

EVENT LOC ADMINISTRATION SYSTEM

Manage your event details and publish news on triathlon.org

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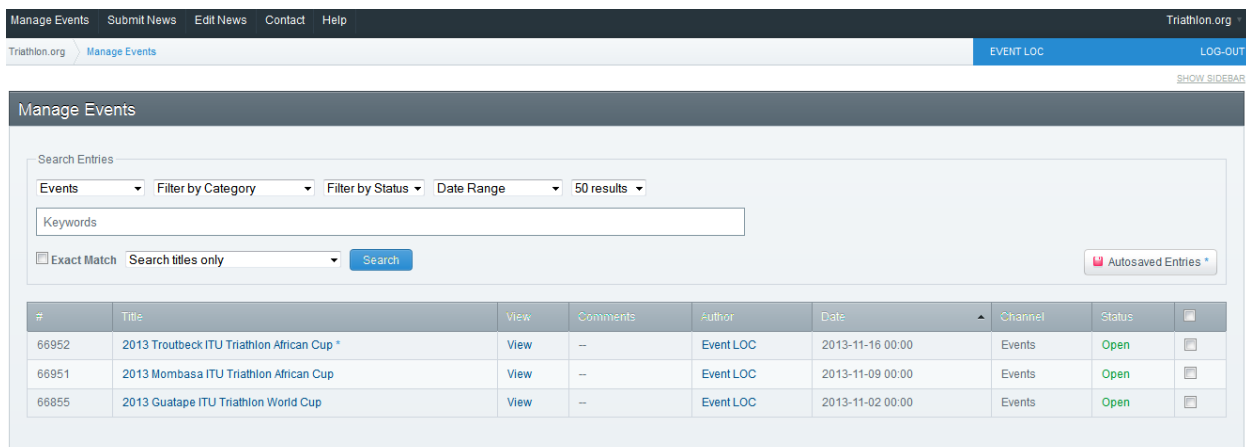
1. Overview

The Event LOC administration system is designed to allow Event LOC's direct access to manage details for their Event(s), to add documents, images and also to publish news on triathlon.org.

- This account can be used to manage multiple events managed by the LOC.
- Please note only one account may manage any event.
- The same account will be used each year for any continuing LOC's.

Support and help is available from:

Event Administration eventadmin@triathlon.org
Athlete Entries entries@triathlon.org
Technical Support webmaster@triathlon.org



The screenshot shows the 'Manage Events' interface. At the top, there is a navigation bar with 'Manage Events', 'Submit News', 'Edit News', 'Contact', and 'Help'. Below this is a breadcrumb trail 'Triathlon.org > Manage Events' and a 'LOG-OUT' button. The main content area is titled 'Manage Events' and contains a search section with a 'Search Entries' box, a 'Keywords' input field, and a 'Search' button. Below the search section is a table with the following data:

#	Title	View	Comments	Author	Date	Channel	Status	
66952	2013 Troutbeck ITU Triathlon African Cup *	View	--	Event LOC	2013-11-16 00:00	Events	Open	
66951	2013 Mombasa ITU Triathlon African Cup	View	--	Event LOC	2013-11-09 00:00	Events	Open	
66855	2013 Guatape ITU Triathlon World Cup	View	--	Event LOC	2013-11-02 00:00	Events	Open	

2. Forgotten Password

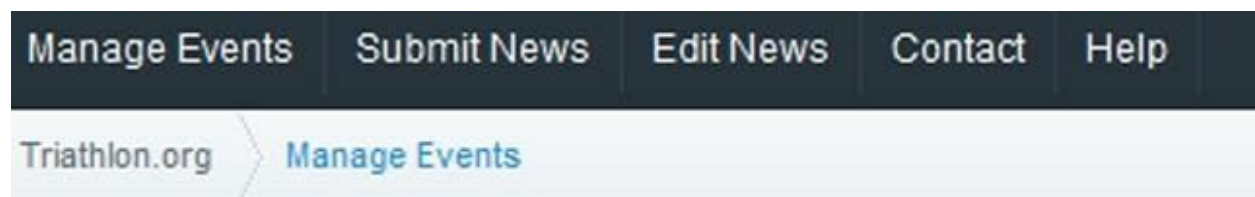
If you have forgotten your password then click [Forgot Password](#) in the login page to access the lost password page. Enter the **email address associated with this account** and submit.

You will be sent an email to reset your password. Click the link in the email and you will be issued with a new password.

Don't know the email address associated with your federation?

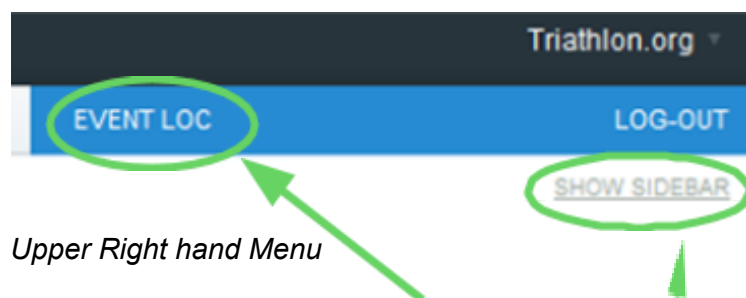
Contact eventadmin@triathlon.org for help.

3. Control Panel: Changing passwords



Top overview menu: This menu is consistently on top of every page for each main function. Each function is covered separately below.

The breadcrumb menu in grey just below shows where you are and allows to easily return to a previous page.

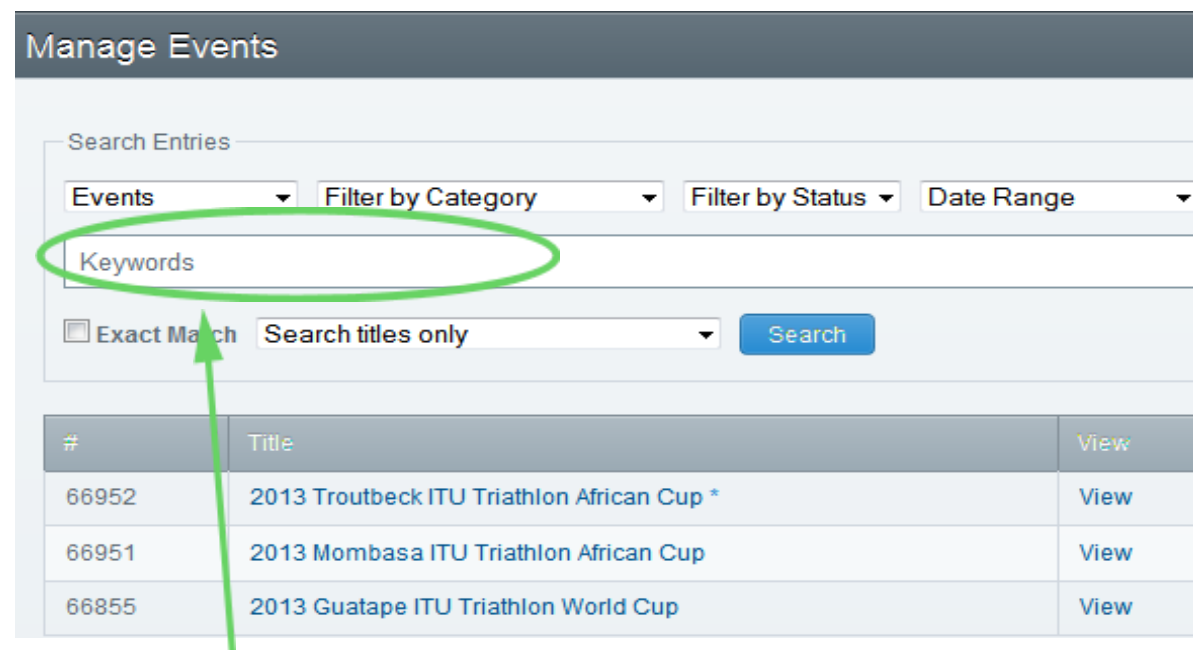


Upper Right hand Menu

Change Password: Click your *Account name* or *Show Sidebar* and My Account From here you can access Username and Password.

Logout: Click Logout

4. Event Details



Click your *Event Title* to edit.

Changes submitted are notified to World Triathlon staff for approval and to update records.

You may make changes to any details submitted for approval – though you must resubmit for processing.

Please allow 24 hours for the approval process.

The screenshot shows the 'Edit Entry' interface. At the top, a yellow banner reads 'DRAFT (THIS VERSION HAS NOT YET BEEN SUBMITTED FOR APPROVAL)' with a 'Submit for approval' button on the right. Below this is a tabbed menu where 'EVENT DETAILS' is selected and circled in green. The main form area contains several sections: 'Title' with the text '2013 Troutbeck ITU Triathlon African Cup', 'Entry Date', 'Event Information' with placeholder text 'asd fasd fasd fsda f', 'Event Prize Money', and 'Event Entry Fee'. A green arrow points from the 'EVENT DETAILS' tab to the 'Title' field. At the bottom, another yellow banner repeats the draft status and 'Submit for approval' button.

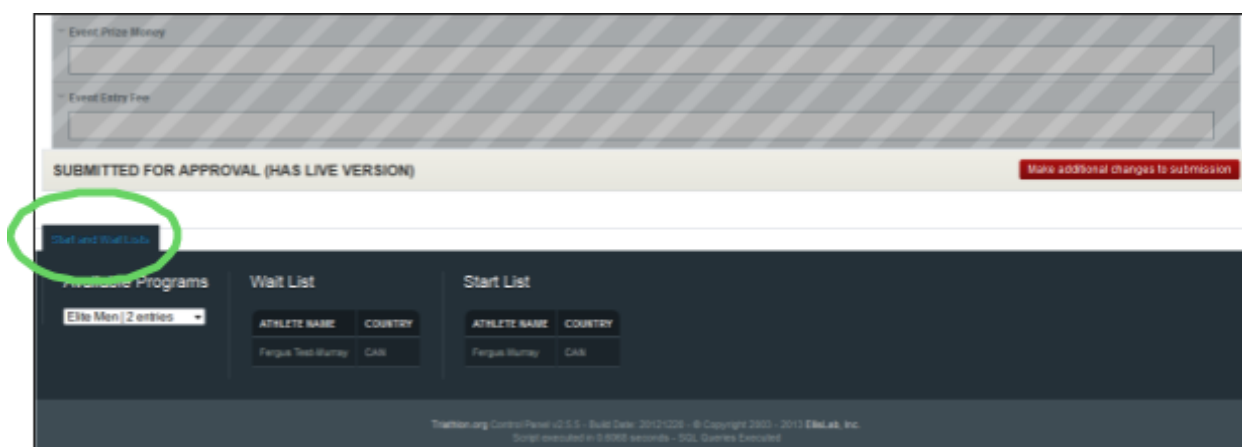
Please use the tab menu structure to complete all event details. Once complete “*Submit for Approval*”.

Changes submitted are notified to World Triathlon staff for approval and to update records.

You may make changes to any details submitted for approval – though you must resubmit for processing.

Please allow 24 hours for the approval process.

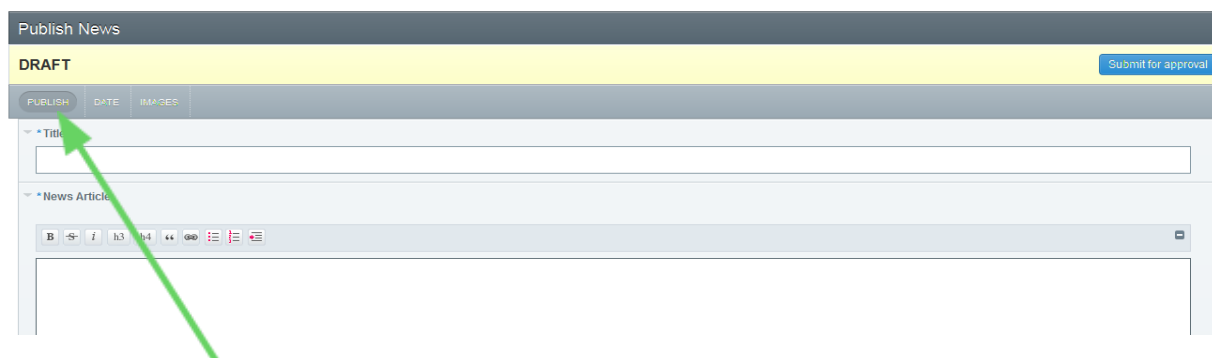
5. Viewing Athletes Entered to Event



At the very bottom of the event details page you can view the start and wait list for each program. Click the “Start & Wait Lists” tab to open.

6. Publishing a news story

Articles submitted will automatically be pushed to the federation page but may be used through various areas of triathlon.org (homepage, event pages, jobs, etc) depending on suitability.



Notice the tabs "Publish | Date | Images". It is best to **work down on each page before moving along to the next tab**.

** indicates a required field*

6.1 Publish

- * **Title** Enter the title of the story here
- * **News Article** Here you should enter the main body of the story. The Editorial buttons along the top give options for bold, italics, headings, links and lists.
- Main Article Image** This image will represent the article across all pages and sites. Please crop your image to have a 16:9 aspect ratio, with the minimum dimensions: 1170 x 658px.

News Thumbnail	Choose an image here to upload. Please give it a descriptive title for reuse. The image will be resized to a square so bear this in mind when choosing your image if it is not close to a square in dimension. There is no need to resize as the system will do it for you. However, if you wish to exert close control over how the image appears please edit your image such that it is a square (no larger than 1000px) before uploading. You should always add a thumbnail to a news article.
Related Event	Does this news relate to an event? If so relate it here and it will appear on that event page if it's appropriate.

6.2 Date

All dates and times are based on GMT.

Entry Date Current date and time GMT appears automatically. This should be left as is unless you want your article to appear at a set time in the future, in which case set the time to when the article should appear. Due to various levels of caching the article is unlikely to appear at the exact time but shortly after (could be up to 60 minutes later).

6.3 Images

Upload images Click the upload images link to create a gallery to your article. Images can be edited and ordered under the actions tab.

6.4 Saving

Save your entry by clicking on Submit for Approval - it may take a while to process if you have uploaded large images. World Triathlon staff will review and edit articles prior to posting.

To avoid any problems if you have spent considerable time editing your entry you save the entry first before adding images - this way it ensures that your entry will not be lost if there is a problem with your images.

7. Editing News

Here simply click on the **news title** you wish to edit. If you have a large number of articles enter keywords and search to filter your results. Make the changes as required and click Save to complete.