

## SPORTEERING ORGANISER INSTRUCTIONS



### Logon to the portal

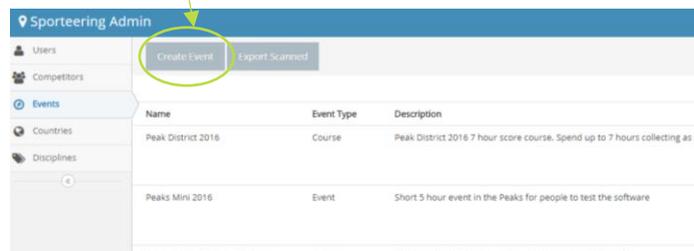
Go to [www.sporteering.com](http://www.sporteering.com)

Click onto "Planning Portal" & then logon with the username and password you used when downloading the app



### Create Event

Select create event (or you can edit existing events here to make amendments)



### Add the details

**NAME & DESCRIPTION:** e.g. timeframe/type of event  
**START/END DATE:** The dates you want the event open  
**PUBLISH DATE:** The date it will become live on the app  
**GPS ACCURACY (m):** When using GPS for the Control position this sets the accuracy of how near you have to be to the point for it to be scored. This also allows for the variance of GPS signal in a particular area to we recommend larger for rural and lower for urban. If the event is to use very specific locations then QR or NFC controls should be used.  
**ORGANISER GROUP/NAME/EMAIL:** your details  
**DAYS:** This will be one (1) and open every day you set the event open to  
**MAX HOURS:** If the course has an unlimited time then set this to 24 or if you want it to be a number of hours then put this in here e.g. 2 (they can't get any more points if they use up this time)  
**SHOW LOCATION MARKER:** This ticked shows the little blue dot (where you are) on the app map at all times  
**COUNTRY & DISCIPLINE**  
When complete click CREATE



**Add the payment details**

You can select the option of **FREE, VOUCHER** or **PAID** event

**Free:** Free to access via the app

**Voucher:** Organiser inputs a voucher code here. This needs to then be inputted in the app end to access the event. Useful for closed or group events (schools/scout etc)

**Paid:** Organiser sets cost per event which needs to be paid via app before people can do the event/course. Useful for permanent courses, or any events you want to add a small charge to. You will be able to see how many competitors have taken part and transfer profit direct from the portal.

**For organisers to run paid events they must supply us with their full details – Name address, Bank account details or PayPal account and money will be transferred to them once we see the event has run – when we get a track record with an organiser this will revert to monthly payments. Sporteering will confirm you what the profit margin you would expect but our costs would generally be 20p per transaction + 10% to align with card fees but we can confirm this with you.**

Example below;



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### Edit your events template email

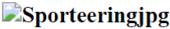
On the create event page there is also a tab; **EMAIL TEMPLATE**

Clicking this opens the email editor. This allows you to edit a message that is sent to participants when they have completed your event. Some of the detail is embedded but you can add a further message, logo or web address.

Details Payment **Email Template**

Default Template

bold italic | small large | h1 h2 h3 p | bullet list number list | red green blue | left center right | insert link | insert image | switch to htr

 **Sporteering**  
**Results : [EventName]**  
running on the Sporteering® Platform

[Results]

Hi [Alias]

Thank you for competing in the [EventName].

There are many more events you can take part in and please remember every one is a winner.

If you have any problems or want to find out more please email : [info@sporteering.com](mailto:info@sporteering.com)

### Leaderboard and Participant details

Participants can view your event leaderboard through [www.sporteering.com/results/](http://www.sporteering.com/results/) and you can also see it in the planning portal and the leaderboard for your event

Sporteering Admin

Create Event Export Scanned

Name	Event Type	Description	Organiser Group	Start Date	Days	64 rows
Peak District 2016	Course	Peak District 2016 7 hour score course. Spend up to 7 hours collecting as many points as possible.	Lagan Valley Orienteers	01/05/2016	1	Edit   Controls   Archive   Leaderboard
Peaks Mini 2016	Event	Short 5 hour event in the Peaks for people to test the software	South Yorkshire Orienteers	01/07/2016	1	Edit   Controls   Archive   Leaderboard

Anyone who downloads the app and complete you events will also be listed for you in the “competitors” area of the planning portal. This includes basic demographic information and contact email address and will allow you to capture data as well as follow up with participants e.g. with further activities/information.

Sporteering Admin

Users Competitors **Events**

Create Event

Name



## Creating your controls points

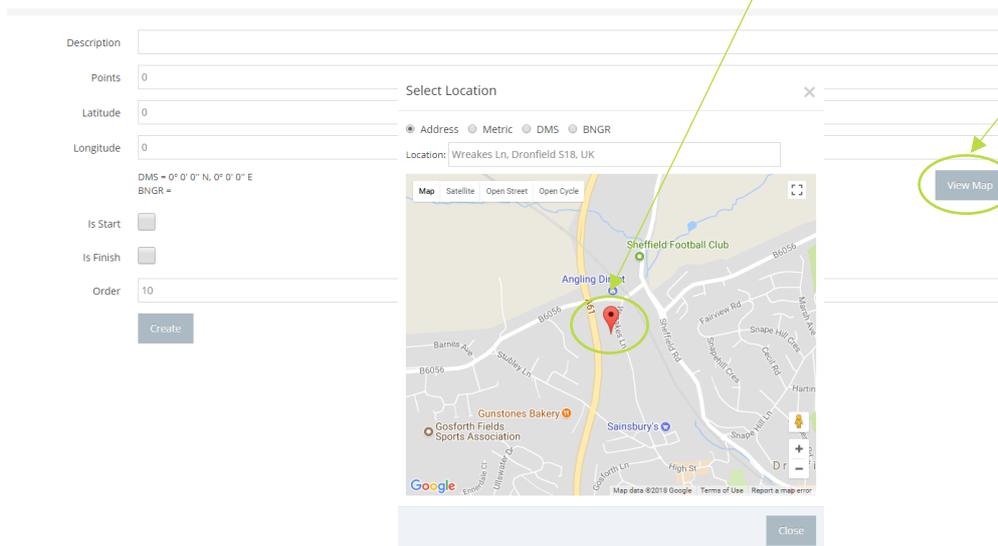
Any events you have created is shown in your event list – click controls to add your points or you can copy a whole event to duplicate it



You can create/clone controls, view event maps and download accompanying QR codes



Add the details for the first control – this is usually easiest by finding it on the map by clicking “view map” and then inputting a postcode, address or area and dropping the point onto the map where you want the control to be



### Add the details for each point & repeat for each control

**DESCRIPTION:** A description of control location “NW corner of fence” or “Statue outside Museum” or further information relating to the point e.g. “Dronfield Monument - opened in 1698 by the Queen”

**POINTS:** You can allocate a number of points to each control e.g. 10 points to a control near the start and 50 to a control that’s further away – the choice is yours!

**LATITUDE / LONGITUDE:** This will be populated when you drop the pin on the map - if you know these then you can enter them manually

**START or START/FINISH:** Participants have to start and finish a Sporteering challenge so check boxes of the controls you want to use as start/finish points. Note start and finish can be different controls or you can have more than one start or finish if you wish e.g. opposite ends of a big area.

Once you are happy with everything click the CREATE button at the bottom of the page and then as long as you have set the publish date it will show up on the app end. **You can test the course/event at the app end by turning publish date on and off.**