



# Event LOC Administration System

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*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 1 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](mailto:eventadmin@triathlon.org)

Athlete Entries: [entries@triathlon.org](mailto:entries@triathlon.org)

Technical Support: [webmaster@triathlon.org](mailto:webmaster@triathlon.org)

The screenshot displays the 'Manage Events' page. At the top, there are navigation links: 'Manage Events', 'Submit News', 'Edit News', 'Contact', and 'Help'. The page title is 'Manage Events'. Below the title, there is a search section with filters for 'Events', 'Filter by Category', 'Filter by Status', and 'Date Range', showing '50 results'. A search box for 'Keywords' and a 'Search' button are present. There is also an 'Autosaved Entries' 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

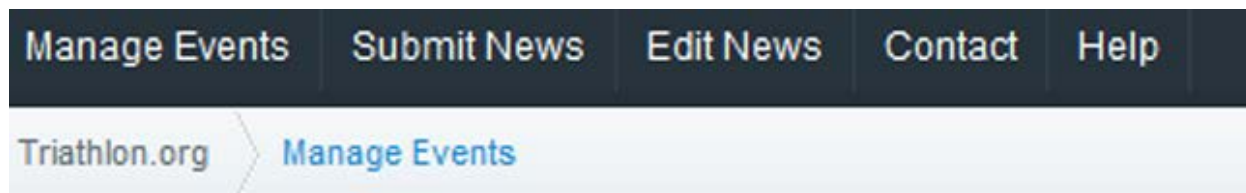
If you have forgotten your password then click [Forgot Password](#) in the login page to access the lost password page. Enter the **email address associated with this account** and submit.

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 Event?*

Contact [eventadmin@triathlon.org](mailto: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 easy 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

### Manage Events

Search Entries

Events  Filter by Category  Filter by Status  Date Range

Keywords

Exact Match Search titles only

#	Title	View
66952	<a href="#">2013 Troutbeck ITU Triathlon African Cup *</a>	<a href="#">View</a>
66951	<a href="#">2013 Mombasa ITU Triathlon African Cup</a>	<a href="#">View</a>
66855	<a href="#">2013 Guatape ITU Triathlon World Cup</a>	<a href="#">View</a>

Click your Event Title to edit.

Changes submitted are notified to ITU 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.

Edit Entry

**DRAFT (THIS VERSION HAS NOT YET BEEN SUBMITTED FOR APPROVAL)** [Submit for approval](#)

EVENT DETAILS CONTACT SCHEDULE LOCATION MEDIA DOCUMENTS IMAGES

\* Title  
2013 Troutbeck ITU Triathlon African Cup

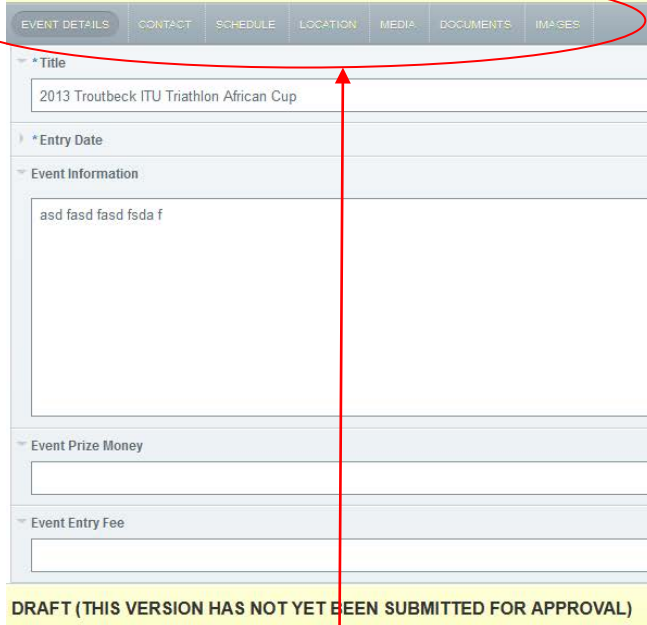
\* Entry Date

Event Information  
asd fasd fasd fsda f

Event Prize Money

Event Entry Fee

**DRAFT (THIS VERSION HAS NOT YET BEEN SUBMITTED FOR APPROVAL)** [Submit for approval](#)

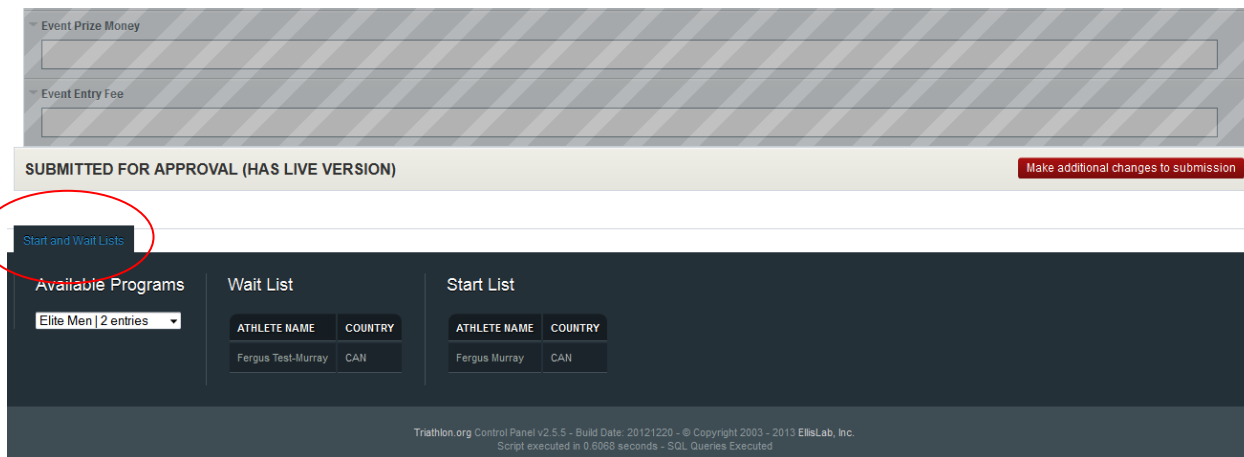


Please use the tab menu structure to complete all event details.  
Once complete “Submit for Approval”.

Changes submitted are notified to ITU 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



The screenshot shows the event details page with a status bar indicating "SUBMITTED FOR APPROVAL (HAS LIVE VERSION)". A red button labeled "Make additional changes to submission" is visible. Below this, a tab labeled "Start and Wait Lists" is circled in red. The main content area is divided into three sections: "Available Programs" with a dropdown menu set to "Elite Men | 2 entries", "Wait List" with a table of athletes, and "Start List" with another table of athletes.

ATHLETE NAME	COUNTRY
Fergus Test-Murray	CAN

ATHLETE NAME	COUNTRY
Fergus Murray	CAN

Triathlon.org Control Panel v2.5.5 - Build Date: 2012/12/20 - © Copyright 2003 - 2013 EllisLab, Inc.  
Script executed in 0.6998 seconds - SQL Queries Executed

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

## 6. Publishing a news story

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



The screenshot shows the "Publish News" interface. At the top, there is a "DRAFT" status bar with a "Submit for approval" button. Below this are three tabs: "PUBLISH", "DATE", and "IMAGES". A red arrow points to the "DATE" tab. The main content area is titled "News Article" and contains a rich text editor with various formatting options.

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



### 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.

**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.

### 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).

### 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.

### Saving

Save your entry by clicking on Submit for Approval - it may take a while to process if you have uploaded large images. ITU 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.