

The Federations' guide

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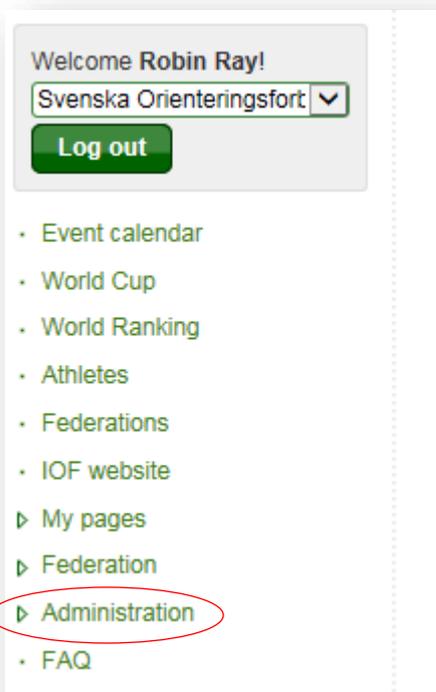
General information

This guide assumes that you have received administrative rights on the federation level. To confirm your administrative right at federation level you should be able to choose your federation at the log in view up in the left corner (picture 1) **and** also have the menu item *Administration* available (picture 2). If you do not have these rights, please contact the IOF office.

Picture 1



Picture 2



Add members to the federation

One of the first things you should do as a federation Super administrator in IOF Eventor, is to add members to your federation. Federation members may in turn be assigned to different roles within the federation (described later in this guide). These roles are:

- Members – athletes representing your country.
- National team managers – people responsible for entry and update data for IOF events.
- Event organiser – people maintaining event- start list- and result data, services and registrations.
- Administrator – this role give you the right to assign the roles member, National team manager and Event organiser to other members within your federation.
- Super administrator – the same rights as the role Administrator, but you can also assign the roles Administrator and Super administrator to other members within your federation.

The people you add as federation members should, in other words, fit into any of the above roles. This is how you add federation members (Assuming that you're logged in with administrative rights):

1. Click the menu Federation/members.



Welcome Robin Ray!
The South African Orienteering Federation
[Log out](#)

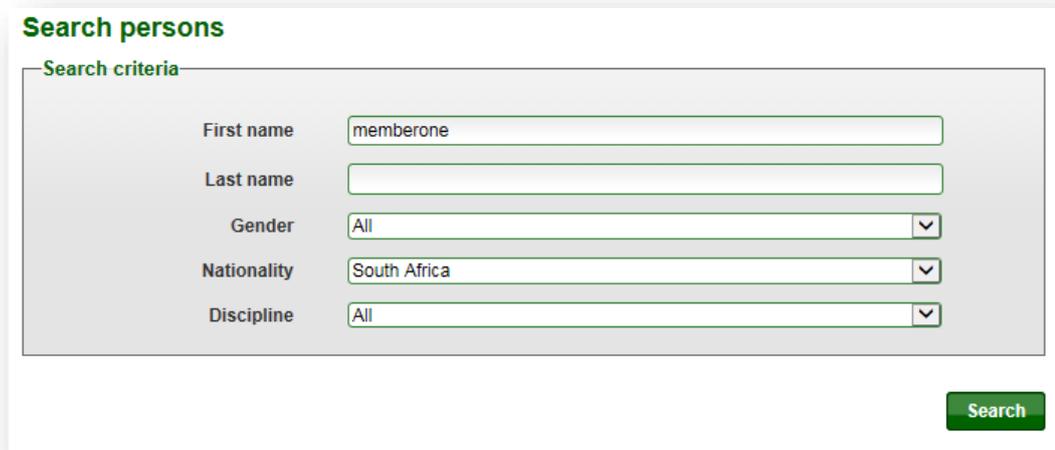
- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- ▲ Federation
 - About the federation
 - Edit federation details
 - Federation settings
 - **Members**
- ▲ Roles

Members of The South African Orienteering Federation

[+ Create members](#) [✎ Edit selected members](#) [- Remove selected members](#)
[🔍 Search person to add as member](#) [📄 Export to Excel](#)

ID	First name	Last name	Gender	Year of birth	Sportident	
19184	Robin	Ray	male	1990		Edit

2. Click *Search person to add as member*, fill in relevant search criteria and click *Search*.



Search persons

Search criteria

First name:

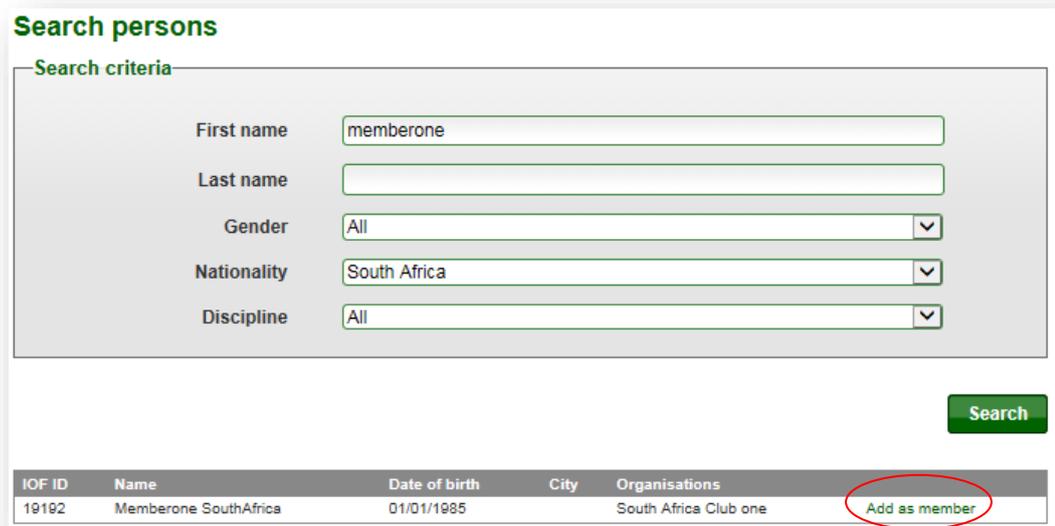
Last name:

Gender:

Nationality:

Discipline:

3. From the search result, click *Add as a member*. (If you cannot find your person, go to item five below).



Search persons

Search criteria

First name:

Last name:

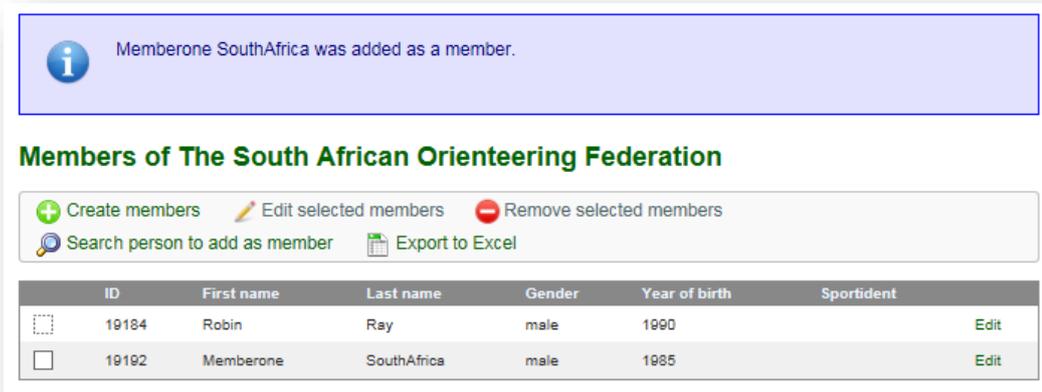
Gender:

Nationality:

Discipline:

IOF ID	Name	Date of birth	City	Organisations	
19192	Memberone SouthAfrica	01/01/1985		South Africa Club one	Add as member

4. The new member will now be displayed in the federation's member list.



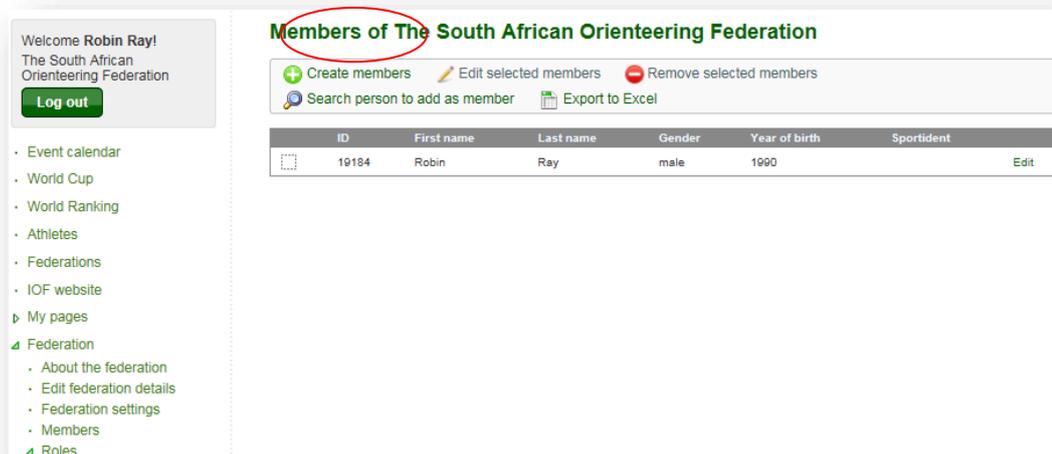
Memberone SouthAfrica was added as a member.

Members of The South African Orienteering Federation

[+ Create members](#)
[✎ Edit selected members](#)
[- Remove selected members](#)
[🔍 Search person to add as member](#)
[📄 Export to Excel](#)

ID	First name	Last name	Gender	Year of birth	Sportident	
<input type="checkbox"/>	19184	Robin	Ray	male	1990	Edit
<input type="checkbox"/>	19192	Memberone	SouthAfrica	male	1985	Edit

5. If you cannot find the person via *Search person to add as member*, click *Create members*.



Welcome Robin Ray!
The South African Orienteering Federation
[Log out](#)

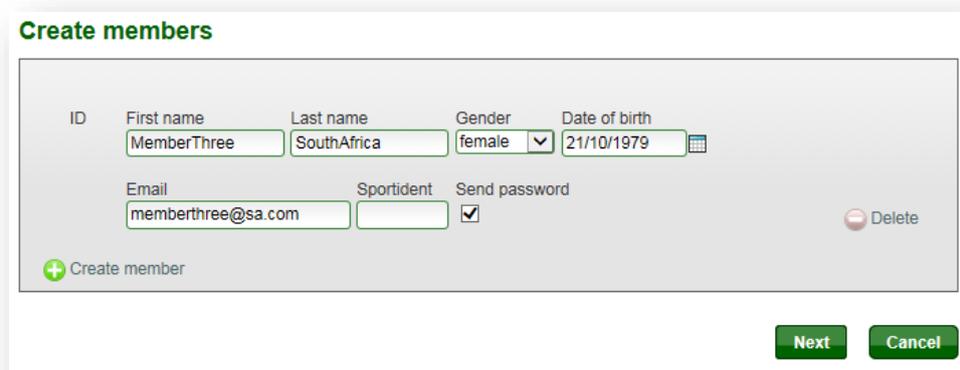
- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- Federation
 - About the federation
 - Edit federation details
 - Federation settings
 - Members
 - Roles

Members of The South African Orienteering Federation

[+ Create members](#)
[✎ Edit selected members](#)
[- Remove selected members](#)
[🔍 Search person to add as member](#)
[📄 Export to Excel](#)

ID	First name	Last name	Gender	Year of birth	Sportident	
<input type="checkbox"/>	19184	Robin	Ray	male	1990	Edit

- a. Fill in at least *First name*, *Last name*, *Gender* and *Date of birth*. If you also want the person to get log in details (username and password) for IOF Eventor via e-mail, you have to fill in the *E-mail address* and tick the box *Send password*. Click *Next* to continue.



Create members

ID:
 First name:
 Last name:
 Gender:
 Date of birth:

Email:
 Sportident:
 Send password:

[+ Create member](#) [Delete](#)

[Next](#) [Cancel](#)

- b. Confirm the details provided and click **Save**.

Add members: confirm

Check that the details provided are correct. If the details are OK click **Save**. Click **Back** in order to make changes.

ID	Name	Gender	Date of birth	Sportident
	MemberThree SouthAfrica	female	21/10/1979	

Assign roles to members of the federation

After you have added members to your federation, it is time to assign roles to the members. You have the possibility to edit roles for several persons at once (Assuming that you're logged in with administrative rights):

1. Click the menu *Administration/Organisations/Assign roles*, select your federation and click *Edit roles*.

Choose the organisation to edit roles for

The South African Orienteering Federati
abi

2. Assign roles to the persons by ticking the boxes. Click **Save** when you are finished. The picture below will assign the following rights:
 - a. Robin Ray – Super administrator
 - b. Memberone – Administrator
 - c. MemberThree – Event organiser and Member
 - d. Membertwo – National team manager

Edit roles in The South African Orienteering Federation

Here it is possible to edit roles for several persons at once. Hold the mouse pointer over a column title or a checkbox to show the complete name for the role.

If you give *Administrator* rights to a person, they will automatically be given all other rights when they log in.

Person	Sup	Adm	Eve	Nat	Mem
Robin Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memberone SouthAfrica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MemberThree SouthAfrica	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Membertwo SouthAfrica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- You get a confirmation that the assignments are saved.

i Roles saved.

Edit roles in The South African Orienteering Federation

Here it is possible to edit roles for several persons at once. Hold the mouse pointer over a column title or a checkbox to show the complete name for the role.

If you give *Administrator* rights to a person, they will automatically be given all other rights when they log in.

Person	Sup	Adm	Eve	Nat	Mem
Robin Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memberone SouthAfrica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MemberThree SouthAfrica	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Membertwo SouthAfrica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

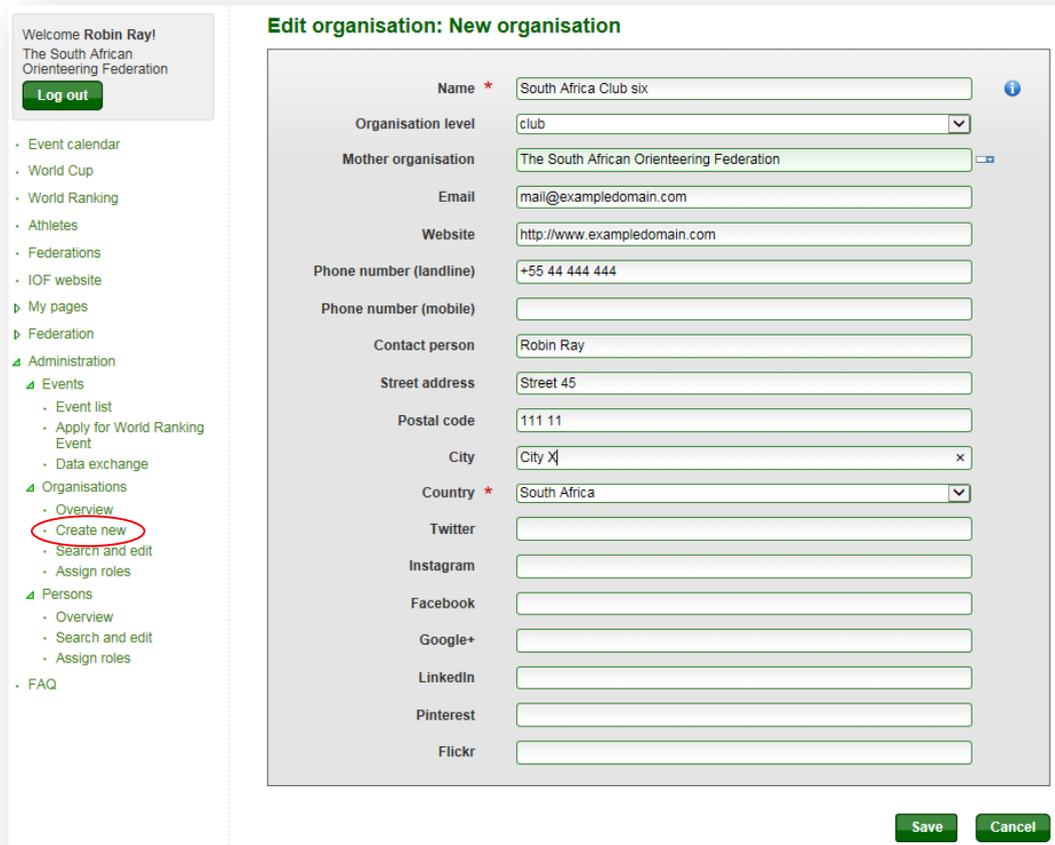
Create a club

There are several possibilities, in IOF Eventor, to create a new club:

- As part of creating a new user account from IOF Eventor's home page.
- From the menu item *My pages/Edit profile* and the tab *Competitor details* (available for any user account in IOF Eventor).
 - When you click *Add*, you have the possibility to add a new club
- From the menu item *Administration/Organisations/Create new* (provided that you have been assigned federation rights) .

As a federation administrator you should use the third alternative, where you have the possibility to fill in all the information of the club from a single view (the first two options only give you the option to fill in the club's name). Assuming that you are logged in with administrative rights, do the following:

1. Click the menu *Administration/Organisations/Create new*.



Welcome Robin Ray!
The South African Orienteering Federation
[Log out](#)

- Event calendar
- World Cup
- World Ranking
- Athletes
- Federations
- IOF website
- My pages
- Federation
- Administration
 - Events
 - Event list
 - Apply for World Ranking Event
 - Data exchange
 - Organisations
 - Overview
 - Create new**
 - Search and edit
 - Assign roles
 - Persons
 - Overview
 - Search and edit
 - Assign roles
- FAQ

Edit organisation: New organisation

Name *	<input type="text" value="South Africa Club six"/>
Organisation level	<input type="text" value="club"/>
Mother organisation	<input type="text" value="The South African Orienteering Federation"/>
Email	<input type="text" value="mail@example.com"/>
Website	<input type="text" value="http://www.example.com"/>
Phone number (landline)	<input type="text" value="+55 44 444 444"/>
Phone number (mobile)	<input type="text"/>
Contact person	<input type="text" value="Robin Ray"/>
Street address	<input type="text" value="Street 45"/>
Postal code	<input type="text" value="111 11"/>
City	<input type="text" value="City X"/>
Country *	<input type="text" value="South Africa"/>
Twitter	<input type="text"/>
Instagram	<input type="text"/>
Facebook	<input type="text"/>
Google+	<input type="text"/>
LinkedIn	<input type="text"/>
Pinterest	<input type="text"/>
Flickr	<input type="text"/>

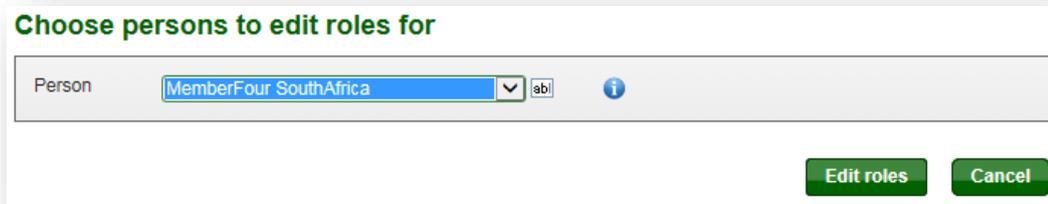
[Save](#) [Cancel](#)

2. Fill in the form and click **Save**.

Add members to the club

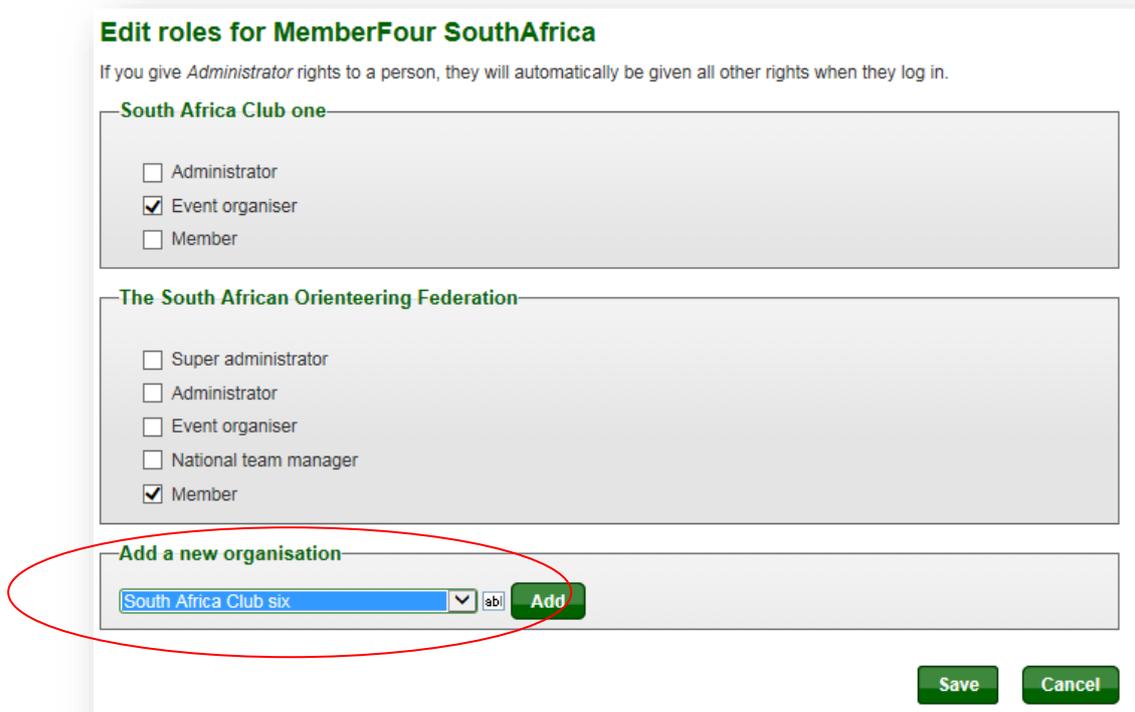
The recommended way to add a club member is that the member himself clicks the menu *My pages/Edit profile*, and from the tab *Competitor details* clicks *Add*. If you want to do it as a federation administrator, do the following:

1. Click the menu *Federation/Roles/Search by person name*, chose the person you want to add to the club and click *Edit roles*.



The screenshot shows a dialog box titled "Choose persons to edit roles for". It contains a search field with the text "MemberFour SouthAfrica" and a dropdown arrow. To the right of the search field is a small "i" icon. Below the search field are two green buttons: "Edit roles" and "Cancel".

2. In the section *Add a new organization*, select the club (*South Africa Club six* in this example) and click *Add*.



The screenshot shows the "Edit roles for MemberFour SouthAfrica" page. At the top, it says "If you give Administrator rights to a person, they will automatically be given all other rights when they log in." Below this are three sections for role assignment:

- South Africa Club one**:
 - Administrator
 - Event organiser
 - Member
- The South African Orienteering Federation**:
 - Super administrator
 - Administrator
 - Event organiser
 - National team manager
 - Member
- Add a new organisation**:
 - A dropdown menu with "South Africa Club six" selected. This section is circled in red in the original image.
 - An "Add" button next to the dropdown.

At the bottom right of the page are two green buttons: "Save" and "Cancel".

- In the section for the new club, check the box *Member* and click *Save*.

Edit roles for MemberFour SouthAfrica

If you give *Administrator* rights to a person, they will automatically be given all other rights when they log in.

South Africa Club one

Administrator
 Event organiser
 Member

South Africa Club six

Administrator
 Event organiser
 Member

The South African Orienteering Federation

Super administrator
 Administrator
 Event organiser
 National team manager
 Member

Add a new organisation

[select]

- To confirm the membership, open menu *Administration/Organisations/Overview* and click the link to the club.

Organisation and member overview

Number of organisations with roles: 25
 Number of persons: 62
 Number of users: 66

Organisation	Region	Country	Membe...	Admin...	Event...	Natio...	Users
South Africa Club one		South Africa	0	1	2	1	2
South Africa Club six		South Africa	1	0	0	0	1
South Africa Club two		South Africa	1	0	0	0	1
The South African Orienteering Federation		South Africa	2	0	1	1	4

5. Click Members.

Organisation information South Africa Club six

[Edit](#)
[Members](#)
[Organisation settings](#)
[Back](#)

Name	South Africa Club six
Organisation level	club
Mother organisation	The South African Orienteering Federation
Email	mail@example.com
Website	www.example.com
Phone number (landline)	+55 44 444 444
Address	Robin Ray, Street 45, 111 11 City X, South Africa
Members	1

6. Confirm the membership.

Members of South Africa Club six

[+ Create members](#)
[Edit selected members](#)
[- Remove selected members](#)
[Export to Excel](#)

ID	First name	Last name	Gender	Year of birth	Sportident	
<input type="checkbox"/>	19195	MemberFour	SouthAfrica	female	1995	Edit

Assign roles to members of a club

You also have the possibility to assign roles to members of a specific club. The roles you can assign to members of a club are:

- Administrator – The same rights as the Event Organiser and also add club members, edit club details and assign roles to club members.
- Event Organiser - maintaining event- start list- and result data, services and registrations (provided that IOF has assigned the role Organiser to the club).
- Member

To edit roles for several persons at once (Assuming that you are logged in with at least administrative rights for the club), do the following:

1. Click the menu *Administration/Organisations/Assign roles*, select a **club** and click *Edit roles*.

Choose the organisation to edit roles for

South Africa Club one

2. Assign roles to the persons by ticking the boxes. Click **Save** when you are finished. The picture below will assign the following rights:
 - a. MemberFour – Event Organiser
 - b. Memberone – Administrator

Edit roles in South Africa Club one

Here it is possible to edit roles for several persons at once. Hold the mouse pointer over a column title or a checkbox to show the complete name for the role.

If you give *Administrator* rights to a person, they will automatically be given all other rights when they log in.

Person	Adm	Eve	Mem
MemberFour SouthAfrica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Memberone SouthAfrica	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You get a confirmation that the assignments are saved.

 Roles saved.

Edit roles in South Africa Club one

Here it is possible to edit roles for several persons at once. Hold the mouse pointer over a column title or a checkbox to show the complete name for the role.

If you give *Administrator* rights to a person, they will automatically be given all other rights when they log in.

Person	Adm	Eve	Mem
MemberFour SouthAfrica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Memberone SouthAfrica	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apply for World Ranking Event

To apply for a World Ranking Event, you have to log in to IOF Eventor as a federation administrator and fill out an electronic form.

1. Click the menu *Administration/Events/Apply for World Ranking Event*, chose discipline and click Next.



World Ranking Event application

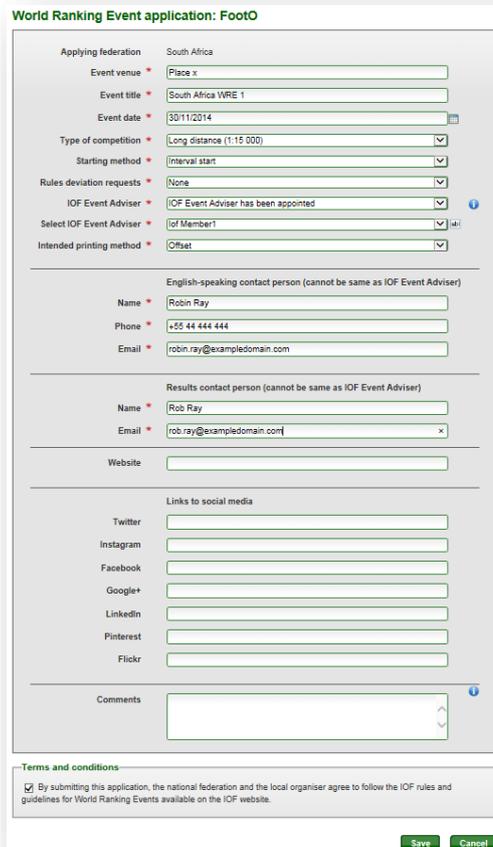
Select discipline

Discipline: FootO ▼

i [FootO text...]

Next

2. Fill out the form (mandatory fields are marked with red stars). The form is interactive and you will need to complete follow-up questions depending of what alternatives you chose. When you are ready, tick the box *By submitting this application....* at the bottom of the page and click *Save*.



World Ranking Event application: FootO

Applying federation: South Africa

Event venue *

Event title *

Event date *

Type of competition *

Starting method *

Rules deviation requests *

IOF Event Adviser *

Select IOF Event Adviser *

Intended printing method *

English-speaking contact person (cannot be same as IOF Event Adviser)

Name *

Phone *

Email *

Results contact person (cannot be same as IOF Event Adviser)

Name *

Email *

Website:

Links to social media

Twitter:

Instagram:

Facebook:

Google+:

LinkedIn:

Pinterest:

Flickr:

Comments:

Terms and conditions

By submitting this application, the national federation and the local organiser agree to follow the IOF rules and guidelines for World Ranking Events available on the IOF website.

Save Cancel

- You get a confirmation that the form is saved.

 Information saved.

All events

 Export to Excel

2013 | **2014** | 2015 | 2016 | 2017

Name	Organiser	Disciplines	Event date	Status	Last modified
The Big 5 O week	South Africa	FootO	02/01/2014	entries closed	15/09/2014 00:00 CET
Gauteng Urban Series Final	South Africa	FootO	08/06/2014	entries closed	15/09/2014 00:00 CET
Gauteng Championships	South Africa	FootO	15/06/2014	entries closed	15/09/2014 00:00 CET
South African Orienteering Championships 2014	South Africa	FootO	04/10/2014	entries closed	15/09/2014 00:00 CET
South Africa WRE 1	South Africa	FootO	30/11/2014	applied	19/11/2014 11:13 CET

Create a user account for an official (VIP or media person)

To create an account connected to an official in IOF Eventor, do the following:

- Click the menu *Federation/Members* and click *Create members*.

Members of The South African Orienteering Federation

+ **Create members**
✎ Edit selected members
- **Remove selected members**

🔍 Search person to add as member
  Export to Excel

ID	First name	Last name	Gender	Year of birth	Sportident	
<input type="checkbox"/>	19184	Robin	Ray	male	1990	Edit
<input type="checkbox"/>	19196	SouthAfricaVIP	Ray	female	1985	Edit
<input type="checkbox"/>	19195	MemberFour	SouthAfrica	female	1995	Edit
<input type="checkbox"/>	19194	MemberThree	SouthAfrica	female	1979	Edit
<input type="checkbox"/>	19193	Membertwo	SouthAfrica	male	1987	Edit

- a. Fill in at least *First name*, *Last name*, *Gender* and *Date of birth*. If you also want the person to get log in details (username and password) for IOF Eventor via e-mail, you have to fill in the *E-mail address* and tick the box *Send password*. Click *Next* to continue.

Create members

ID	First name	Last name	Gender	Date of birth
	<input type="text" value="VIPOne"/>	<input type="text" value="SouthAfrica"/>	<input type="text" value="female"/>	<input type="text" value="12/03/1980"/>
	Email	Sportident	Send password	
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

- b. Confirm the details provided and click *Save*.

Add members: confirm

Check that the details provided are correct. If the details are OK click *Save*. Click *Back* in order to make changes.

ID	Name	Gender	Date of birth	Sportident
VIPOne	SouthAfrica	female	12/03/1980	

- c. The account will be shown as a member in your federation. It is now possible to add the official to events and services.

 The members were saved.

Members of The South African Orienteering Federation

ID	First name	Last name	Gender	Year of birth	Sportident	
<input type="checkbox"/>	19184	Robin	Ray	male	1990	Edit
<input type="checkbox"/>	19196	SouthAfricaVIP	Ray	female	1985	Edit
<input type="checkbox"/>	19195	MemberFour	SouthAfrica	female	1995	Edit
<input type="checkbox"/>	19194	MemberThree	SouthAfrica	female	1979	Edit
<input type="checkbox"/>	19193	Membertwo	SouthAfrica	male	1987	Edit
<input type="checkbox"/>	19197	VIPOne	SouthAfrica	female	1980	Edit

Manage Athlete Licences

The responsibility to sign athlete licence form and pay athlete licence lies on the athlete. However, some federations may pay the licence fee for their athletes. IOF Eventor is developed with an athlete

licence payment functionality where the federation pays for one or several Licences and then assigns them to selected athletes.

Federation roles that can manage Licences

The Licences can be managed by IOF Eventor roles:

- Federation Administrator
- Federation Team Manager.

Overview

To find the status of Athlete Licences for all federations, click on menu *Athlete Licences*. The list of athletes shows all athletes for all federations **with a paid licence or with an initiated payment for a licence**. It is the payment or initiated payment that declares decides that the athlete is shown on this list. Athletes that have only signed the from doesn't show up on this list.

Pay for athlete licences for athletes in your federation

The Federation view for management and payment of athlete Licences can be reached through Menu item *Athlete Licences* and then choose view *Manage athlete licences for "Your" Orienteering Federation*. If you don't see this view you don't have the Administrator or Team Manager role of your federation.

Licensed athletes

Manage athlete licences for Swedish Orienteering Federation | My athlete licences | Export to Excel

2017
The license fee period starts at 31/10/2016 and ends at 31/12/2017.

 **Norway - 2017**

IOF ID	Athlete	Signed	Paid
1464	Mari Fasting	Not signed	Unpaid
11394	Carl Godager Kaas	Signed	Paid
12296	Hans Jorgen Kvale	Signed	Paid
12432	Ole Kjell Langmyren	Signed	Paid

 **Sweden - 2017**

IOF ID	Athlete	Signed	Paid
65	Tove Alexandersson	Signed	Paid
7106	Peter Arnesson	Not signed	Paid

The view contains 4 parts:

1. A menu (Where you can purchase licences and create two reports)
2. A list of Licenced athletes or their status.
3. A list where purchased Licences can be assigned to athletes.
4. A list of request from athletes to pay the athlete licence.

Licensed athletes for Swedish Orienteering Federation

 Purchase athlete licences
  Show summary of athlete licences purchased by federation
 Export all athletes that have signed or preliminary signed the form to Excel

Licensed athletes

The table below shows athletes for which licence fee payment has been initiated or completed for the current year. Note! An athlete is licensed when he or she have signed **and** paid.

Click *Purchase athlete licences* above to buy licences.

Year	Athlete	Signed	Paid	Valid from date	Valid to date	Payer
2017	Tove Alexandersson	 Signed	 Paid	01/11/2016	31/12/2017	Federation
2017	Peter Arnesson	 Not signed	 Paid	01/11/2016	31/12/2017	Federation
2017	Annika Billstam	 Not signed	 Paid	01/11/2016	31/12/2017	Federation
2017	Olle Bostrom	 Not signed	 Paid	01/11/2016	31/12/2017	Federation
2017	Jonas Ekvall	 Not signed	 Paid	01/11/2016	31/12/2017	Athlete
2017	Kajsa Engstrom	 Not signed	 Paid	01/11/2016	31/12/2017	Federation
2017	Jonas Leandersson	 Preliminary signed	 Paid	01/11/2016	31/12/2017	Athlete
2016	Tove Alexandersson	 Signed	 Paid	01/11/2015	31/12/2016	Federation
2016	Erik Andersson	 Not signed	 Paid	01/11/2015	31/12/2016	Federation
2016	Annika Billstam	 Not signed	 Paid	01/11/2015	31/12/2016	Federation
2016	Olle Bostrom	 Not signed	 Paid	01/11/2015	31/12/2016	Federation
2016	Jonas Ekvall	 Not signed	 Paid	01/11/2015	31/12/2016	Athlete
2016	Kajsa Engstrom	 Not signed	 Paid	01/11/2015	31/12/2016	Federation
2016	Helena Jansson	 Not signed	 Unpaid	01/11/2015	31/12/2016	Athlete
2016	Jonas Leandersson	 Preliminary signed	 Paid	01/11/2015	31/12/2016	Federation
2016	Jerker Lysell	 Not signed	 Paid	01/11/2015	31/12/2016	Athlete
2016	Mats Troeng	 Signed	 Paid	01/11/2015	31/12/2016	Athlete

Assign athlete licences

Purchased but still unassigned licences are shown in the table below. To assign a paid licence fee to an athlete you choose the athlete in the dropdown list. Unpaid licences cannot be assigned.

Year	Paid	Valid from date	Valid to date	Assign to athlete
2017	 Paid	01/11/2016	31/12/2017	[select] 
2017	 Paid	01/11/2016	31/12/2017	[select] 
2017	 Paid	01/11/2016	31/12/2017	[select] 
2017	 Paid	01/11/2016	31/12/2017	[select] 
2017	 Paid	01/11/2016	31/12/2017	[select] 
2016	 Paid	01/11/2015	31/12/2016	[select] 
2016	 Paid	01/11/2015	31/12/2016	[select] 
2016	 Paid	01/11/2015	31/12/2016	[select] 
2016	 Paid	01/11/2015	31/12/2016	[select] 
2016	 Paid	01/11/2015	31/12/2016	[select] 
2016	 Paid	01/11/2015	31/12/2016	[select] 
2016	 Unpaid	01/11/2015	31/12/2016	

Assign licenses to athletes

Athletes to pay licence fees for

The athletes listed below have requested the federation to pay their licence fees. Purchase licences and assign a licence fee to these athletes. If the athletes should pay themselves, please contact each athlete and delete the requests.

Year	Athlete	Signed	Valid from date	Valid to date	Time of payment request
2017	Helena Jansson	 Not signed	01/11/2016	31/12/2017	20/10/2016 13:34 

Delete selected requests

Purchase Licences

To purchase Licences, click on *Purchase athlete licences* in the upper menu in the Federation view. Select the year you want to purchase Licences for and the number of Licences.

Note! You can buy Licences and assign them later throughout the season.

Purchase additional athlete licences for Swedish Orienteering Federation

Year: 2017 (30 EUR per licence) ▾
 Number of licences: 1

Customer details

Name * Swedish Orienteering Federation ⓘ
 Street address * Heliosgatan 3
 Postal code * 120 30
 City * Stockholm
 Country * Sweden
 Email * info@orientering.se
 Phone number +46 8 587 720 00

Select payment method. If you choose to pay by international bank transfer, select that option and click on pay later.

Select payment method

[Hide order](#)

Order information: Athlete licences for Swedish Orienteering Federation

Reference number

10006781

Product	Quantity	Price	Amount
Athlete licence for 2017	1	30 EUR	30 EUR
			30 EUR

Customer details

Swedish Orienteering Federation
 Heliosgatan 3
 120 30 Stockholm
 Sweden
 info@orientering.se
 +46 8 587 720 00

Pay by card at PayPal

Choose this option if you want to pay by credit card at PayPal's payment website.



Pay by international bank transfer

Choose this option if you want to pay at a bank office or use internet banking.

Assign purchased Licences to an athlete

1. Go to the Federation view (see above)
2. Navigate to the *Assign athlete licences* section. Select the right year!
3. Select an athlete in the dropdown list.

Assign athlete licences

Purchased but still unassigned licences are shown in the table below. To assign a paid licence fee to an athlete you choose the athlete in the dropdown list. Unpaid licences cannot be assigned.

Year	Paid	Valid from date	Valid to date	Assign to athlete
2017	✔ Paid	01/11/2016	31/12/2017	[select]
2017	✔ Paid	01/11/2016	31/12/2017	[select]
2017	✔ Paid	01/11/2016	31/12/2017	Tove Alexandersson
2017	✔ Paid	01/11/2016	31/12/2017	David Andersson
2017	✔ Paid	01/11/2016	31/12/2017	Erk Andersson
2017	✔ Paid	01/11/2016	31/12/2017	Jennifer Andersson
2017	✔ Paid	01/11/2016	31/12/2017	Rasmus Andersson
2017	✔ Paid	01/11/2016	31/12/2017	Peter Amesson
2017	✘ Unpaid	01/11/2016	31/12/2017	Tobias Astlund
2017	✘ Unpaid	01/11/2016	31/12/2017	Anna Bachman
2017	✘ Unpaid	01/11/2016	31/12/2017	Gustav Beroman

- Click on the button *Assign Licences to athletes*

Requests from athletes to pay licence fees for

In the Federation view, there is a section that is called *Athletes to pay licence fees for*. Here is all requests from athletes that have selected "My federation pays" for a licence year. When you assign a licence to that athlete the request will be deleted. If you won't pay the licence fee, contact the athlete and delete the request.

Manage Payments Receipts and Complete ongoing payments

In the Federation view, choose the upper menu item *Show summary of athlete licence purchased by federation*.

Purchased athlete licences for Swedish Orienteering Federation

[Purchase athlete licences](#) [Back](#)

Year	Licenses	Assigned licences	Order time	Status
2016	10	4	21/06/2016 10:33	✔ Receipt
2016	1	1	21/06/2016 10:45	✔ Receipt
2016	1	1	21/06/2016 21:54	✔ Receipt
2016	1	0	22/06/2016 17:43	✔ Receipt
2017	10	5	04/07/2016 16:52	✔ Receipt
2017	1	0	26/10/2016 13:35	✘ Complete the payment
2017	1	0	26/10/2016 13:38	✘ Complete the payment

Athlete licence Q & A

Q: What happens if we don't use all purchased licences from a year?

A: IOF Office will transfer them to the next year around 1 November.

Q: My Federation have several unassigned licences that we have not bought?

A: IOF Member Federations in membership fee groups 6, 7 and 8 are eligible for three IOF Athlete Licences free of charge. IOF Office plan to setup these unassigned licences to be used by these federations. If they are not pre-setup, please contact IOF Office.

Q: How do I find a list of all athletes that has signed the form?

A: Click on menu item *Athlete Licences* and choose *Manage Athlete licences for "My Federation"*. and choose the excel report: *Export all athletes that have signed or preliminary signed the form to Excel*.

Q: How do I find a list of all licenced athletes for a specific year?

A: Click on menu item *Athlete Licences* and choose *Export to Excel* in the upper menu. Select the specific year and open the exported excel report.

Document changes

The last edition added all Athlete licence parts. Added document version and release date. Reformatted some parts.