

AFTER THE EVENT

1. Clean and Repair Equipment

Everything needs to be dried, cleaned, counted and checked as you put it away. Don't do this just before the next event, as the next organiser will not appreciate you. Tents and tarps especially should be dried and checked for damaged ropes and missing pegs. Disinfect the toilets or return hired toilets. Repair and replace anything broken. Was a control or sign left in the bush? SportIdent equipment is to be returned to the SI Coordinator or passed on to the club using it.

2. Bank Money Received

Complete the financial statement and bank all the money. Pay the Orienteering Victoria event levy using the applicable levy form, which can be downloaded from the Orienteering Victoria website.

3. Thank you letter to owners of private property

Did you use private property for parking or assembly? A thank you letter is usually appreciated.

4. Results

Refer to guidelines for submission of Event Results below.

5. Map History

Get a complete set of courses, master maps and map corrections together for your club history file. This will assist you when the map is next used because you will already have most of the changes. The map corrections will also be used when reprints of the map are required, particularly for digitally printed maps.

PREPARATION OF RESULTS

Eventor is the principle repository for standard Sportident results for line (timed) courses. Uploading official results from OE to Eventor is very straightforward, and should be done the same day as the event. From OE, create a results report by going to Results>SplitTimes>Classes, then Export the results as IOF xml v3. Upload this file into Eventor using the Data Exchange function. This can be done from the event site if an internet connection is available via wifi.

If OE was not used, results for timed events can be manually entered into a spreadsheet template which Eventor converts to the required format. Using the Data Exchange function, go to Upload Results File at the bottom of the page. Click on the dropdown and select Text from Excel template. Click on the link to "this Excel document", and save the file.

Use it to enter your results in the format required by Eventor – follow the comments in the spreadsheet. Paste it into the large cell and choose Upload. Although it will look very messy, it will convert into proper Eventor format.

If Eventor will not accept your upload, you can attach your results file as a document, using the Documents function. Note that you will not see the blue “R” in the event calendar that signifies results have been uploaded.

Eventor does not currently accept non-timed (eg scatter or score format) results; however these can be uploaded as a document as described above.

Split times should be uploaded to **WinSplits**, using the same file that was created from OE for Eventor. <http://obasen.orientering.se/winsplits/online/en/>

Click on Upload Split Times. You will need an email address, as WinSplits will email you an event-specific password, which you will need if you have to re-upload revised results. WinSplits will also provide a link to your results, which you should use to create a link on the OV results web page.

If the event is part of a series such as MelbushO or Sprint Into Spring, the series organizer will generally post a link to the results from the series website.

Organisers should write an event report for posting onto the Orienteering Victoria website, together with one or two photos.

Organisers can use the Livelox function in Eventor to upload maps and courses, which allows competitors to upload their routes for comparison.

Park and street events

Results should be put onto the park-street website in accordance with standard procedures as agreed by series coordinators, scorers, and the Park Street web administrator. This is normally done as part of the routine calculation of event series scores.