

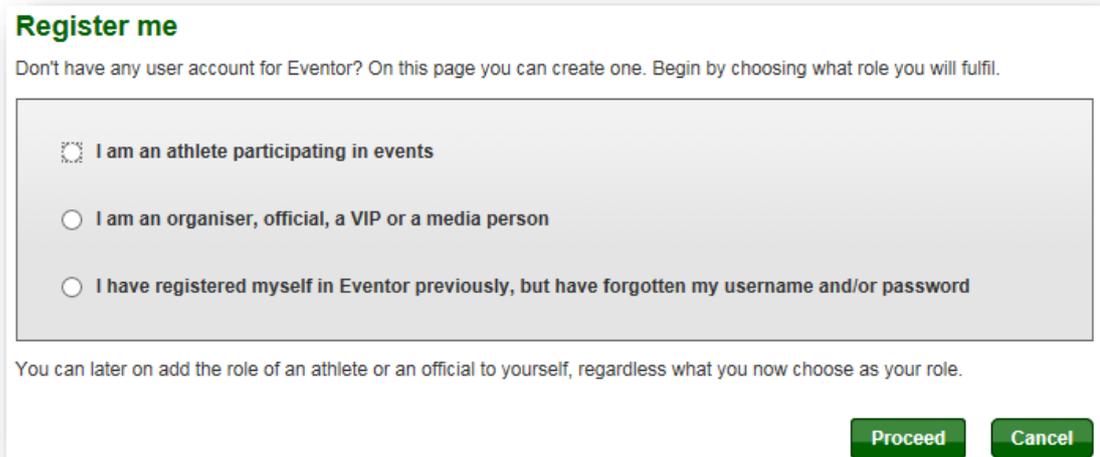
The Athletes' guide

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Create a user account for an athlete

Before you can log in to IOF Eventor you need to create a user account on <https://eventor.orienteering.org> Click *Create user account* and choose the option *I am an athlete participating in events*.



The screenshot shows the 'Register me' form. The title is 'Register me' in green. Below the title is a paragraph: 'Don't have any user account for Eventor? On this page you can create one. Begin by choosing what role you will fulfill.' There are three radio button options: 'I am an athlete participating in events' (which is selected), 'I am an organiser, official, a VIP or a media person', and 'I have registered myself in Eventor previously, but have forgotten my username and/or password'. Below the options is a note: 'You can later on add the role of an athlete or an official to yourself, regardless what you now choose as your role.' At the bottom right are two green buttons: 'Proceed' and 'Cancel'.

1. Select *Country* and *Club* in the two drop down lists. If you are a member of multiple clubs, you have the option to create/add clubs later from the view *My pages* (see chapter 2, *Edit my profile*).
 - a. If you find your club in the list, click *Proceed*, and continue to step 5
 - b. If you **do not** find your club in the list, select *My club cannot be found in the list*, click *Proceed* and continue with step 3 (**Note: Be sure you have selected country before you click Proceed**)

Register me

Don't have any user account for Eventor? On this page you can create one. Begin by choosing what role you will fulfil.

I am an athlete participating in events

Country

Club

My club cannot be found in the list

I am an organiser, official, a VIP or a media person

I have registered myself in Eventor previously, but have forgotten my username and/or password

You can later on add the role of an athlete or an official to yourself, regardless what you now choose as your role.

2. If you find your club in the suggested list, click *Cancel*, otherwise click *My club cannot be found in the list*.

Register club: does the club already exist in Eventor?

In order to prevent duplicates, you need to first **carefully check** if the club is already registered. If the club can be found in the list below, it is registered, and it should not be added again. If the club cannot be found in the list below, click on *My club cannot be found in the list* at the bottom of the page in order to proceed. Re-registering a club that already exists will make the club subject for removal.

Registered clubs in Sweden

- » OK Linné
- » OK Sundsvall
- » SNO
- » Stora Tuna OK

3. Type the name of your club, and click *Save*. If you are a member of multiple clubs, you have the option to create/add clubs later from the view *My pages* (see chapter 2, *Edit my profile*).
4. Fill in the form with at least all the mandatory fields, check the box *I understand and accept the above conditions*, and click *Next*.

Register club: provide the club's name

Provide the name of the club that will be shown in the startlists and results. Please spell the name correctly, as you can't change the name yourself later on. The contact and address details of the club can be added later on by the persons appointed as club administrators.

Country Sweden

The club's name *

The username (it is recommended to use your e-mail address) and password you fill in under the section *Login details* will be your login data for future logins to IOF Eventor (see the pictures below).

 The club Example Club was saved.

Register person in Example Club, Sweden

Personal details

First name *	<input type="text" value="Robin"/>	
Last name *	<input type="text" value="Ray"/>	
Full name in other alphabet	<input type="text"/>	
Gender *	<input type="text" value="male"/>	
Nationality *	<input type="text" value="Sweden"/>	
Date of birth *	<input type="text" value="01/01/1990"/>	 
Free text	<input type="text"/>	

Login details

Username *	<input type="text" value="robin.ray@example.com"/>	
Password *	<input type="password"/>	
Repeat password *	<input type="password"/>	

Information and partners

I would like to receive information about orienteering from the International Orienteering Federation.

I would like to receive offers from the International Orienteering Federation and its co-partners.

Storage of personal details

The personal details that you provide here will be saved in IOF Eventor's database, administered by the International Orienteering Federation. You may not deliberately provide information that you know not to be true. Your name, club/nationality and sometimes year of birth will be shown publicly on the Internet in start lists and result lists at any competitions you participate in. On your profile page your photo, date of birth, website and social media links will be accessible for anyone to read. Other personal details are only available for yourself, your club's and federation's administrators and IOF Eventor's system administrator. We reserve the right to change this statement from time to time, as we deem necessary. Your continued access or use of IOF Eventor is deemed to be your acceptance of any changes to this statement.

I understand and accept the above conditions

- If there is already a person in IOF Eventor with identical or similar personal details, you will be given the opportunity to choose one of the proposed persons or *None of the above persons*. A default date of birth of 01/01/YYYY has been set for all persons whose date of birth was not in the previous World Ranking system. When you are ready, click *Next*.

Are you one of the persons below?

If you are one of the persons in the list below, you are registered in Eventor. Mark yourself, so that a duplicate is not created in the registry. Otherwise, choose the option "None of the above persons". Proceed by clicking "Next".

Robin Ray 01/01/1990 The South African Orienteering Federation

None of the above persons

A default date of birth of 01/01/YYYY has been set for all persons whose date of birth was not in the previous World Ranking system.

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

- Confirm the provided details, and click *Save*

Register person in Example Club, Sweden: Confirm details provided

Check that the details below are correct. Proceed by clicking *Save*, or click *Previous* to correct the details.

Name	Robin Ray
Date of birth	01/01/1990
Gender	male
Nationality	Sweden

- You are now logged in to IOF Eventor! You will receive a mail with your username and a link to IOF Eventor. Click *Go to the start page*, which for IOF Eventor is the event calendar view

Welcome **Robin Rayz!**
Example Club2
[Log out](#)

The registration is complete

Welcome Robin! The registration is now complete and you have been logged in. An email with your user details has been sent to the address you provided.

» [Go to the start page](#)

· [Event calendar](#)

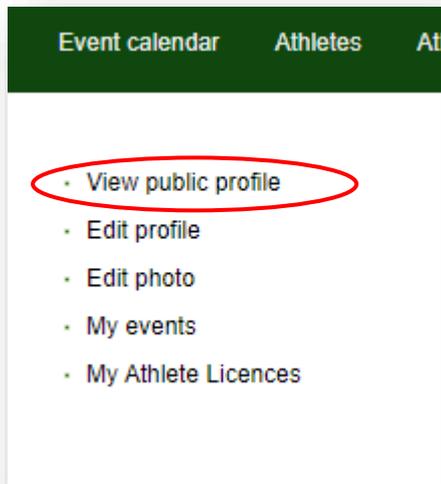
Edit my profile

When you login to IOF Eventor for the first time, you should update your personal information. You can find all your personal information to the right in the green menu, *My pages*.



View your public profile

1. Click the menu *My pages/View public profile*.



- The view to the right shows a summary of your profile information. You also find a shortcut to your World Ranking results in the top menu.

Robin Ray

World Ranking results for Robin Ray
✎ Edit profile
✎ Edit photo



Nationality Sweden

Date of birth 01/01/1990

IOF ID 19184

Gender Male

Clubs Example Club

Disciplines FootO

Text free text

FootO results

Date	Name	Organisers	Class	Organisation	Plac	Time	Diff	Km time
23/10/2014	Tävling1	Svenska Orienteringsförbundet (SOFT)	MEN	Svenska Orienteringsförbundet (SOFT)	2	1:29:43	+1:39	49:50

Back

Edit your profile text

- Click the menu *My pages/Edit profile*.

Event calendar
Athletes
At

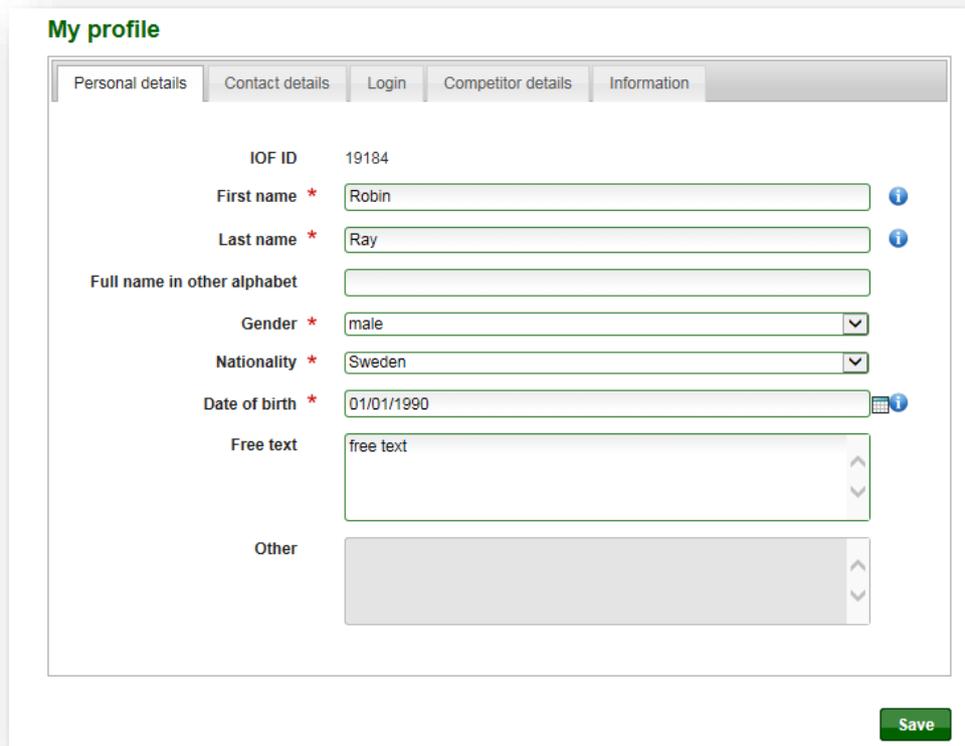
- View public profile
- Edit profile
- Edit photo
- My events
- My Athlete Licences

The view to the right has five tabs:

a. Personal details

In this view, you can change your personal information and also complement your name with your name in your original letters. The fields *First name* and *Last name* only allow latin letters (A-Z, a-z).

According to the rules it is not possible to change the nationality. To do that contact IOF office and give a photo of the passport from the nation that you want to change to.



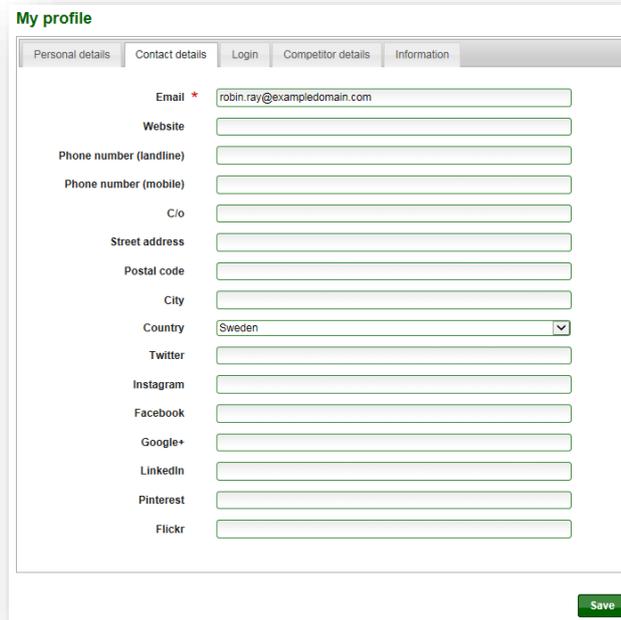
The screenshot shows a web interface titled "My profile" with five tabs: "Personal details", "Contact details", "Login", "Competitor details", and "Information". The "Personal details" tab is active. The form contains the following fields:

- IOF ID: 19184
- First name *: Robin
- Last name *: Ray
- Full name in other alphabet: (empty)
- Gender *: male
- Nationality *: Sweden
- Date of birth *: 01/01/1990
- Free text: free text
- Other: (empty)

A green "Save" button is located at the bottom right of the form.

b. Contact details

In this view you can change address information. You can also add links to your profiles on different types of social media.



My profile

Personal details | **Contact details** | Login | Competitor details | Information

Email *

Website

Phone number (landline)

Phone number (mobile)

C/o

Street address

Postal code

City

Country

Twitter

Instagram

Facebook

Google+

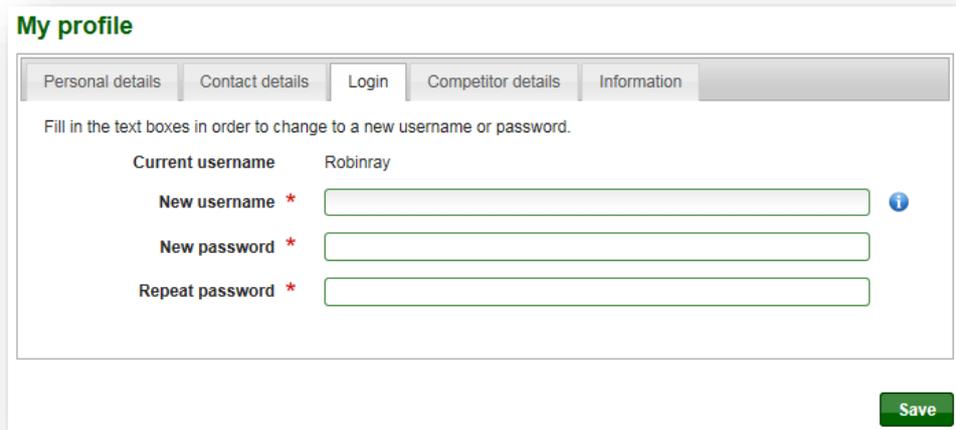
LinkedIn

Pinterest

Flickr

c. Login

In this view you can change your login data (username and password). We recommend that you use your e-mail address as your username.



My profile

Personal details | Contact details | **Login** | Competitor details | Information

Fill in the text boxes in order to change to a new username or password.

Current username Robinray

New username *

New password *

Repeat password *

d. Competitor details

My profile

Personal details
Contact details
Login
Competitor details
Information

FootO

Active in FootO

FootO organisations

Example Club	- Delete
OK 77	- Delete
	+ Add

MTBO

Active in MTBO

MTBO organisations

Example Club	- Delete
	+ Add

SkiO

Active in SkiO

SkiO organisations

+ Add

TrailO

Active in TrailO

TrailO organisations

+ Add

Sportident number

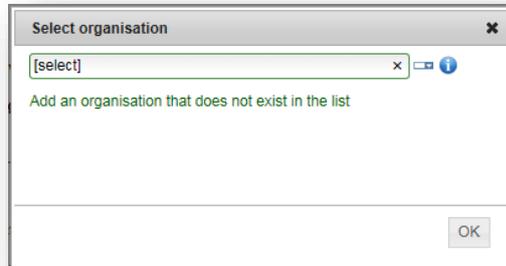
Emit number

EmiTag number

Save

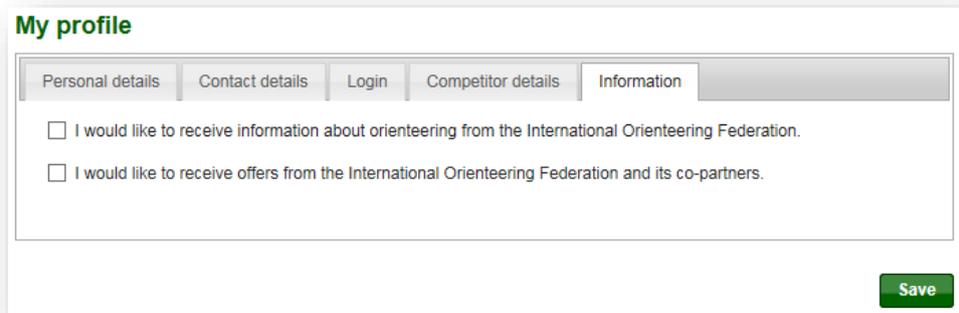
In this view you select your disciplines. For each discipline you have selected, you also select one or many clubs that you represent. If you cannot find your club when you click *Add*, click the link *Add an organisation that does not exist in the list to create a new club*.

If you fill in Sportident/Emit/EmiTag number, this number will be the standard number when you enter events (you can choose another number when entering) When you click *Add*, you have the possibility to either select an existing club from the list, or create a new club via the link *Add an organisation that does not exist in the list*.



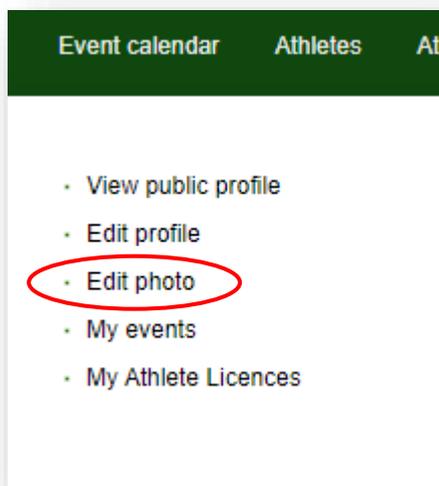
e. Information

If you want to receive additional information, check one or more boxes.

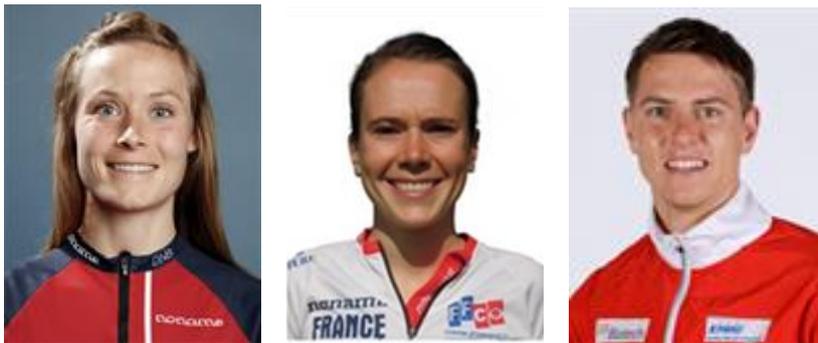


Add/change your photo

1. Click the menu *My pages/Edit photo*.

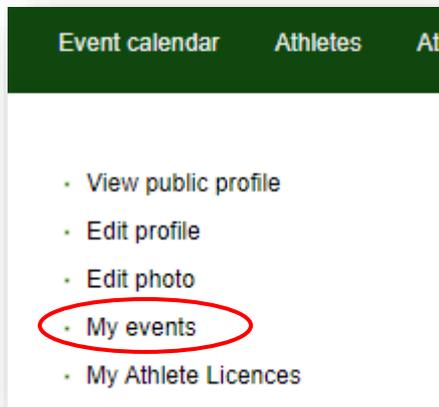


2. Read more in detail about the Profile Photo in IOF Eventor Photo Guide. The photo file should have:
 - 4:3 proportion (4 Hight, 3 width)
 - Preferred size: 400*300 pixels (minimum size is 267*200 pixels)
 - File types: jpg; png
 - Photo in color, in focus and good contrast
 - Photo taken directly from the face front with a light background
 - No Headgear is permitted, except religious headgear if chin, forehead and both cheeks are clearly visible.
3. Examples of Profile Photos:



Show My events

1. Click the menu *My pages/My events*



2. The information displayed shows events to which you have entered and your personal results (which you also can see in your public profile). These events will also be presented in the event calendar with highlighted green.

My Events

2013 | 2014 | 2015 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | all

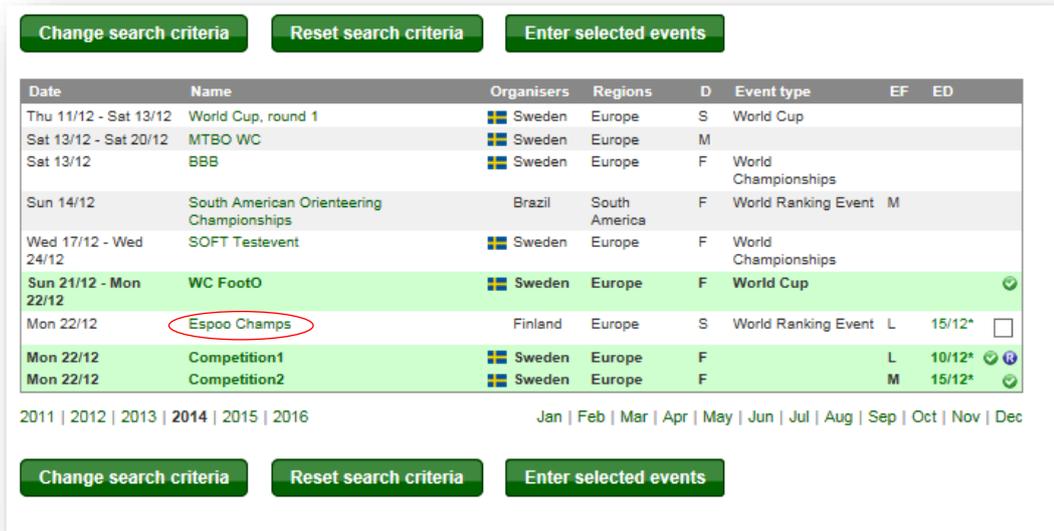
Date	Name	Organisers	Class	Organisation	Plac	Time	Diff	Km time
23/10/2014	Tävling1	Svenska Orienteringsförbundet (SOFT)	MEN	Svenska Orienteringsförbundet (SOFT)	2	1:29:43	+1:39	49:50

How to make an entry

For IOF Major Events (for example World Championships and World Cup) entries are made by the federation. For other events (for example World Ranking Events and World Masters) the entries can be made by the athlete.

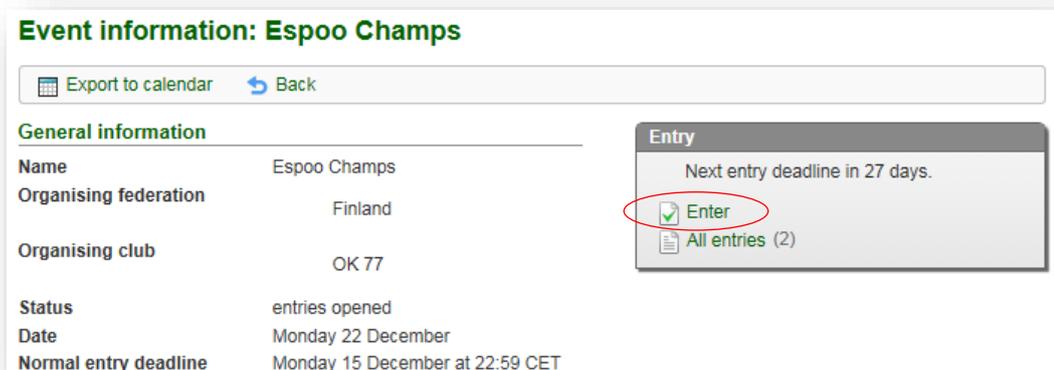
When logged in, from the event calendar:

1. Select the event you want to run by clicking on it.



Date	Name	Organisers	Regions	D	Event type	EF	ED
Thu 11/12 - Sat 13/12	World Cup, round 1	Sweden	Europe	S	World Cup		
Sat 13/12 - Sat 20/12	MTBO WC	Sweden	Europe	M			
Sat 13/12	BBB	Sweden	Europe	F	World Championships		
Sun 14/12	South American Orienteering Championships	Brazil	South America	F	World Ranking Event	M	
Wed 17/12 - Wed 24/12	SOFT Testevent	Sweden	Europe	F	World Championships		
Sun 21/12 - Mon 22/12	WC FootO	Sweden	Europe	F	World Cup		
Mon 22/12	Espoo Champs	Finland	Europe	S	World Ranking Event	L	15/12*
Mon 22/12	Competition1	Sweden	Europe	F		L	10/12*
Mon 22/12	Competition2	Sweden	Europe	F		M	15/12*

2. On the event page, click *Enter* to the right.



Event information: Espoo Champs

Export to calendar Back

General information

Name: Espoo Champs
 Organising federation: Finland
 Organising club: OK 77
 Status: entries opened
 Date: Monday 22 December
 Normal entry deadline: Monday 15 December at 22:59 CET

Entry

Next entry deadline in 27 days.

 All entries (2)

A page where you confirm your entry appears. Make sure the class and electronic card number is correct, and click Save.

Entry

Espoo Champs

Finland / OK 77, Monday 22 December
Normal entry deadline: Monday 15 December at 22:59 CET
Late entry deadline: Friday 19 December at 22:59 CET

Name Robin Ray	Club Example Club	Class M21 (20 EUR)	Emit 222
--------------------------	-----------------------------	------------------------------	--------------------

Sum: 20 EUR | - Delete

Enter, cancel or change entry for another member
Enter, cancel or change entries for multiple members

Save
Cancel

How to make entries for several events at the same time

If you want to make entries for several events at the same time, proceed as follows:

1. In the event calendar, choose the races you want to run by ticking them (you can also tick only one race). When you are done, click *Enter selected events* at the top or bottom of the page.

Change search criteria
Reset search criteria
Enter selected events

Date	Name	Organisers	Regions	D	Event type	EF	ED
Thu 11/12 - Sat 13/12	World Cup, round 1	Sweden	Europe	S	World Cup		
Sat 13/12 - Sat 20/12	MTBO WC	Sweden	Europe	M			
Sat 13/12	BBB	Sweden	Europe	F	World Championships		
Sun 14/12	South American Orienteering Championships	Brazil	South America	F	World Ranking Event	M	
Wed 17/12 - Wed 24/12	SOFT Testevent	Sweden	Europe	F	World Championships		✔
Sun 21/12 - Mon 22/12	WC FootO	Sweden	Europe	F	World Cup		
Mon 22/12	Espoo Champs	Finland	Europe	S	World Ranking Event	L	15/12* <input checked="" type="checkbox"/>
Tue 23/12	Espoo FootO Champs	Finland	Europe	F	World Ranking	L	

2. A page where you confirm your entries appears. Make sure the class and electronic card number is correct for each event and then click Save. Done!

How to enter several participants

On the page where you confirm your entry, you can also enter several participants from your club.

1. Click Enter, cancel or change entry for another member to add another member from your club. Click the row below to add multiple members from your club.

Entry

Espoo Champs

Finland / OK 77, Monday 22 December
Normal entry deadline: Monday 15 December at 22:59 CET
Late entry deadline: Friday 19 December at 22:59 CET

Name	Club	Class	Emit
Robin Ray	Example Club	M21 (20 EUR)	222

Sum: 20 EUR |  Delete

Enter, cancel or change entry for another member
Enter, cancel or change entries for multiple members

Save **Cancel**

Select person

Person [select]  

OK

Manage my Athlete licence

Some IOF Major Events require that the Athlete have a valid IOF athlete Licence. The License consists of two parts, one form to be signed and one fee to be paid.

Overview

To find the status of Athlete Licences for all federations, click on menu item Athlete Licences. The list of athletes shows all athletes for all federations in the current year that ordered a license (and then also done the electronic signing). It also shows if the fee is paid or not.

Licensed athletes

Export to Excel

2023
The license fee period starts at 30/11/2022 and ends at 31/12/2023.

Austria - 2023

IOF ID	Athlete	Paid
45479	Joerg Buerger	✔ Paid
21250	Antonia Erhart	✔ Paid
10294	Tobias Habenicht	✔ Paid

Belgium - 2023

IOF ID	Athlete	Paid
28073	Ems De Smul	✔ Paid
20876	Wouter Hus	✔ Paid
22591	Simon Krekels	✔ Paid
12586	Evert Leeuws	✔ Paid
13592	Yannick Michiels	✔ Paid

My Athlete licence View

The overview of “My Athlete Licences” can be found in the left menu after you have logged in:

- *My Pages/My Athlete Licences* or
- *Athlete Licences/My athlete Licences (in the upper menu)*



My Athlete Licences

In this view you find an overview of your current status of signed form and your payments. It is in this view you also pay or initiate your payment of the licence fee.

Athlete licence for Tove Alexandersson

IOF ID: 65

The IOF athlete licence is an agreement between the IOF and the athlete.

All athletes that participate in a U23 and/or senior World Championship or World Cup must have a valid licence. To get a licence, the athlete must do two things:

• **Confirm that you accept the terms for the IOF Athlete License, outlined on the next page.**
Before continuing to confirm that you accept the terms for the IOF Athlete License, please update yourself on the following rules and regulations:

- IOF Code of Ethics
- IOF Anti-Doping Rules
- IOF Competition Rules and other regulations available on the IOF webpage

Please also note that you must have completed the IOF Fair Play Education E-learning course for License Athletes to be eligible for applying.

• **Pay the annual licence fee. The payment is done here in IOF Eventor. Click on "Pay Athlete Licence Fee" above. It can be paid with credit card or with a bank transfer.**

The athlete can also choose to "let the Federation pay the fee" but that needs to be agreed upon with the Federation. If you click on "let the federation pay the fee", the federation will get noticed about your choice and it is up to them to pay the fee.

Here you can check status for payment of your annual licence fee: [Link to athlete licence register](#)

Athlete licence forms

You have a registered signed form on date 26/11/2015.

Athlete licence fees

Year	Valid from date	Valid to date	Licence fee	Status
2016	01/11/2015	31/12/2016	30 EUR	✔ Paid Receipt
2017	01/11/2016	31/12/2017	30 EUR	✔ Paid Receipt
2018	01/11/2017	31/12/2018	30 EUR	✔ Paid Receipt
2019	01/11/2018	31/12/2019	30 EUR	✔ Paid Receipt
2021	01/11/2020	31/12/2021	30 EUR	✔ Paid Receipt
2022	01/11/2021	31/12/2022	30 EUR	✔ Paid Receipt
2023	01/12/2022	31/12/2023	40 EUR	✔ Paid Receipt

Athlete Licence Rules and Forms

Go through the 3 rules and regulations:

- IOF Code of Ethics
- IOF Anti-Doping Rules
- IOF Competition Rules and other regulations available on the IOF webpage

Under the section *Athlete Licence fees* you find the current status of your signed form.

Pay the athlete licence fee

The payment is a responsibility of the Athlete. Some Member Federations agree to pay the licence for their athletes. To remind your federation to pay your fee you can check the checkbox, *The federation pays the fee*.

Athlete licence for Test Runner

IOF ID: 45921

 [Sign and pay athlete licence fee](#)

The IOF athlete licence is an agreement between the IOF and the
All athletes that participate in a U23 and/or senior World Champi

Purchase athlete licence for Test Runner

Year

The federation pays the fee



1. Click on *Pay athlete licence fee* and a new view will appear “Purchase athlete licence...”
2. Choose the right licence year. For SkiO season 2016-2017, choose the 2017 year. The licence will be valid from 2016-11-01.
3. *The federation pays the fee.* Choose this if you have agreed with your federation that they will pay the fee. This choice will trigger an email to your federation that reminds them to pay your fee. If you choose this, then step 4 and 5 will not be available
4. Read and accept all terms that are listed.
5. Add customer details if needed.
6. Click on *Purchase athlete licence.*

7. Select payment method.

Select payment method

Show order

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.

View paid or pending initiated fee payments

In “My Athlete Licences view” you find a table at the end of the view. Click on “Complete the payment” to view the order for bank transfer or pay by card. If a payment is registered by IOF, the status will be “Paid”.

Athlete licence fees

Year	Valid from date	Valid to date	Licence fee	Status	
2016	01/11/2015	31/12/2016	30 EUR	Unpaid	Complete the payment

Document changes

Version 2.1

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

Version 3.0

Updated procedure for Athlete licence.
Small updates from changes in Eventor.