

Manage club activities

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Purpose

The guide describes how to manage club activities and how to take care of entries. It is aimed at users with personal login.

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General

The term "club activity" in Eventor involves some kind of gathering or event that is aimed at a club's members and requires an entry.

Eventor club activity module allows members with personal login to create and edit entry forms, and to download entries for club activities.

Club login is not supported.

Club members, and if so desired, other club members, may enter for the activities and see who else is entered. The club activity module is thus a useful tool in the club's daily work.

Some examples of different club activities:

- Trainings
- Clothing ordering
- Camps
- Official missions
- Questionnaires

NOTE! Do not confuse club activities with events in Eventor. Events are handled separately and are shown in the event calendar.

The start page of a club's activities is accessed via *Club* → *Club activities* in the menu of Eventor, provided you are logged in and belong to a club.



Overview of current club activities

Go to the start page of the club's activities by choosing *Club* → *Club activities* in the menu. It displays information about current club activities.



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Club activities for OK Södertörn			
Edit club activities			
Activity	Start time	Registration deadline	Reg
Österåkerkaveln	05/10/2013 11:00	7 days ago	17
Grillen på 25manna 12 okt	12/10/2013 08:00	in 3 days	47 Change
25manna 2013	12/10/2013 09:00	5 days ago	74 Change
Halikko Viesti	19/10/2013 10:00	in 3 days	17 Register
Dala-dubbeln - resa	19/10/2013 11:00	6 days ago	41
Pampas night Stafett 23 oktober	23/10/2013 18:00	in 7 days	5 Register

Click on a club activity name to show more information about the activity and a list of the entries that have been received. Click *Register* or *Change* to enter a club activity or change an already made entry.

If you are logged in by using personal login, the link *Edit club activities* appears in the top menu.

Edit club activities

After clicking on the link *Edit club activities* on the overview page, a similar page is displayed.

Edit club activities					
+ Create new activity Go to view mode Guide: Manage activities (Swedish only)					
2012 2013 2014 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec all					
Activity	Visible from	Registration deadline	Start time	Visible to	Reg
Funktionär Dubbeltävlingen 28-29/9	2013-08-01 00:00		2013-09-28 00:00	2013-10-01 00:00	111 Change
Natti natti	2013-09-22 00:00	2013-09-30 23:59	2013-10-02 19:00	2013-10-03 00:00	18 Change
Österåkerkaveln	2013-08-27 00:00	2013-09-28 23:59	2013-10-05 11:00	2013-10-31 00:00	17 Change
Grillen på 25manna 12 okt	2013-09-20 00:00	2013-10-10 00:00	2013-10-12 08:00	2013-10-13 00:00	47 Change
25manna 2013	2013-06-02 00:00	2013-10-01 00:00	2013-10-12 09:00	2013-10-19 00:00	74 Change
Halikko Viesti	2013-07-28 00:00	2013-10-10 00:00	2013-10-19 10:00	2013-10-20 00:00	17 Change
Dala-dubbeln - resa	2013-08-27 00:00	2013-09-29 23:59	2013-10-19 11:00	2013-10-31 00:00	41 Change
Pampas night Stafett 23 oktober	2013-09-22 00:00	2013-10-14 00:00	2013-10-23 18:00	2013-10-24 00:00	5 Change

To add new club activities, click on *Create new activity*.

To edit existing club activities, click the club activity's name.

Activities are divided by month.

Create a new club activity



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After clicking on *Create new activity*, a new page where you fill in the details of the activity is displayed.

Edit activity

[Guide: Manage activities \(Swedish only\)](#)

General information

Activity *

Information

Visible from * ⓘ

Registration deadline ⓘ

Start time ⓘ

Visible to * ⓘ

Contact person ⓘ

Allow registrations from other clubs ⓘ

Show registrations for ⓘ

[+ Add input field](#)

General information

Here general information about the club activity is given, such as **Activity** (activity name), **Information** (information text about the activity), **Registration deadline** (for the activity) and **Start time** (for the activity).

The fields **Visible from** and **Visible to** are optional details. If neither the registration deadline nor start time is specified, the entry deadline will be set to the same time as **Visible to** time.

If the **Registration deadline** is left empty but **Start time** is specified, the registration deadline will be set to the same time as the start time.

If desired, specify a **Contact person** in the club.

If the checkbox **Allow registrations from other clubs** is selected, Eventors users from outside the club make an entry for the event.

With **Show registrations for** you can control who can see the entered participants and their choices. Here you can choose between all people (even non-logged-in), club members or club administrators (which include organising managers in this case). The last option is for example useful in questionnaires in order to keep the responses confidential.

Remember that you can always get information about a field by holding the mouse cursor over the information icon to the right of the field.



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Complementary input fields

When making an entry, there is usually a need to enter more data than a name, for example which course you want to run in a training, required size of the competition clothes etc.

A club activity can contain any number of input fields, which together create the entry form that the user fills in.

To add an input field, click on *Add input field* in the bottom of the page.

Input field 1

Field name *

Information ⓘ

Field type ⓘ

Default value ⓘ

Field size ⓘ

Show in list ⓘ

Before any information is specified, it is important to make a review of what input field to be used.

There are five different types of input fields available (selected under **Field type**):

- **Text** allows the user to enter free text.
- **Radio buttons** allow the user to choose exactly one item from a list.
- **Check boxes** allow the user to select zero, one, or more options from a list.
- **Single-selection list** functionally corresponds to radio buttons.
- **Multiple-selection list** functionally corresponds to check boxes, but they have more compact graphical representation and are useful when there are many options to choose from.

Depending on what input field type you select, fill in the required information.

- **Field name** appears next to the input field, for example "Specify what size in club clothes you like" or "Select what course you want to run".
- **Information** indicates the text that appears when the user points the mouse cursor on the information icon next to the input field.
- **Field type** is selected according to section above.
- **Choices** (is displayed when input field type is *Radio buttons*, *Checkboxes*, *Single-selection list* or *Multiple-selection list*, see above).

Enter options that for the user to choose between. Enter the options separated by a semicolon, for example *option 1;option 2;option 3*.

- **Default value** specifies the text or what alternative to be prefilled when the user brings up the registration form on the screen. Make sure the spelling exactly matches what is specified under *Choices*.

You can specify multiple default values for check boxes and multiple-selection lists; separating them with a semicolon in the same way as for *Choices*.

There is also the possibility to set the default value in the form of a so-called *person-specific value*. Three types are available; *{Class}*, *{SI}* and *{Emit}*.

{Class} is specified to select the best match among a number of classes in a radiobutton- or single-selection list, based on the user's gender and age.

{SI} and *{Emit}* prefills the user's punching card number automatically and is used exclusively in text fields.



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Input field 1

Field name *

Information

Field type

Choices

Default value

Show in list

Input field 2

Field name *

Information

Field type

Default value

Field size

Show in list

- **Field size**, finally, can be specified if you want a text field or a multiple-selection list to show a specific number of rows. This setting only affects the appearance of the input field and not the length of the text that can be entered or the number of options that can be selected. If no value is added, the field size is set to one row for text fields and the entire list (i.e. no scroll bar) for multiple-selection list.

If necessary, add more entry fields.

You can also move the input fields up and down via the *Move up* and *Move down* links.

When you are done, click on *Preview*.

Preview activity

Activity	Test activity
Organising club	OK Södertörn
Visible from	Wednesday 6 November at 0:00
Registration deadline	-
Start time	-
Visible to	Friday 6 December at 0:00
Contact person	-
Allow registrations from other clubs	no
Show registrations for	Everyone
Number of registrations	0

Class

SI number

Make sure the information is correct and that the input fields look like you have intended. Click *Edit* to go back and make changes, or *Save* if everything looks alright.

Editing club activities in which entries are received

You can edit an activity even after entries are received. Please be aware that changes to the options for entry fields are not progressing for already entered participants. For example, if the name of the class is changed from *H21* to *Men Long* already entered participants who entered the class H21 will keep that information.



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Download entries

Entered participants appear on the club activity information page, which is accessed by clicking on the activity name on the overview page.

You can also download an Excel file with information on the entered participants. First go to the *Edit club activities* mode via the top menu link, and then click on the activity. When you are on the edit page of the activity, in the top menu, click the *Export registrations to Excel*.

Via the Eventor API you can also read out the activities and entries. Read more:

- API-documents <https://eventor.orientering.se/api/documentation>
- The API-guide can be found on the *Help and support* page in Eventor.

Entries for club members and others

Since this guide focuses on the management of club activities, we do not focus on how to make an entry for a club activity.

The approach is similar to the one that applies to the entry form of an event. That means a member can make an entry to a club activity for both himself and other club members.