Stage 3	Hong Kong Orienteering Cross- country Club Orienteering Association of Hong Kong	0	14	8
	10/11/2019 Hong Kong Orienteering Ranking League 2019 (Middle/Long) - Stage 4	Orienteering Association of Hong Kong Police Orienteering Club	209	11	0
	08/12/2019 Hong Kong Orienteering Ranking League 2019 (Middle/Long) - Stage 5	Apex Action Orienteering Association of Hong Kong	193	9	₿
Click Club settings Club Change organisat	ion logotype 3. 按 變	」 會設定 更屬會圖示			
Click Club settings Club Change organisat Event calendar	ion logotype 3. 按 變到 My pages Club	全 會設定 更屬會圖示 Administration		_	
Click Club settings Club Change organisat Event calendar	2. 按 屬 on logotype 3. 按 變 My pages Club	查設定 更屬會圖示 Administration			
Click Club settings Club Change organisat Event calendar • Club settings • Club members	Club settings for	全 會設定 更屬會圖示 Administration			
Click Club settings Club Change organisat Event calendar Club settings Club members Lick Club members Events	2. 按 屬f ion logotype 3. 按 變了 My pages Club Club settings for Organisation logotype Eventor displays organisation logotypes in for example entry, start ar	→ 會設定 更屬會圖示 Administration	_		_
Click Club settings Club Change organisat Event calendar Club settings Club settings Club members Events Club's events Add a new event Data exchange Series	2. 按 屬情 2. 按 屬情 3. 按 變了 My pages Club Club settings for Organisation logotype Eventor displays organisation logotypes in for example entry, start ar Change organisation logotype	上 會設定 更屬會圖示 Administration			
Click Club settings Club Change organisat Event calendar Club settings Club settings Club members	2. 按 屬情 2. 按 屬情 3. 按 變更 My pages Club Club settings for Organisation logotype Eventor displays organisation logotypes in for example entry, start ar Change organisation logotype	☆ 動設定 更屬會圖示 Administration			

Other settings	
Require National Team Manager role for relay entry	
tor relay entry	

4. Upload new logotype following the steps and 4. 按步驟及相關要求上載圖示。然後儲存 requirements. Click Save.

e. Club members 會員

#### Roles and Rights 身份及權限 i. .

these three roles: Club Administrator, Event Organiser and Member.

- 1. Click Administration
- 2. Click Club members Roles
- 3. Click boxes on the right to assign roles:

Click Save at the bottom of the page.

Adm = Club administrator (Manage the club); Eve = Event Organiser (Mange club events); Mem = member.

Club Administrator can assign members one or more of 屬會管理員可授權會員三種身份:屬會管理員、賽 事主任及會員。

- 1. 按 管理
- 2. 按 屬會會員一身份
- 3. 點選右方方格授權各種身份。

Adm = 屬會管理員(管理屬會所有事項); Eve = 賽事主任(管理屬會舉辦的活動); Mem = 屬會會員)。

完成後按頁底儲存。

Club settings Club members • Overview • Roles • Virtual login	Edit roles in Here it is possible to edit roles for several persons at once. Hold the m complete name for the role.	ouse pointer over a column title	or a checkbox to	o show the
Events	Person	Adm	Eve	Mem
Club's events				
<ul> <li>Add a new event</li> <li>Data exchange</li> </ul>				<ul> <li>✓</li> </ul>
<ul> <li>Series</li> </ul>				<ul> <li>Image: A set of the set of the</li></ul>
				<ul> <li>✓</li> </ul>
				<ul> <li>✓</li> </ul>
				1
				•

Virtual login allows club administrator to log in as another member without using the member's username and password. This is useful for troubleshooting and support.

- 1. Click Administration.
- 2. Click Club members Virtual login.
- 3. Select member from the list.
- 4. Click Log in as the above person.

虛擬登入功能供屬會管理員在不用知道登入帳戶名 稱及密碼的情況下,登入某會員的 Eventor 帳戶。此 功能可在某會員面對問題時發揮作用,例如不能報 名。

- 1. 按 管理
- 2. 按 屬會會員一虛擬登入
- 3. 於表內選擇會員
- 4. 按 以以上會員登入

	Event calendar		My pages	Club Adr	ministration			<b>_</b> •
	<ul> <li>Club settings</li> <li>Club members</li> <li>Overview</li> <li>Roles</li> <li>Virtual login</li> <li>Vevents</li> </ul>	Virtual login As administrator you are able to l for example, in troubleshooting a Eventor. Person [[select]	log in as another member, nd support. It is also possi	without needing t ole to log in virtua	to give the memb ally as a member	ers username or pass that does not have a r	word. This is useful, user account in	,
	<ul> <li>Club's events</li> <li>Add a new event</li> <li>Data exchange</li> <li>Series</li> </ul>				Log	in as the above per	son Cancel	
5.	You will be directed to	Event calendar.	5. 份	《將被帶到	]賽事年曆			
6.	You can go back to you	r account by clicking	Log out. 6. 🦻	的後按金	出返回目	己的帳尸		
	Event calendar				l I	My pages Club		-1
	Event calendar					Welcome	u nas	
	7 events were found between 30/0	/1/2020 and 01/03/2020.						
	2017   2018   2019   <b>2020</b>   2021	2022		Jan   Feb   Ma	ar   Apr   May   J	lun		
	Event classification 💌	erations 🔻 All disciplines 💌	Show as a list 💌	ide map 🔻 📝	All event types 🔻	Log out		
	Reset search criteria							
	Enter selected events							
	Date Event		Organiser			Regions D <u>CI</u>	F ED ED	
	2 Feb Hong Kong Orienteering F	Ranking League 2020 (Middle/Long	i) Stage 2 Akinallian & Orienteeri	e na Association of	Hong Kong	Hong Kong loc	₩	

# 5. <u>As a Team Leader 隊伍領隊</u>

## a. Organisation entry-Individual 團體報名-個人賽

Eventor allow club administrators to make an Organisation entry for his/her members and pay all the entry fees at once. This function is available for most OAHK events. However, OAHK suggests team leaders to use this function for JSOC and DPOC. Club Administrators should consult and inform club members and participants before making an Organisation entry.

- 1. Go to the Event information.
- 2. Click Organisation entry

Eventor 容許屬會管理員為所屬屬會的成員進行團體 報名並一次過付款。總會建議擬報名學界賽及分區 公園賽的學校領隊使用此功能登記。此功能亦適用 於總會大部分賽事。屬會管理員於團體報名前請先 諮詢屬會會員及參加者。

- 1. 先到該比賽的活動頁面
- 2. 然後按 團體報名

Event calendar	My pages Club Administration	
Event information:	test individual Back	
General information	Entry	
Event Organiser	test individual Next entry deadline 23 March 2020.	
Status	entries opened	
Date Entry deadline Event form	1 April 2020 23 March 2020 at 23:59 local time (UTC+1) individual	
Use ctrl and/or sh	ift to select more than one 3. 用 ctrl 及/或 shift 選擇多於-	一個會員,然往
member. Click Add.	加入	

7.

- 4. Personal details of members will be shown below.
- 5. Select the correct classes and input SI numbers.
- 6. Click the cart next to the SI card number if you 6. 按 SI 卡號碼旁的手推車加入服務 require additional services
- 4. 凝報名的會員就會在下方顯示
- 5. 請選擇正確組別及 SI 卡號碼

Select Save.	25.	7.	然後	諸存					
Event calendar		My pag	ges Clu	ub Adm	inistration	_		-	. •
Entry, organisation mod test individual	le: 9 local time (UTC+1) • eb •								
Name	Club	Class	s	portident	]		<u> </u>		
lestuser1 Member	lestolub1 Hong Kong	(ME (110 HKD)			je iteration	110 HKD	<u> </u>		
Testuser2 Member	Testclub1 Hong Kong	(ME (110 HKD)				110 HKD	-		
Testuser3 Member	Testclub1 Hong Kong	(ME (110 HKD)	[			110 HKD	-		
Susanne Söderholm	Testclub1 Hong Kong	ME (110 HKD)	E	3201990	ję	110 HKD	<u> </u>		
							Save	Cancel	

8. The following screen will be shown if entries are 8. 完成 completed.

Entries saved						
test individual						
Test individual Orienteering Association	n of Hong Kong, 1 April 2020					
test individual     orienteering Association     Name	n of Hong Kong, 1 April 2020 Club	Class	Punching	card number	Status	Sum
test Individual     Orienteering Association     Name     Testuser1 Member	n of Hong Kong, 1 April 2020 Club Testolub1 Hong Kong	Class ME (110 HKD)	Punching o	card number	Status New	Sum 110 HKD
Orienteering Association     Name     Testuser1 Member     Testuser2 Member	n of Hong Kong, 1 April 2020 Club Testclub1 Hong Kong Testclub1 Hong Kong	Class ME (110 HKD) ME (110 HKD)	Punching (	card number	Status New New	Sum 110 HKD 110 HKD
test individual     Orienteering Association     Name     Testuser1 Member     Testuser2 Member     Testuser3 Member	n of Hong Kong, 1 April 2020 Club Testolub 1 Hong Kong Testolub 1 Hong Kong Testolub 1 Hong Kong	Class ME (110 HKD) ME (110 HKD) ME (110 HKD)	Punching o	card number	Status New New New	Sum 110 HKD 110 HKD 110 HKD

- Event information and click All entries or Entries in (class) or Entries for (club name).
- 9. If you wish to view and/or amend the entries, go to 9. 如須檢視報名及/或發現報名內容有誤,可到活 動頁面,按 所有報名 或 XX 組的報名 或 XXX 會的報名

General information         Event       test individual         Organiser       Image: Construction of Hong Kong Kong Kong Kong Kong Kong Kong K	Ing       Entry <ul> <li>You entered MO today at 6:13 local time (UTC+1).</li> <li>Change entry</li> <li>Organisation entry</li> <li>All entries (13)</li> <li>Entries in MO (5)</li> <li>Entries for</li> <li>(5)</li> </ul> <li>10. 按 更改報名</li> <li>My pages Club Administration</li>
Event       test individual         Organiser       Orienteering Association of Hong Kon         Status       entries opened         Date       1 April 2020         Entry deadline       23 March 2020 at 23:59 local time (UTC+1)         Event form       individual         Event classification       Regional event         Competition format       long         Time of event       day         Discipline       FootO         Punching system       Sportident         ick Change entry.       Image: Competitors entered to test individual	ng You entered MO today at 6:13 local time (UTC+1). Change entry Organisation entry All entries (13) Entries in MO (5) Entries for (5) 10. 按 更改報名 My pages Club Administration
ick Change entry.	10. 按 更改報名 My pages Club Administration
ent calendar Competitors entered to test individual	My pages Club Administration
Competitors entered to test individual	
Event information     Change entry     Show entries by class     Show     Anne: test individual     Organiser:      Orienteering Association of Hong Kong     Date: 4 detail 2020	ow entries by organisation
Date: 1 April 2020	
Hong Kong (5)	Class Dunching card
	class Pulicing Caru number
Lok	MO
Hong Kong (5) Name Organisation	Class Punchin r MO

- **11.** Change service, class, SI card number and/or cancel **11.** 更改服務、組別、SI 卡號碼及/或取消報名 the entry.
- 12. Click Save.

12. 然後按 儲存

Intry					
test individual					
Orienteering Associa Entry deadline: 23 Marc	tion of Hong Kong, 1 April 2020 h 2020 at 23:59 local time (UT)	0 C+1)			
Name Lok	Club	Class	Sporti	dent	
Sum: 110 HKD   🧲	Cancel entry				
You entered MO today at	8:13 local time (UTC+1).				
Name	Club	Class	Sporti	dent	
WAI					
Sum: 110 HKD   🧲	Cancel entry				
WAI was entere	d in WE by you today at 6:12 local ti	ime (UTC+1).			
Sum: 110 HKD   🧲	Cancel entry				
was entered i	n WO by you today at 6:12 local time	e (UTC+1).			
Name	Club	Class	Sporti	dent	
СНАК			1		
Sum: 110 HKD   🧲	Cancel entry				
СНАК	was entered in ME by you today at	6:12 local time (UTC+1).			
	entry for another member				
Enter, cancel or change					

**13**. Click Switch to organisation entry mode to switch to **13**. 按 轉為團體報名模式 則可轉換至第 3 步的介 the interface of step 3. 面

# 6. As an OAHK Event Organiser OAHK 賽事主任

As an event organiser (EO) of OAHK events, you have to first add OAHK as your organisation and obtain Event Organiser rights on Eventor platform from OAHK. OAHK will be responsible for creating the event on Eventor platforms for all OAHK events. OAHK EO are not to make changes to any settings (e.g. entry fee, entry deadline, classes etc.) except those listed below.

This chapter will introduce the use of "Event information – Edit".

作為舉辦總會賽事的賽事主任,你必須先把香港定 向總會加到我的屬會,並獲總會授權賽事管理員身 份。總會會預先為總會主辦的賽事在 Eventor 建立活 動。總會賽事的賽事主任不應該改動任何以下介紹 的功能以外的事項,例如報名費、截止報名日期及 組別等。

此章節將圍繞賽事頁面一編輯進行介紹:

vent calendar		My pages Federation Adminis	tration
Event information: Ho	ng Kong Orienteering Ranking League	2020 (Middle/Long) - Stage	3
🖉 Edit 🛛 🖾 Export to calendar	r ち Back		
General information		Series	
Event Organisers	Hong Kong Orienteering Ranking League 2020 (Middle/Long) - Stage 3	This event is included in 2020 Hong League (Middle/Long).	Kong Orienteering Ranking
Status Date Entry deadline Event form Event classification Competition format	Orienteering Association of Hong Kong entries opened   Next step: Upload start list 22 March 2020 1 March 2020 at 23:59 local time (UTC+8) individual Local event middle	Entry Next entry deadline in 30 days.	
vent calendar		My pages Federation Adminis	tration
Hong Kong Orienteerin General information Organiser Documents and links Paymen	Image Ranking League 2020 (Middle/Long)         rs and officials       Arena and competition area       Event types         t       Status       Data exchange       Entry overview       Communication	Stage 3: Overview Classes Entry fees and deadlines ication	Services
Event information			
General information Event Organisers	Hong Kong Orienteering Ranking League 202	0 (Middle/Long) - Stage 3	
Status Date Entry deadline Event form	entries opened   Next step: Upload start list 22 March 2020 1 March 2020 at 23:59 local time (UTC+8) individual		
. Event details 賽	事資料		
i Event progra	mme 賽車程序		
u have decided on the time of Finish close, ple mation and click Save	nime of First start, End date 如已在 ease add them under General 請到 at the bottom of the page. 存。	有首名出發時間、完結E 一般資料內加入以上	日期及終點關閉時間 資料。然後按頁底
vent calendar		My pages Federation Adm	inistration
Hong Kong Orienteer	ing Ranking League 2020 (Middle/Lon	g) - Stage 3: General inforn	nation
Name	* Hong Kong Orienteering Ranking League 2020 (Middl	e/Long) - Stage 3	0
Start date	* 22/03/2020		0
First start	[hh:mm		0
End date	dd/mm/yyyy		0
Finish closes	h:mm		0
Time zone	(UTC+08:00) Beijing, Chongqina, Hona Kona, Urumai		

1. Click Organisers and officials

1. 按 賽會及工作人員

- 2. Add Event directors (Event Organiser), Course 2. 加入以賽事主任、路線設計員、聯絡人、賽事控 planners, Contact persons, Event controllers and Course controllers (if any). Click Save.
  - 制員及路線控制員(如有)。然後按儲存。

	Organisers		😑 Delete			0
	Orienteering	g Association of Hong Kong	Delete			
			🕀 Add			
	Event directors		🕒 Add			
	Course planners		🔂 Add			
	Contact persons		🔂 Add			
	Event controllers		🔂 Add			
	Course controllers		🕒 Add			
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	b. Upload documents 上載文件		
1. 2.	Click Documents and links If you wish to upload event information, click Add bulletin (left 1); if you wish to upload other notices or links, please click Add other document.	1. 2.	<ul> <li>按 文件及連結</li> <li>如擬上載賽員須知,請按新增賽員須知(左一);如擬上載其他通告或連結,請按新增其他</li> <li>文件。</li> </ul>
	Event calendar		My pages Federation Administration
3.	Hong Kong Orienteering Ranking League 2020 (Middl	le/Lo 3.	ong) - Stage 3: Documents and links 輸入賽員須知版本號碼、上載檔案或連結(如以
	platform is used). Click Save.		兵他平台上戰 <i>〕</i> 。
	Event calendar		My pages Federation Administration
	Start and result lists should be uploaded at the data exchange page. Create new document You can upload a document either using the <i>File</i> field, or link to a document on an e Tip: Upload files in pdf format rather than Word or Excel files. Name of document Bulletin File IIIF III IIIIIIIIIIIIIIIIIIIIIIIIIIII	externa	Il website using the <i>Link</i> field
4.	For other notices, input the name of document and upload the file or link (if other sharing platform is used). Click Save.	4.	Save Cancel 輸入通告名稱、上載檔案或連結(如以其他平台 上載)。然後按 儲存
	Event calendar		My pages Federation Administration
	Upload document  Start and result lists should be uploaded at the data exchange page.  Create new document		

You can upload a document either using the File field, or link to a document on an external website using the Link field

選擇檔案 未選擇任何檔案

Tip: Upload files in pdf format rather than Word or Excel files.

File Link

Name of document \*

Cancel

Save

Manage participants' information	處理參	賽	者資	料			
i. Registered list 已報名名單							
Click Entry overview Click Export to Excel		1. 2.	按 按	報名概 匯出至	覽 Excel		
vent calendar				My pages	Federation	Administration	
test individual: Entry overview							
Search competitors Export to Excel 5 Back							
Enter new competitor or change existing entry							
Organisation [select]	0						
Person [select]	0						
ок							
Deadlines							
Entry deadline						Entries	Amount
06/01/2020 23:59:59 local time (UTC+1)						0	
23/03/2020 23:59:59 local time (UTC+1)						1	10 HKD
- Com							To Tite
Classes							
Class					2020-01-06	2020-03-23	Sum
ME Sum					0	1	1
					U		
Organisation					2020.04.06	2020 03 23	Sum
Hong Kong Island Orienteering Force					2020-01-00	2020-03-23	
Sum					0	1	1
Regions							
Region					2020-01-06	2020-03-23	Sum
Hong Kong					0	1	1
Sum					0	1	1
Countries							
					2020-01-06	2020-03-23	Sum
Country							
Country Hong Kong					0	1	1

- 0 competitors want to rent a punching card.
- 3. Go to "Classes" sheet to view the number of entries 3. 前往 classes 分頁以瀏覽各組報名人數。 in each class.

x	Entry	overview	75 - Excel				_		$\times$
G4	1	Ŧ	: ×	~	$f_{x}$				*
	Α	В	С		D	E	F	G	
1	Class	2020-01-	0 2020-0	1-0 202	20-03-2	2020-03-2	Sum (tean	Sum (p	ersor
2	ME		0	0	1	1	1		1
3									
4									
	• •	(	lasses	Legs	(	÷ : •			Þ
						— — ·		+	100%

## 4. Go to "Entries" sheet to view the registered list.

4. 前往 Entries 分頁以瀏覽已報名名單。

x	Entry overview 75 - Excel					- 🗆	$\times$
T4	$\bullet$ : $\times \checkmark f_x$						*
	A B C E H	1	J	R	S	т	1 🔺
1	Eventor W First name Last name Gender Club	Class	Sportident	Phone number			
2		ME					
3							
4							
5							-
	•          Countries         Services         Entries         Service orders         +		: •				Þ
•						+	100%

Note: As an OAHK event official, you should handle all 注意:作為總會賽事的工作人員,你必須小心保管 information cautiously. Officials are prohibited from, including but not limited to, transferring, selling or disclosing any information to a third party. All information should be destroyed after the competition.

#### ii. Start list 出發名單

- 1. The organiser should arrange starting times and start 1. 賽會應按各組報名人數作出發及號碼布安排。 numbers according to the number of competitors in each class.
- 2. The following information are compulsory for 2. 準備包括以下必要資料的 startlist.csv: preparation of a startlist.csv:

Competitor ID (Eventor World ID) Name1 (First name) Name2 (Last name) Sex (Gender) Club (Club) Class (Class) Card Number (Sportident) Phone (Phone number) Stno (Number bib number) Start Time (Start time) (Blank)

3. A startlist.csv template is as follows:

所有資料。任何工作人員絕不可以向任何第三方, 包括但不限於轉移、售賣及披露任何資料。所有資 料必須於完成比賽後消毀。

```
Competitor ID
                 (Eventor World ID)
   Name1
           (First name)
           (Last name)
   Name2
   Sex
        (Gender)
   Club
         (Club)
          (Class)
   Class
   Card Number (Sportident)
   Phone (Phone number)
   Stno
         (號碼布)
   Start Time
              (出發時間)(留空)
3. 以下為 startlist.csv 模板:
```

Competitor ID	Name1	Name2	Sex	Club	Class	Card Number	Phone	Stno	Start Time
9846	Leon	Ham	М	Orienteering Association of Hong Kong	M21	1811220	99887766	9846	

- 4. Create a Mullka2 event. The organiser must input 4. the competition date, location, time limit, closing time of finish, course, course length and climb (if there is no climb, enter 1). Import the start list into Mulka 2 and generate the start time by drawing lots.
- controller, export the start list as IOF Start List (IOF 3.0 XML File).
- 建立 Mulka2 活動,賽會必須輸入比賽日期、地 點、時限、終點關閉時間、賽程、賽程長度及攀 高(如沒有攀高,請輸入1)。然後將該 startlist 匯入 Mulka2,再抽籤出發時間。
- 5. After the start list is approved by the Event 5. 出發名單經賽事控制員核准後,匯出 IOF Start List (IOF 3.0 XML File)

💋 Event Edit								-		×
Class/Course	Entry list	Assign card Clo	ud service	•						
Number Class (6( Export (61 (47 (5) (5) (5) (5) (5) (5) (5) (5)	Start         Name           rt List (IOF 3.0 XML File)         Entered as [Given]           entered as [Given]         M10           M10         M12           M14         M16           M18         M20           M10         M15           M40         M45           M45         M55           M60         M8           ME         W10	Club (space)[Family] (close	Course H H H H H H H H	Card No	Card Memo				Add Search Export Print Start Draw	
Event Data	Direct Edit	Drop	files here to co	oy to a folder.		Ľ	ОК	Cancel	Apply	,
Go back to	Eventor and cli	ck Data exchange		6. 🗉	到 Eventor ,	按 數據	交流			

- 7. To upload the start list, select the XML file created in 7. 到上載出發名單,選擇檔案並上載該 XML 檔案, step 5 and click Upload.

My pages Federation

然後按 上載

Administration

Event calendar

## test individual: Data exchange

5 Back	
—General downloads from Eventor—	
IOF XML version 3.0	
Export organisation register: xml   zip	
Export person register: xml   zip	
Export base class register: xml   zip	
IOF XML version 3.0	
Export event: xml   zip	
Export classes: xml   zip	
Export entries: xml   zip dd/mm/yyyy hh:mm 🔲 - dd/mm/yyyy hh:mm 🗐 🛈	

#### 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.

Upload start list		
The start list file should be in IOF's XM	IL format. The file may be zipped.	
選擇檔案」未選擇任何檔案	]	Upload

8. Select all and click Import.

8. 選擇所有組別及按 匯入

## Hong Kong Orienteering Ranking League 2019 (Middle/Long) - Stage 5: 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.

Import	Short name	Competitors in the file
•	M12	14
<b>«</b>	M14	20
<b>√</b>	M16	18
<b>\$</b>	M18	9
✓	M20	8
✓	M21	39
<ul> <li>Image: A start of the start of</li></ul>	M35	13
<ul> <li>Image: A start of the start of</li></ul>	M40	11
<ul> <li>Image: A start of the start of</li></ul>	M45	14
✓	M50	6
✓	M55	6
	M60	8
	W12	5
•	W14	4
✓	W16	6
¢.	W18	4
	W20	5
	W21	23
	W35	9
	W40	7
/	W45	7
	W50	2
1	W55	5
	ME	17
	WE	8
		268
		Import
nplete.		9

## 9. Complete.

- Results 成績 iii.
- 1. Upon completion of the event and the results being 1. 完成比賽並在成績經賽事控制員核准後,在 approved by the Event Controller, export IOF Results List (IOF 3.0 XML File) from Mulka 2.
- Mulka2 匯出 IOF Results List (IOF 3.0 XML File)

Class Name Court M10 H M12 G M14 G M14 G M15 D M18 B M10 B M10 B M10 B M11 A Start List View Class M10 Number Start List 15:3 11:12:3 11:12:3 11:22:3	se         Entry         Abser           10         0         0           28         0         28           16         0         5           5         0         5         0           328         0         3         0           Name           9         9         9         9	Start         Finish         Left         Pri           10         9         1         1           28         27         1         1           29         23         6         1           16         16         0         0           5         3         2         2           79         27         2         2	re Qual First Last 0 - 11:15:39 11:24:39 0 - 11:35:39 12:26:39 0 - 11:30:39 11:28:39 0 - 11:18:39 11:33:39 0 - 11:12:39 11:25:39 0 - 11:17:39 11:21:39 0 - 11:739 11:21:39	Contents     Time     N     11:02:58     17:34:14     17:33:41     √     <	All Iode Name De Ex Ex Ex Ex	scription port File Result Data (CSV File) port File Splits List (HTML File) port File Splits List (HTML File, /course) port File Splits List (HTML File)	^	Alter and a contract of the co	. A V
M12 G M14 G M16 D M18 B M20 B M20 B M20 B M20 B M20 B M20 C M1111163 111173 111173 111193 111193 111193	10 0 28 0 29 0 16 0 5 0 5 0 30 0 70 0 8 0 70 0 8 0 70 0 9 9 9 9 9 1	28 27 1 29 23 6 16 16 0 5 3 2 5 5 0 29 27 2	0         111:39:39         12:06:39           0         11:39:39         12:06:39           0         11:00:39         11:28:39           0         11:18:39         11:33:39           0         11:18:39         11:28:39           0         11:12:39         11:28:39           0         11:12:39         11:28:39           0         11:12:39         11:28:39           0         11:12:39         11:28:39           0         11:12:39         11:28:39           0         11:13:20         12:06:30	Time         N           11:02:58         17:34:14           17:33:41         17:33:41           17:33:21            ✓            Result list         Class           Out Dasie         Carbon	lode Name De	scription port File Result Data (CSV File) port File Splits List (HTML File) port File Splits List (HTML File, /course) port File Splits List (HTML File)	^	Network	
M14 G M16 D M18 B M20 B Start List Vew Class M10 Class M10 Class M10 I 11:15:3 I 11:15	29 0 16 0 5 0 5 0 28 0 28 0 9 9 9 9 9	29 23 6 16 16 0 5 3 2 5 5 0 29 27 2 Club	0 - 11:00:39 11:28:39 0 - 11:18:39 11:33:39 0 - 11:23:39 11:26:39 0 - 11:17:39 11:21:39 0 - 11:17:39 11:21:39 0 - 11:121:39 Course Result	11:02:30           17:34:14           17:33:41           17:33:21           V           &           Result list           • Class           Ourth Back	Ex	port File Splits List (HTML File) port File Splits List (HTML File, /course) port File Splits List (HTML File)	v	Network     Online (fording)     HKORL SPRINT     Competitor Count	
M16 D M18 B M20 B M31 A Start List View Class M10 Number Start 11:163 11:163 11:123 11:123 11:123	16 0 5 0 5 0 29 0 Name 9 9 9	16 16 0 5 3 2 5 5 0 29 27 2 Club	0 - 11:18:39 11:33:39 0 - 11:22:39 11:26:39 0 - 11:17:39 11:21:39 0 - 11:17:39 11:21:39 Course Result	17:33:41     17:33:21     < <ul> <li>Result list</li> <li>Class</li> </ul>	Ex	port File Splits List (HTML File, /course) port File Splits List (HTML File)	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Online ( Competitor Count	
NB         D           W20         B           M31         A           Start List View         Class           Class         M10           Vumber         Start           11:15:3         11:16:3           11:17:3         11:18:3           11:19:3         11:20:3           11:21:3         11:21:3	5 0 5 0 20 0 Name 9 9 9	Club	Course Result	Result list     Class	Ex	port File Splits List (HTML File)	v	Competitor Count _	
X231 A Start List View Class M10 Number Start 11:15:3 11:16:3 11:17:3 11:18:3 11:19:20 11:20:3 11:21:3	29 0 Name 9 1 9 1 9 1	Club	Course Result	Kesult list     Class	_		>	Competitor Count –	
Start List View Class M10 Number Start 11:15:3 11:16:3 11:18:3 11:19:3 11:19:3 11:19:3 11:19:3 11:19:3 11:19:3 11:20:3 11:21:3	• Name 9 1 9 1 9 1	Club	Course Result	Result list     Oracle					
Class M10 Number Start 11:15:3 11:16:3 11:17:3 11:18:3 11:19:3 11:20:3 11:21:3	• Name 9 9 9 9	Club	Course Result	Class			*	Entry Pre Entry	330
Number         Start           11:15:3         11:16:3           11:17:3         11:17:3           11:18:3         11:120:3           11:20:3         11:21:3	Name 9 1 9 1 9 1 9 1	Club	Course Result		M10	Course A		Direct Entry	0
11:15:3 11:16:3 11:17:3 11:18:3 11:19:3 11:20:3 11:21:3	9   9   9			IISVMDIRank	Result	INumber IName IClub	Course	Absent	0
11:17:3 11:18:3 11:19:3 11:20:3 11:21:3	91		- 20				Н	Start	330
11:18:3 11:19:3 11:20:3 11:21:3	9 0		All Data (XML File)		∧ Name	Entered as [Given](space)[Eami	H	Not yet finished	27
11:19:3 11:20:3 11:21:3	o 1		Class Entry Dara (CSV File)	-1-)	- Hanne	lentered as forrenj (space) (r ann	Н		
11:21:3	9.		LapCombat2 Data File	nie)	Status	The result list is complete.		Warning List	
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11:22:3	9 .		Register competitors' name to da	ata store	Select	all M12	н	Detail	
11:23:3	9		Relay Result List (HTML File) Relay Team Data (CSV File)		Clear a	M16	H		
11.21.3			Result Data (CSV File)			✓ M18			
			Splits List (HTML File)			✓ M20			
			Splits List (HTML File)			✓ M35			
			Start List (HTML File, /course)			✓ M40			
			Team Result List (CSV File)			✓ M45			
			?????????? (IOF標準XML形式 Ve	er.3)		✓ M55			
			IOF Results List (IOF 3.0 XML File)	e)		✓ M60			
			Start List (CSV File)		~	✓ M8	×		
							ose		
I Show	Search		Start 220 Einich 202 Leave	27			Hida 🕅	Quick View	ON
	-		Start 555 Finish 565 Ecove	27	-				/er.2.23
) back to	Eventor	and click	Data exchange.		2.	回到 Eventor,	按 數據父流		
h unload	the resu	ilt select	that XML file cu	eated i	in 3	到上載成績,	<b>蜚摆樘室</b> 並上載	訪 XMI 档团	Ξ,
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ep 1 and	click Up	load.				按 上載			
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XMI		•							
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esult list file s	hould be in I	OF's XML for	mat. The file may be zip	ped.					
楼安 土湖城	墨任何楼安								
"画来   不)甚的	利工作的推进来								
previous file	s (8)								

4. Select all and click Import.

2. 3.

C s

4. 選擇所有組別及按 匯入

#### Hong Kong Orienteering Ranking League 2019 (Middle/Long) - Stage 5: 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 al	I	
Import	Short name	Competitors in the file
	M12	14
	M14	20
	M16	18
	M18	9
	M20	8
	M21	39
	M35	13
	M40	11
•	M45	14
	M50	6
	M55	6
	M60	8
	W12	5
	W14	4
	W16	6
	W18	4
	W20	5
	W21	23
	W35	9
	W40	7
	W45	7
	W50	2
	W55	5
	ME	17
	WE	8
		268

Cancel Import

5. Upload is completed. You are not required to 5. 上載後便完成。不用按下圖箭咀配對成績。 connect the results (as shown by arrow below).

Event calendar	My pages	Federation	Administration	-
The upload was completed. Results Check that the results are connected to the correct persons. This is a requirement for o	orrect data exch	ange with other	systems.	

# 7. As a Club Event Organiser 屬會賽事負責人

events. The organizing club is responsible for first 賽事主任,你必須先把舉辦活動的屬會加到我的屬 creating the event on Eventor platform. As an event 會,並獲該屬會授權賽事管理員身份。屬會須自行 organiser (EO) of club events, you have to add the organising club as your organisation and obtain Event Administrator rights on Eventor platform from the organising club.

Eventor can be used for accepting entries for club 屬會比賽可以在 Eventor 接受報名。作為屬會賽事的 為賽事在 Eventor 建立活動。

## a. Create event 建立活動

1. Click Administration

2

- 2. Click Events Add a new event
- 3. Clubs can only select Local and club event. Next, 3. 屬會只可選擇本地及屬會活動。然後選擇賽事數 select the number of races (selecting more than 1 race is only applicable for multi-day events). Click Proceed.
- 1. 按 管理
- 2. 按 活動一新活動
  - 目(大於1的數目只適用於一連多日的賽事)。 然後按 繼續

	Event calendar		My pages	Club	Administration			
	<ul> <li>Club settings</li> <li>A Club members</li> <li>Overview</li> <li>Roles</li> <li>Virtual login</li> <li>Add a new event</li> <li>Data exchange</li> <li>Series</li> </ul>	Add new event What is the event type? To organise championship, internation For local and club events, creating an How many races are there in Most events contain only one race. M for two or more races. Two events on considered two events containing one be changed later on. Event classification Number of races	nal, national or region event is simpler. In the event? ulti-race events are c a weekend having the race each. Make su Championsh	al events, n haracterize e same org re to speci ip, internati event	nore information about d by the fact that the fi aniser(s), where each fy the correct numbe ional, national or region	the event is needed. nal result is based on the su event has a separate final re r of races, since this inform nal event	m of the times esult, are mation can't	
1.	Input all details and clic	ck Save.	4.	真寫各	項資料並按	<mark>₽roceed</mark> 儲存	Cancel	

Please note that clubs can only select Club event for event classification. For event types, please select Ranking event if the event is an OAHK ranking event; otherwise, select Others.

留意,屬會只可選擇屬會賽。如果該賽事是總會 排名聯賽之一,活動類別請選 Ranking event。否 則請選 Others。

Event calendar	_			
	Event	cale	nda	r i
	LYGHL	Care	nua	

Club Administration My pages

#### .

New event: General info	mation			
Name *			]	0
Start date *	dd/mm/yyyy			0
First start	[hh:mm		)	6
End date	ddmmhanau			
End date	dd/nin/yyyy		)	<b>v</b>
Finish closes	hh:mm		J	0
Time zone	[select]	•		
Disciplines *	FootO			
Event form	individual	•		
Event classification	Club event	•		
Event types	Annual championships			
	Ranking event			
	Colour-coded			
	School			
	🗌 Fun-day			
	Training			
	Others			
Competition format	long	•		
Time of event	day	•	)	
ter creating the even formation – Edit and fill	ent, go back to Event in relevant event details.	5. 建立活動後 他資料。	,可到賽事頁面一編輯進-	一步加入某
nt calendar		My pages	Federation Administration	
General information Organisers a	nd officials Arena and competition area	Event types Classes E	ntry fees and deadlines Services	
Documents and links Payment	Status Data exchange Entry overview	Communication		
Event information				
General information				
Event				

Organiser	
Status	cancelled
Status	cancelleu
Date	2020
Entry deadline 1	2020 at 6:59 local time (UTC+8)
Entry deadline 2	020 at 6:59 local time (UTC+8)
Entry deadline 3	020 at 6:59 local time (UTC+8)
Event form	individual
Event classification	Club event
Competition format	sprint
Time of event	day

## b. Event details 賽事資料

Organizing clubs can amend event details by selecting 如以上資料有任何更新,賽會可到一般資料修改。 General information.

- c. Classes 組別
- 1. Click Classes.

5.

1. 按 組別

		: Classes
• Add base classes	• Copy classes from a previous event	
+ Add class		
		The event does not contain any classes
		The event does not contain any classes. Choose one of the options below. Save Cancel
		Create classes from base classes. Lets you create classes from a set of predefined base classes. You can then add, remove and change classes manually.
		Copy classes from a previous event. Lets you copy classes from an event that the organisation previously has organised. You can then add, remove and change classes manually.

selects either Ranking Sprint or Ranking Middle/Long under "select base classes".

2. If the event is an OAHK ranking event, the organiser 2. 如果該賽事是總會排名聯賽之一,賽會必須從基 本組別中選擇 Ranking Sprint 或 Ranking Middle/Long

	Senior classes	▼ Select	the base	classes in th	ne group	D			
	Senior classes								
	Vouth classes	W55		Open 5		M18		W40	
	Open classes	W60		Open 6		M20		W45	
🕒 Add base classes 🛛 😳 Copy clas	Elite classes	W65		Open 7		M21		W50	
	Colour-coded	W70		Open 8		M35		W55	
-	Ranking Sprint	W75		Brown		M40		ME	
🔂 Add class	JSOC	9 W80		Blue		M45		WE	
	DPOC	W85		Green		M50		ME	
	AOC	W90		Red		M55		WE	
	M40	M18		Orange		M60		MA	
	M45	M16		Yellow		W8		MB	
	M50	M14		White		W10		MC	
	M55	M12		Team		W12		MD	
	M60	M10		Family		W14		ME	
	M65	M20		M8		W16		MF	
	M70	W20		M10		W18		WA	
	M75	W18		M12		W20		WB	
	M80	W16		M14		W21		WC	
	M85	W14		M16		W12		WD	
	M90	W12		M18		W14		WE	
	W21	W10		M20		W16		WF	
	W35	Open 1		M21		W18		MO	
	W40	Open 2		M12		W20		WO	
	W45	Open 3		M14		W21		MO	
	W50	Open 4		M16		W35		WO	
		0							
				© Eve	entor Wo	orld. Swed	dish Ori	enteering Federation	

- If the event is independent of the competition by-3. law, the organiser should create classes from an empty set.
- 如朱該賽爭殉止於則例所列的賽爭,賽曾應以空 白組別開始建立組別
  - d. Entry fees and deadlines 報名費及截止日期
- 1. Click Entry fees and deadlines
- 2. Eventor has two methods to set the entry fee.
- 1. 按 組別報名費及截止日期
- 2. Eventor 提供兩種報名費設置方法

old) competitors will be charged normal or late entry fee. 年收取正價報名費及逾期報名費。設置後可以以進 You can make further changes using advanced mode 階模式調整。 later. Save.

1, Simple method. Elite, Adult and Youth (up to 16 years 一, 簡單模式。以 16 歲為界, 向精英、成人及青少

Normal ontry deadline *	08/02/2021 22:50		
	44/02/2024 22:59		
Late entry deadline	14/03/2021 23:59		U
Normai fee, elite	170		v
Normal fee, adult	170		0
Normal fee, youth	80		0
Late entry fee (%)	50		

manually. You must use Advanced mode to make further 以進階模式設置,日後須以進階模式修改。 chan

ed mode
Classes using this fee
M60
W8
W10
W12
W14
W10 W19
W20
W21
W35
W40
W45
W55

- e. Services 服務
- 1. Click Services
- bib pins.
- 1. 按 服務
- 2. Add merchandises or services, such as SI card rental, 2. 加入任何報名費外的選購商品或服務,如租卡、 扣針等。

Event c	alendar				My pages	Federation	Administration	
					: Serv	vices		
	Language English Chinese	Name Number bib clips 號碼布固定鈕扣		Descrip Numbe 號碼布	tion r bib clips 固定鈕扣			
	Fee 15.00 HKD Add fee	From date dd/mm/yyyy hl	1:mm	To date 06/02/202	0 07:00	Û	Ģ	Delete fee
	Service type () Standard servic	ce						
. Click	save at the	e bottom of the p	age.	3.	完成後按頁	面儲存		
f. P	Payment	付款						
t is cur	rently not	possible to perfo	orm transaction	son E	ventor 暫不設	收款平台	<b>、屬會可以</b> 倒	走用 PayPal、
ventor	. Club can u	se PayPal, Interna	ational bank trar	nsfer 彳	f轉帳或 PayEx	<b>(</b> °		
. Click . Set u . Sele Pay Avai	c Payment. up the invoi ct the Paym yment method: ilable payment met wn.	ce template. Tent method. s hods are listed below. Tick t	he checkboxes next to the	1. 2. 3.	按 付款 設定發票樣 設定收款方 hods to provide, and sp	式 式 ecify the settings	for each of them in the	input fields
<b>v</b>	PayPal							
		Activation time	dd/mm/yyyy hh:mm					0
		Deactivation time	dd/mm/yyyy hh:mm					0
		ApiUserName *						
		ApiPassword *						
		ApiSignature *						
							Test co	onnection
	International ba	nk transfer						
	Раусх						Sav	Cancel
Click Please correspo	c Save. visit the onding setti	transaction pla ngs.	tform website	4. for 葥	然後按 儲 請前往各收款 <sup></sup>	存 平台網頁音	查閱有關設定	o
g. C Clubs ca L. Click	an send ema	ation 地动 ail to participants ation	through Evento	or. 屠 1.	屬會可透過 Eve 按 通訊	entor 向已	「報名賽員發出	出郵件。

- 2. Pick competitors from designated club and/or class 2. 於大方格內選擇指定屬會及/或組別的賽員。然 in the big box. Click Next.
  - 後按 下一步

	my pages Pederation Administration	
test individual: Commu E-mail messages with important infor list. The message is written in the ner	Inication mation can be sent to competitors that have provided an e-mail address. Select the competitors that should be added t xt step.	to the recipien
Please note that advertis	ements and marketing messages must not be sent! Contact the IOF if unsure.	
Competitors		
Club	✓ Select Deselect	
Class	ME Select Deselect	
Exclude people that don't wish to receive advertisements		
put the name of send d body. Click Save.	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送	Canc 標題及
put the name of send Id body. Click Save. nt calendar	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration	Cance 標題及
put the name of send od body. Click Save. <sup>nt calendar</sup> t <b>est individual: Commu</b>	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration	Cance 標題及
put the name of send of body. Click Save. nt calendar test individual: Commu Recipients The e-mail message will be sent to th	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration	Cance 標題及[
put the name of send nd body. Click Save. nt calendar test individual: Commu Recipients The e-mail message will be sent to th	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration nication e following 1 persons.	Cance 標題及[
put the name of send ad body. Click Save. nt calendar test individual: Commu Recipients The e-mail message will be sent to th	er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration nication e following 1 persons.	Cance 標題及
put the name of send nd body. Click Save. nt calendar test individual: Commu Recipients The e-mail message will be sent to th	er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration e following 1 persons.	Cance 標題及[
put the name of send nd body. Click Save. It calendar test individual: Commu Recipients The e-mail message will be sent to th 	er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration e following 1 persons.	Cance 標題及[
put the name of send nd body. Click Save. It calendar test individual: Commu Recipients The e-mail message will be sent to th Email message Name of sender Reply-to addresss	er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration e following 1 persons.	Cance 標題及[
put the name of send nd body. Click Save. nt calendar test individual: Commu Recipients The e-mail message will be sent to th Email message Name of sender Reply-to addresss Subject	Perter, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration e following 1 persons.	Cance 標題及[
It the name of send   It calendar	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My pages Federation Administration e following 1 persons.	Cance 標題及 、
put the name of send         nd body. Click Save.         nt calendar         test individual: Commu         Recipients         The e-mail message will be sent to th	Next er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My page Pederation Administration e following 1 persons.	Cance 標題及 、
Put the name of send   Ind body. Click Save.   Int calendar     test individual: Commu   Recipients   The e-mail message will be sent to th     Image: I	er, reply-to address, subject 3. 輸入發送人姓名、回郵電郵地址、 完成後按 發送 My page Federation Administration e following 1 persons.	Cance 標題及「

# h. Manage event 管理活動

Clubs can view all club events that accept entries 屬會可一覽所有於 Eventor 接受報名的比賽。 through Eventor. 1. Click Administration. 1. 按 管理 2. Click Events-Club's Events. 2. 按 活動一屬會活動 Event calendar My pages Club Administration · Club settings Club events Club members 2019 | 2020 | 2021 | 2022 | 2023 · Overview ame Event date Last m Roles 27/01/2020 10:42 cancelled · Virtual login entries opened 31/01/2020 12:22 ⊿ Events Club's events Add a new ever Data exchange Series 系列賽 i. Series Clubs can create Series with multiple events. 屬會可以建立包含多場賽事的系列賽 1. 按 管理 1. Click Administration 2. 按 活動一系列賽 Click Events - Series My pages Club Event calendar Administration Administration of series Club settings Club members Create new series Create new score table Guide: Manage series Overview Roles Virtual login Series ⊿ Events Score tables · Club's events

3. Please check the Guide "Manage series" created by 3. 詳情可參閱由 Eventor 製作的系列賽管理手冊。 Eventor for more details.

# 8. As an Event Controller 賽事控制員

 Add a new event Data exchange Series

the competition settings created by the organiser. Organisers are not to release any documents, links or information without the approval of the Event Controller.

The Event Controller has the responsibility to check all 賽事控制員有責任監督賽事的所有設定。未經賽事 控制員的同意,賽會不應擅自發佈任何文件、連結 或資料。

# 9. Important information 重要資訊

The Eventor platform shall only be used for authorized 所有 Eventor 的使用者必須誠實使用此平台。任何人 and proper purposes. OAHK reserves all rights against any unauthorised, illegal or malicious use of the Eventor 會將保留追究權利。 platform.

一. 惡意,或以非指定用途使用任何功能,香港定向總