# 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

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.

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.
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.