

On Line Fixtures



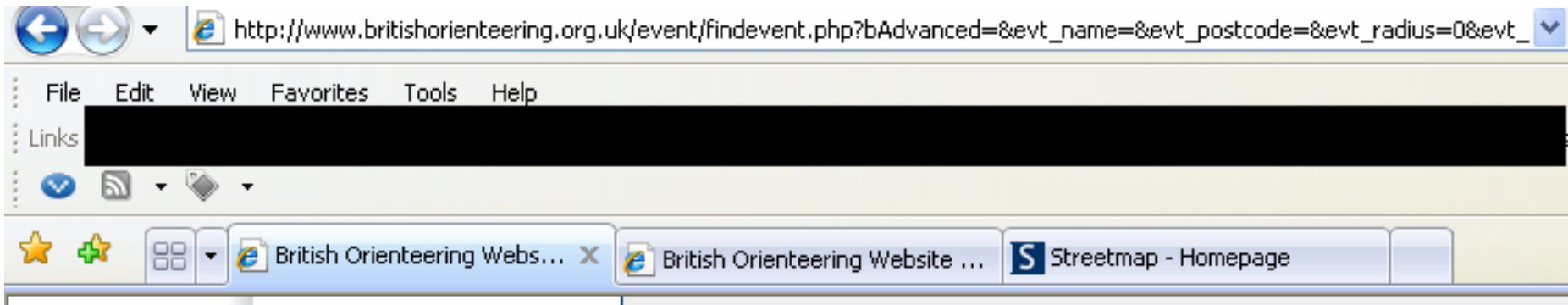
1. The system allows Club Fixture Secretaries [CFS] to create new Level 3 Events [old C4 and C5], Series Event, now called Activities [**Not yet available**] and update Level 1 and 2 Events [old Regional and National] once the Event Wrapper have been entered by the National Fixture Secretary [NFS]. The [NFS] will only add information using the Add Event screens. [CFS] will be responsible for adding the rest of the information.
2. The System will allow Association Fixture Secretaries [AFS] to complete the same tasks as [CFS] but for any club in their Association plus BAOC and RAFO.
3. To use the system visit the British Orienteering web site and Login. [see next slide].
4. To complete the various screens in the online system you need to have a minimum of information. Any field with a red star by it is mandatory and must be completed before you can save that screen.

Type *

Cross Country ▼

5. There is a separate entry module for Activities.
6. Only the [NFS] has the on line authority to upgrade or downgrade an Event.
7. Activities would be defined as training activities, coaching etc... but that did not produce results or run a specific course. [BOF Board Decision December 2009]

A Method of Work



If your web browser supports tabbed browser, use 3 tabs

1. Event Entry part of BOF web site
2. The Fixtures list so you can view what you have entered looks like
3. www.streetmap.co.uk to get Grid References and Post Codes [See slide 14

www.britishorienteering.org.uk

1



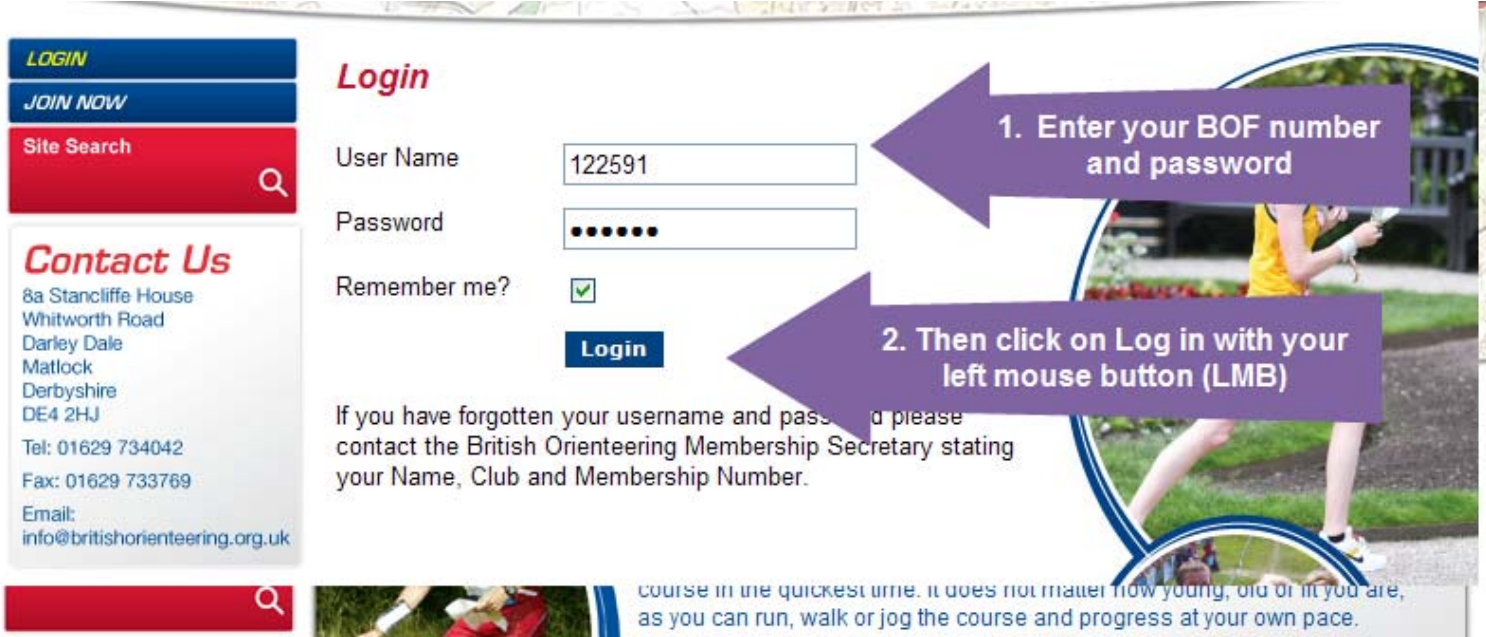
LOGIN
JOIN NOW
FIND A CLUB
Site Search

Contact Us
8a Stancliffe House
Whitworth Road
Darley Dale
Matlock
Derbyshire
DE4 2HJ

Welcome to Orienteering
Orienteering is a challenging outdoor adventure sport that tests your mind and the body. The aim is to navigate in sequence on a unique orienteering map and decide the best route to the checkpoints in the quickest time. It does not matter how young, old or fit you are, as you can run, walk or jog the course and progress at your own pace.

Log In Here

2



LOGIN
JOIN NOW
Site Search

Contact Us
8a Stancliffe House
Whitworth Road
Darley Dale
Matlock
Derbyshire
DE4 2HJ
Tel: 01629 734042
Fax: 01629 733769
Email: info@britishorienteering.org.uk

Login

User Name: 122591
Password: ●●●●●●
Remember me?

1. Enter your BOF number and password

2. Then click on Log in with your left mouse button (LMB)

If you have forgotten your username and password please contact the British Orienteering Membership Secretary stating your Name, Club and Membership Number.

Adding or Updating an Event

This is the first screen that you see. LMB = left mouse button.

MY ACCOUNT

Site Search

My Mailbox

My Membership

My Friends

Member Discounts

Focus Magazine

Events

Events I'm Attending

LOGOUT

Welcome Peter Guillaume

You can only send messages to members who have accepted to be your friend.

Inbox Sent Drafts Deleted Manage Folders

Search : Search

Compose

Inbox

You

To ADD or UPDATE one of your fixtures click LMB on Events

Add Event

1. This is where you create Level 3 events, or update the basic information of your Level 1 and Level 2 events that the [NFS] has entered.
2. On the next slide we will add an Event.

MY ACCOUNT

Site Search

My Mailbox

My Membership

My Friends

Member Discounts

Focus Magazine

Events

Events Im Attending

Events

Search

Start: 23 Dec 2008 End: - - -

Search

To re-order click on the column header

Click on Add Event to create a new fixture

Add Event

Event Name	Event Date	Club	Level	Modified	Created By	Actions
Laurie Bradley NYD Score Championships	01/01/2009	OD	Local	11/12/2008	Admin	Edit Enter Details Signups Delete

Add Event Complete ALL the Boxes

The screenshot shows a web interface for adding an event. On the left is a sidebar menu with options: MY ACCOUNT, Site Search, My Mailbox, My Membership, My Friends, Member Discounts, Focus Magazine, Events, Events I'm Attending, and LOGOUT. The main form is titled 'Add Event' and contains the following fields:

- Event Name *: Example: LEI Night League
- Multi Day *: No Yes
- Date *: Tue 23 Dec 2008
- Association *: Please Select
- Club: Please Select
- Level *: Please Select
- Nearest Town *: (empty)
- Event Venue *: (empty)
- Publicity *: No Yes

At the bottom of the form are 'Save' and 'Cancel' buttons. A purple arrow points to the 'Save' button with the text 'Then click LMB on Save'. To the right of the form, purple text reads: 'Complete all the sections on this screen. A club fixture secretary can only create Local Events'.

- If you don't know the "Nearest Town and Venue" at this stage please use TBC, but please update as soon as known. This will allow others to have visibility of advanced events.
- After you have clicked [Save](#) you are returned to the Event List and you can add further information, now or later.

Updating Basic Information

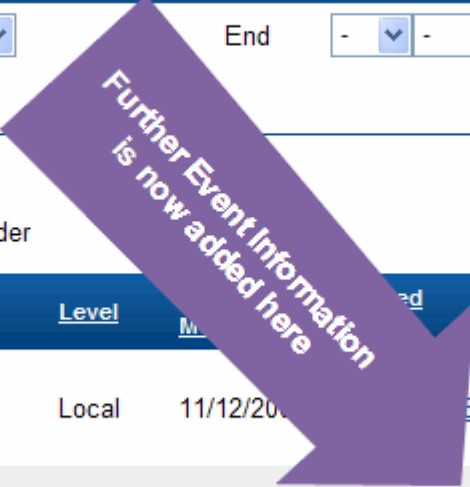
Events

Search

Start End

To re-order click on the column header

<u>Event Name</u>	<u>Event Date</u>	<u>Club</u>	<u>Level</u>	<u>M</u>	<u>ed</u>	<u>Actions</u>
Laurie Bradley NYD Score Championships	01/01/2009	OD	Local	11/12/200		Edit Enter Details Signups Delete
On Line Fixtures User Guide	03/01/2009	OD	Local	23/12/2008	Peter Guillaume	Edit Enter Details Signups Delete



1. Clicking on [Edit](#) allows you to update the basic event information that you or the NFS has entered.

Edit Event Screen

MY ACCOUNT

Site Search

My Mailbox

My Membership

My Friends

Member Discounts

Focus Magazine

Events

Events I'm Attending

LOGOUT

Edit Event

Event Name *

Multi Day * No Yes

Date * Sat

Association *

Club

Level * Local

Nearest Town *

Event Venue *

Publicity * No Yes

1. This screen allows you to update any of the information that you used to create an event. For example, the Event Name or changing publicity to Yes, which you had set as No when the event was first created as you did not want it to appear on the public list.
2. Then [Save](#) .

Adding Further Information

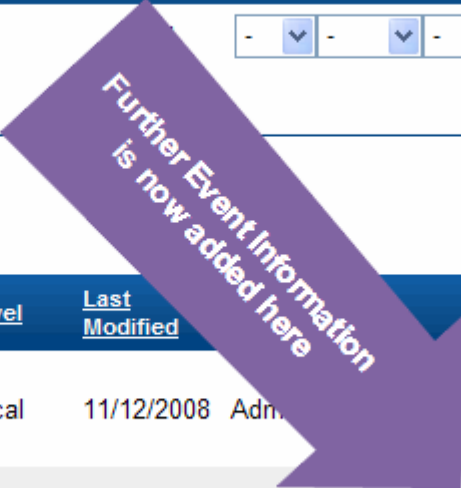
Events

Search

Start

To re-order click on the column header

<u>Event Name</u>	<u>Event Date</u>	<u>Club</u>	<u>Level</u>	<u>Last Modified</u>		<u>Actions</u>
Laurie Bradley NYD Score Championships	01/01/2009	OD	Local	11/12/2008	Adm	Enter Details Signups Delete
On Line Fixtures User Guide	03/01/2009	OD	Local	23/12/2008	Peter Guillaume	Edit Enter Details Signups Delete



1. To add the detailed information for your event click on [“Enter Details”](#)

Enter Details –Takes you to this

Name	Date	Assoc.	Club	Last Modified	Actions			
On Line Fixtures User Guide	3/01/2009	WMOA	OD	-	Publicity	Officials	Payment	Entry Details

Publicity

You require the following minimum items of information to be able to enter information on this screen:

- Type of Event – Sprint etc
- Organisers name
- The map to be used (See slide 13 re maps)
- The post code of where the event is

This screen has various other options all generated by ticking the appropriate box.

Publicity Screen

1

Type *

Day Organiser *

Use the pull down menu to select the event type

Enter a new Tel No for organiser?

Add second organiser?

Please Select ▾
Please Select
Sprint
Middle
Long
Relay
Night
Cross Country
Urban
Score
Trail-O
MTBO
Closed Event

2

No Organiser Selected
Search For Member

Member Search

BOF Number: Member Name:

Association: Club:

122591	Peter	Guillaume	OD	WMOA	Select
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Click on " Search for Member" and you get this "pop up"
You can then enter either the organisers BOF number if known and click on "Search" to get the organisers details from the BOF database or use the Association and Club pull down menus to narrow your search.
Click LMB on [Select](#) for the organiser.

You search here for member information. If you don't know the BOF number you can try the name or the Association and then Club to get all a club's members. You can search on a name

Screen: Event Day Publicity

- If you want to enter an alternative *email address* or *telephone number* you have to put a tick in both boxes for it to show on the fixture list.
- See below example

Day Organiser *

Name: Graham Hardy
Email: pmhrdy@f2s.com
Address: Russet Lodge Manor Orchard, Culmington,
Ludlow, Shrops SY8 2DN
Phone: 01584 861 418

Search For Member

Show organiser's email?



Alternative email - tick both

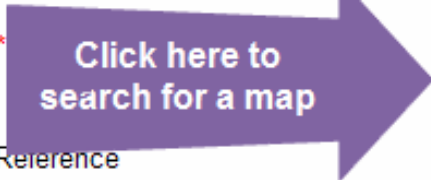
Enter a new email for organiser?



Alternate Email Address

gah@f2s.com

Event Day Publicity – Map Search

Map *  **Click here to search for a map**

Grid Reference

Postcode *

The Grid Reference is generated by the map database, please modify if required

A partial postcode is generated by the map database, please modify as required

Map Search ✕

Name:

Association: Club:

Page 1 of 30

NE-05-356	NEOA	Park, M	Select
NW-05-382	NWOA	dra P	Select
WM-03-359	WMOA	nts	Select
EA-08-402	EAOA	nts, D	Select
EA-08-403	EAOA	ls Hill,	Select
EM-01-194	EMOA	y Gell S	Select
SW-08-459	SWOA	wn Park,	Select
EA-08-404	EAOA	e, Stevenage	TL263235 Select
EA-05-297	YHOA RAFO	Barnham, Thetford Heath	TL860800 Select

You can search by map name, OR, select Association and the Club to get a list of maps. Click on Select to use the map

If you cannot find the map in the database, search for a map called tbc, club OD and use that map.

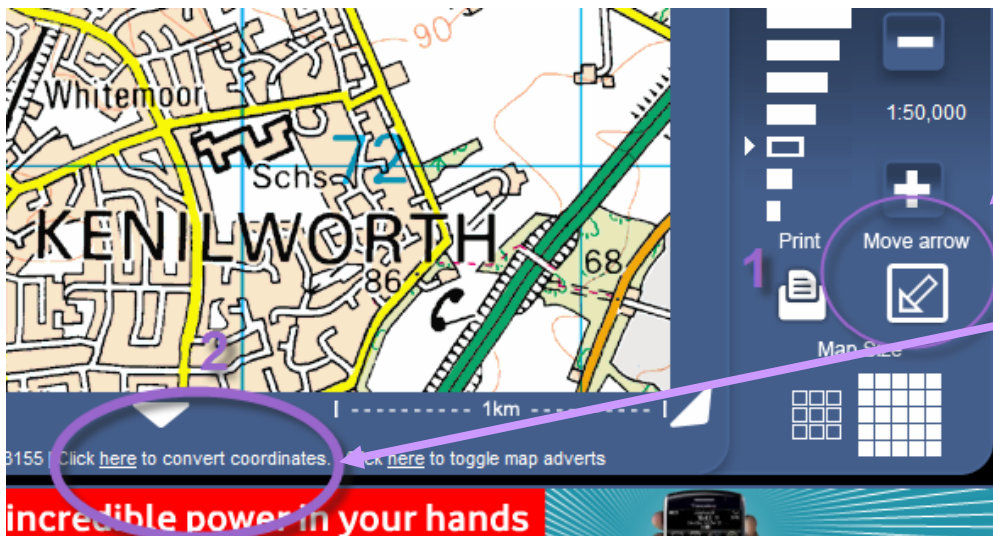
You then need to manually enter the Grid Ref and Post Code.

SEE NEXT SLIDE

Publicity

Maps, Grid References and Post Codes

- www.streetmap.co.uk is your friend
- You can use it get grid references and post codes

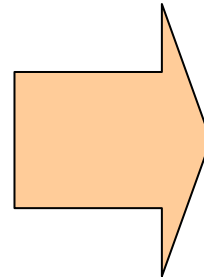












1. Click on move arrow and then click on the map where you want the GR for
2. Then click on “Click here to view coordinates and you will see the GR and the Post Code.”
3. You can also enter a GR on this page to generate a post code

Event Day – Publicity Icons

There are numerous tick boxes here and on other screens which generate icons on the fixture list. Some are shown below

- Suitable for newcomers?
- Suitable for young children?
- Suitable for families?
- Suitable for wheelchairs?
- Refreshments Available?
- Coaching/Advice Available?
- Traders at Event?



-  Suitable for Families
-  Suitable for Young Children
-  MTBO Course Available
-  Refreshments Available
-  Suitable for Newcomers
-  Coaching/Advice available
-  Online Entry
-  Postal Entry
-  Dogs allowed
-  Dogs are not allowed

Publicity Screen - Officials

Event Day - Officials (User Guide Test Event)

Planner *

No Planner Selected

Search For Member


Add second planner?

Controller

No Controller Selected

Search For Member

Add second controller?

IOF Advisor 

Save

Cancel

If you enter data on this screen you have to enter at least a planner, otherwise you can't save

Event Day Payment

Event Day - Payment (User Guide Test Event)

Please enter full fees. Members will receive a £2 discount where applicable

Payment Type * BOF Other Online No Online

On Day Entry No Yes

Postal Entry Available?


Car Park Fees (£)

Cars	Mini Buses	Coaches
<input type="text" value="TBC"/>	<input type="text" value="TBC"/>	<input type="text" value="TBC"/>

Parking Information

On Day Entry Fee (£)

Seniors	Juniors	Students
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Offer a family/group fee? 

- If you click on “Other Online” a whole set of boxes become visible
- If you click into Postal Entries a whole set of data boxes become visible

Event Day – Entry Details

Event Day - Entry Details (User Guide Test Event)

Course Description

Start Times

Guidelines*

Entry Classes

Punch Type None SI EMIT

MTBO?

Refreshments Available?

Coaching Available?

Dogs allowed? Unknown No Yes

- Course description – enter colour coded - white to green etc
- Guidelines – you MUST select one
- Entry Classes [not live yet, but if you know the event colours **please** tick them. Ignore all the other boxes. The short brown etc are at the bottom of the page at the moment {see next slide}.
- If you click SI or EMIT a hire charge box opens – you can enter £0.
- Dogs – If you click Yes a box opens up to enter free text like “Dogs on leads”

Event Day – Entry Classes

Edit Entry Classes



Click “Edit Entry Classes” and then UNTick the colours that will NOT be used at the Event and **Save** – Do not tick any of the other boxes. All colours are ticked by default. This screen is work in progress. The new colours are at the bottom.

Event Day - Entry Classes (OD Saturday Morning Local Event)

Please contact British Orienteering if the course you wish to select is not available.

White	<input type="checkbox"/>	Yellow	<input checked="" type="checkbox"/>	Orange	<input checked="" type="checkbox"/>	Red	<input type="checkbox"/>	Light Green	<input type="checkbox"/>
Green	<input checked="" type="checkbox"/>	Blue	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Black	<input type="checkbox"/>	J1	<input type="checkbox"/>

Please UN tick the colours not being used