

## 1. Overview

**Registration** is the process of:

- a) entering teams of fencers to the EVF Championships
- b) entering individuals to the team of organisers, competition officials and EVF officials.

**Accreditation** is receiving individuals at the event, marking them as present and issuing an Accreditation Tag to wear.

The organisers of the Championships send an Intention To Participate form (sample on the website) to the national representative (the person named on the Contacts page of the website).

The Intention To Participate must nominate the Head Of Delegation (HoD). This person will then be the point of contact between the organisers and that nation.

Entries will only be accepted from the HoD and not from individual fencers.

A delegation is made up of Teams of fencers (Athletes) and Supporters ie people not competing such as a Coach or a partner.

Each delegate has a Role (Athlete, Head of Delegation, Coach or Team Support). Partners are registered as Team Support.

A photograph should be submitted for each delegate which will be used to create an Accreditation Tag.

Registration of organisers and competition officials (referees, armourers, medical staff, volunteers) is done by the Event Manager.

Registration of EVF officials is done by the EVF Secretary

Tickets to the Gala Dinner can be purchased during registration.

The Closing Date for Registration is April 1<sup>st</sup> or 4 weeks before the event opens, whichever is the later.

The HoD may enter and edit his/her Teams and Support and Dinner requirements up to the Closing Date.

Payment is due on or before the Closing Date.

## 2. EVFC Database

There is a database of around 2,500 EVF fencers who competed in EVF Championships since 2011. This database makes it easier for the HoD to enter the team members. Fencers who are not found in the database are added in Registration so the database is always improving.

The configuration is that the software and database are located on the EVF server. Users are able to connect to the server over the Internet.

### 3. Users of the Registration Software

There are several types of user:

- HoD – can enter and edit teams, book Gala Dinner tickets, can submit photographs for Accreditation Tags.
- EVF Secretary - can enter EVF officials, book Gala Dinner tickets, can submit photographs for Accreditation Tags.
- Event Manager – can see the entries, can export data to DT to run the event, can edit team entries. Can enter competition officials and volunteers, book Gala Dinner tickets, can submit photographs for Accreditation Tags
- Accreditation Team – prepares Accreditation Tags. Marks participants as present at the event and informs DT of missing teams or individuals the evening before a competition
- System Administrator – can add new events, can add new Heads of Delegation (HoD)
- Cashier – monitors the event bank account and notes entry fees paid in

There are more facilities available as one goes down the list of users. The main features of the system for these types of user are described in the sections below.

### 4. Head of Delegation

Log on to the on-line Registration system using the email address and password that has been sent to you.

The opening screen for the GBR Head of Delegation looks like this:

European Veterans Fencing

Team Registration  
Alkmaar 2018

Summary Select **Teams** to register teams for the competitions  
Select **Support** to register non-fencing participants, Head of Delegation, Coaches, Physio, Supporters  
Select **Gala Dinner** to book places at the Gala Dinner

Teams Select **Photos** to upload photographs for Accreditation tags

Support Select **€** to see what it all costs and how to make the payment

Gala Dinner

Photos

€

Country: **GBR**  
Event: **Alkmaar 2018**  
User: **GA**  
Role: **Head of Delegation**

Each button option on the left hand side is described in the following sections.

## 4.1. Summary

**Summary**

Click on the Summary button to view the progress of Registration.

The Summary is of use to the Event Organiser but is shared with the Heads of Delegation.

The view starts with a list of teams registered for each of the 12 competitions:

### Event Summary

Entry: 6 Teams

| Category       | Weapon       | Teams | View                 |
|----------------|--------------|-------|----------------------|
| Veterans       | Mens Epee    | 2     | <a href="#">View</a> |
| Veterans       | Mens Foil    | 1     | <a href="#">View</a> |
| Veterans       | Mens Sabre   | 0     | <a href="#">View</a> |
| Veterans       | Womens Epee  | 0     | <a href="#">View</a> |
| Veterans       | Womens Foil  | 0     | <a href="#">View</a> |
| Veterans       | Womens Sabre | 1     | <a href="#">View</a> |
| Grand Veterans | Mens Epee    | 0     | <a href="#">View</a> |
| Grand Veterans | Mens Foil    | 1     | <a href="#">View</a> |
| Grand Veterans | Mens Sabre   | 0     | <a href="#">View</a> |
| Grand Veterans | Womens Epee  | 0     | <a href="#">View</a> |
| Grand Veterans | Womens Foil  | 0     | <a href="#">View</a> |
| Grand Veterans | Womens Sabre | 1     | <a href="#">View</a> |

[View](#)

Click on a View button to see which countries have entered eg Veterans Mens Epee has the following teams:

### Team Summary: Veterans Mens Epee

|     | Country       | Members | View                 |
|-----|---------------|---------|----------------------|
| GBR | Great Britain | 3       | <a href="#">View</a> |
| NED | Netherlands   | 3       | <a href="#">View</a> |

The Summary view continues with further information on the Registration:

**Countries entered: 2**

| Country | Teams |
|---------|-------|
| GBR     | 4     |
| NED     | 2     |

**Gala Dinners: 5**

| Country | Dinners |
|---------|---------|
| GBR     | 3       |
| ORG     | 2       |
| SWE     | 2       |

**Participants Photos:**

| Country | photos | participants |
|---------|--------|--------------|
| GBR     | 5      | 17           |

**Participants**

|              |    |
|--------------|----|
| Organisers   | 2  |
| Participants | 21 |

## 4.2. Teams – for EVF Team Championships

Click on the Teams button to enter or edit a team.

A list showing the 6 Veterans competitions and the 6 Grand Veterans competitions is shown:

**Team GBR Edit**

| Category       | Weapon       | Fencers | View                                |
|----------------|--------------|---------|-------------------------------------|
| Veterans       | Mens Epee    | 3       | <input type="button" value="Edit"/> |
| Veterans       | Mens Foil    | 0       | <input type="button" value="Edit"/> |
| Veterans       | Mens Sabre   | 0       | <input type="button" value="Edit"/> |
| Veterans       | Womens Epee  | 0       | <input type="button" value="Edit"/> |
| Veterans       | Womens Foil  | 0       | <input type="button" value="Edit"/> |
| Veterans       | Womens Sabre | 4       | <input type="button" value="Edit"/> |
| Grand Veterans | Mens Epee    | 0       | <input type="button" value="Edit"/> |
| Grand Veterans | Mens Foil    | 4       | <input type="button" value="Edit"/> |
| Grand Veterans | Mens Sabre   | 0       | <input type="button" value="Edit"/> |
| Grand Veterans | Womens Epee  | 0       | <input type="button" value="Edit"/> |
| Grand Veterans | Womens Foil  | 0       | <input type="button" value="Edit"/> |
| Grand Veterans | Womens Sabre | 4       | <input type="button" value="Edit"/> |

To enter or edit a team click on the Edit button against the competition. For this example the Veterans Mens Epee team is selected:

**Edit Team ME Veterans**

|   | Surname   | Firstname | DOB        | Age |        |
|---|-----------|-----------|------------|-----|--------|
| 1 | BAILLACHE | Paul      | 1965-03-16 | 53  | Delete |
| 2 | BARNETT   | Keith     | 1966-06-16 | 52  | Delete |
| 3 | BELL      | Colin     | 1970-09-11 | 48  | Delete |
| 4 |           |           |            |     |        |
| 5 |           |           |            |     |        |

**Add New Fencer**

Surname

Firstname

**74 GBR fencers in 1**

| Surname | Fir |
|---------|-----|
|---------|-----|

The table shows team members and their age based on the event qualifying date (December 31<sup>st</sup> of the event year).

The Delete button removes the fencer from the table.

The rules require a team to include a fencer from the older category and a warning is shown until the rules are met eg:

**Edit Team ME Veterans**

|   | Surname | Firstname | DOB        | Age |        |
|---|---------|-----------|------------|-----|--------|
| 1 | BELL    | Colin     | 1970-09-11 | 48  | Delete |
| 2 |         |           |            |     |        |
| 3 |         |           |            |     |        |

There must be at least one fencer aged 50 or over

To Add a new fencer to the team

**Edit Team ME Veterans**

|   | Surname | Firstname | DOB        | Age |        |
|---|---------|-----------|------------|-----|--------|
| 1 | BELL    | Colin     | 1970-09-11 | 48  | Delete |
| 2 |         |           |            |     |        |
| 3 |         |           |            |     |        |
| 4 |         |           |            |     |        |
| 5 |         |           |            |     |        |

Next Competition

There must be at least one fencer aged 50 or over

**Add New Fencer**

Surname

Firstname

DOB (yyyy-mm-dd)

Add

As the surname is entered the list of fencers in the EVF database reduces.

Click on **Select** as a shortcut to select a fencer and then click on **Add** to add the fencer to the team.

**74 GBR fencers in the EVF database**

| Surname   | Firstname | Dob        | Age |        |
|-----------|-----------|------------|-----|--------|
| ABIDOGUN  | Kola      | 1966-06-05 | 52  | Select |
| ABRAHAMS  | Paul      | 1962-04-20 | 56  | Select |
| ALANI     | Issa      | 1965-10-05 | 53  | Select |
| ALEXANDER | Kevin     | 1968-07-31 | 50  | Select |
| BAILLACHE | Paul      | 1965-03-16 | 53  | Select |

The intention is to enter another member of the team – Baillache, Paul. Start typing into the Surname box under **Add New Fencer**. As soon as “B” is keyed the right hand side of the screen shows the fencers in the EVF database that:

- Are of the correct nationality
- Are the right age for the competition
- Have surnames that start with “B”

If the fencer required is in the database, click on the Select button to move the information into the text boxes. Then press the Add button to put the fencer into the team.

The maximum team size is 5 and there are rules about having fencers of particular ages in the team. The program knows about these rules.

Having entered the fencers for a competition the Head of Delegation can click on the Next Competition to proceed with entering teams.

### 4.3. Teams – for EVF Individual Championships

Click on the Teams button to enter or edit a team.

A list showing the 24 competitions is shown:

#### Team GBR Edit

| Category | Weapon       | Fencers | View |
|----------|--------------|---------|------|
| Cat 1    | Mens Epee    | 6       | Edit |
| Cat 1    | Mens Foil    | 0       | Edit |
| Cat 1    | Mens Sabre   | 0       | Edit |
| Cat 1    | Womens Epee  | 0       | Edit |
| Cat 1    | Womens Foil  | 0       | Edit |
| Cat 1    | Womens Sabre | 0       | Edit |
| Cat 2    | Mens Epee    | 0       | Edit |
| Cat 2    | Mens Foil    | 0       | Edit |

.....

|       |              |   |      |
|-------|--------------|---|------|
| Cat 4 | Mens Sabre   | 0 | Edit |
| Cat 4 | Womens Epee  | 0 | Edit |
| Cat 4 | Womens Foil  | 0 | Edit |
| Cat 4 | Womens Sabre | 4 | Edit |

To enter or edit a team click on the Edit button against the competition. For this example the Category 4 Mens Epee team is selected:

**Edit Team ME Cat 4**

|   | Surname   | Firstname | Age |        |
|---|-----------|-----------|-----|--------|
| 1 | BARDELL   | Anthony   | 74  | Delete |
| 2 | BRADBURY  | Michael   | 74  | Delete |
| 3 | CAUSTON   | Brian     | 74  | Delete |
| 4 | DAVENPORT | Robin     | 73  | Delete |
| 5 | HARDEN    | Paul      | 73  | Delete |

**Add New Fencer**

Surname

38 GBR fencers

The table shows team members and their age based on the event qualifying date (December 31<sup>st</sup> of the event year).

The Delete button removes the fencer from the table.

To Add a new fencer to the team

**Edit Team ME Cat 4**

|   | Surname   | Firstname | DOB        | Age |        |
|---|-----------|-----------|------------|-----|--------|
| 1 | BARDELL   | Anthony   | 1945-08-24 | 74  | Delete |
| 2 | BRADBURY  | Michael   | 1945-04-29 | 74  | Delete |
| 3 | CAUSTON   | Brian     | 1945-01-01 | 74  | Delete |
| 4 | DAVENPORT | Robin     | 1946-07-02 | 73  | Delete |
| 5 | HARDEN    | Paul      | 1946-11-27 | 73  | Delete |

Next Competition

**Add New Fencer**

Surname

Firstname

DOB (yyyy-mm-dd)

Add

As the surname is entered the list of fencers in the EVF database reduces.

Click on **Select** as a shortcut to select a fencer and then click on **Add** to add the fencer to the team.

If the fencer is not in the database enter the details and click on **Add**

**38 GBR fencers in the EVF database**

| Surname | Firstname | Dob        | Age |        |
|---------|-----------|------------|-----|--------|
| MASON   | John      | 1944-05-05 | 75  | Select |
| MEYER   | Michael   | 1945-02-17 | 74  | Select |
| MILLER  | David     | 1946-12-28 | 73  | Select |
| MILLO   | Brian     | 1942-08-23 | 77  | Select |
| MILLS   | Frank     | 1943-10-29 | 76  | Select |

The intention is to enter another member of the team – Mason, John. Start typing into the Surname box under **Add New Fencer**. As soon as “M” is keyed the right hand side of the screen shows the fencers in the EVF database that:

- Are of the correct nationality
- Are the right age for the competition
- Have surnames that start with “M”

If the fencer required is in the database, click on the Select button to move the information into the Add New Fencer text boxes.

**Add New Fencer**

Surname   
 Firstname   
 DOB (yyyy-mm-dd)

Add

**38 GBR fencers in the EVF database**

| Surname | Firstname | Dob        | Age |        |
|---------|-----------|------------|-----|--------|
| MASON   | John      | 1944-05-05 | 75  | Select |
| MEYER   | Michael   | 1945-02-17 | 74  | Select |

Then press the Add button to put the fencer into the team.

There are no limits to the number of fencers that can be entered in a competition.

Having entered the fencers for a competition the Head of Delegation can click on the Next Competition to proceed with entering teams.

**4.4. Support**

Support

Click on the Support button to enter non-competing delegates. Initially the screen looks like this:

**GBR officials and supporters registered:**

|      | Surname | Firstname | Role         |        |
|------|---------|-----------|--------------|--------|
| 26   | BENNEY  | Sue       | Coach        | Delete |
| 2098 | MASON   | John      | Team Support | Delete |

**Add New Person**

Surname   
 Firstname   
 Role

Add To Team

Enter the Surname and Firstname of the delegate and then select a Role from the short list of Coach, Head of Delegation, Physio, Team Support, Team Armourer.

Click the Add To Team button to save the person.

If several people have been added the screen shows the list of Support delegates:



**GBR officials and supporters registered:**

|      | Surname      | Firstname | Role         |        |
|------|--------------|-----------|--------------|--------|
| 26   | BENNEY       | Sue       | Coach        | Delete |
| 2098 | MASON        | John      | Team Support | Delete |
| 2825 | PAPADOPOULOS | Joyce     | Team Support | Delete |

**Add New Person**

Surname

Firstname

Role

An entry may be deleted by pressing its Delete button.

**4.5. Gala Dinner**

Click on the Gala Dinner button to order dinner tickets.

A list of all the delegates is shown. To book a dinner ticket for a delegate click on the checkbox against the delegate's name. You must press Save to submit the completed form.

The form can be changed at any time up to the closing date.

**Gala Dinner Booking**

There are 16 GBR participants and 1 have booked dinner.

| Surname | Firstname | Dinner                              |
|---------|-----------|-------------------------------------|
| AGHAJAN | Gillian   | <input checked="" type="checkbox"/> |
| BARDELL | Anthony   | <input type="checkbox"/>            |
| BELL    | Colin     | <input type="checkbox"/>            |
| BENNEY  | Sue       | <input type="checkbox"/>            |
| BROWN   | Silvia 1  | <input type="checkbox"/>            |

The cost of the dinner is € 45 and includes drinks during the dinner - limited selection, but includes beer and wine.

Tick the boxes to reserve a place and then click on the **Save** button




The cost of the dinner and the comment (and includes drinks ... .. beer and wine) are taken from the database.

**4.6. Photos**

Click on Photos to see which participants have a photograph ready for the Accreditation Tag.

**List Photos**

There are 16 GBR participants and 11 have provided a photograph.

| <b>ID</b> | <b>Surname</b> | <b>Firstname</b> |   |  |   |
|-----------|----------------|------------------|---|--|---|
|           |                |                  |  |  |   |
| 2098      | MASON          | John             |  | <input type="button" value="Add Photo"/> | <input type="button" value="Delete Photo"/> |
|           |                |                  |  |  |   |

Images must be < 1Mb

Images are accepted in JPG, PNG formats

The ideal is European passport size: 413 x 531 px

Click on Add Photo to add a photo image. Click on Delete Photo to remove the image. The images will be used by the Event Organisers to create Accreditation Tags.

**4.7. €**

Click on the currency symbol to see what costs are incurred with the entry.

The costs are calculated from the team and support entries and gala dinners booked.

The cost of a team entry and the cost of dinner are taken from the database.

The details of how to pay using on-line banking is also taken from the database.

Payment should be made by electronic bank transfer and the Head of Delegation should email the organising Treasurer when the amount due is paid.

**Costs for the GBR Team**

| <b>Item</b>         | <b>Number</b> | <b>€</b> | <b>Cost</b>   |
|---------------------|---------------|----------|---------------|
| Registrations       | 21            | 80       | 1680          |
| Weapon Entries      | 23            | 50       | 1150          |
| Gala Dinner Tickets | 3             | 45       | 135           |
| <b>TOTAL</b>        |               |          | <b>€ 2965</b> |

Payment method

I will pay the total by Bank Transfer (preferred)

Individuals will pay the organisers directly

Please pay the total amount shown in Euros by bank transfer to:

|               |                                       |
|---------------|---------------------------------------|
| Bank:         | RABO                                  |
| Account Name: | Stichting HollandSchermen Evenementen |
| Address:      | Schotersingel 6d, 2021GE Haarlem      |
| IBAN:         | NL42 RABO 0318 1203 05                |
| SWIFT:        | RABO NL 2U                            |
| Reference:    | GBR - EVF                             |

The HoD must choose the method of payment, either as one payment made by the Hod or payment to be made by each individual participant.

## Payment by team

The participants are listed so that the HoD can collect payments.

### 23 Members. Details:

| Id   | Surname    | Firstname | Registration | Weapons | Dinner | Total Cost |
|------|------------|-----------|--------------|---------|--------|------------|
| 3    | AGHAJAN    | Gillian   | 80           | 50      | 0      | 130        |
| 1679 | BARDELL    | Anthony   | 80           | 100     | 45     | 225        |
| 488  | BELL       | Colin     | 80           | 50      | 0      | 130        |
| 37   | BORNEMISZA | Lynne     | 80           | 50      | 0      | 130        |
| 561  | BRADBURY   | Michael   | 80           | 50      | 0      | 130        |

## Individual Payments

The participants are listed and the HoD contacts the participants with information on what to pay and to whom.

### 23 Members. Details:

| Id   | Surname    | Firstname | Registration | Weapons | Dinner | Total Cost | Paid | Date        |
|------|------------|-----------|--------------|---------|--------|------------|------|-------------|
| 3    | AGHAJAN    | Gillian   | 80           | 50      | 0      | 130        |      |             |
| 1679 | BARDELL    | Anthony   | 80           | 100     | 45     | 225        | Y    | 22 Oct 2018 |
| 488  | BELL       | Colin     | 80           | 50      | 0      | 130        | Y    | 22 Oct 2018 |
| 37   | BORNEMISZA | Lynne     | 80           | 50      | 0      | 130        |      |             |
| 561  | BRADBURY   | Michael   | 80           | 50      | 0      | 130        | Y    | 22 Oct 2018 |

As payments reach the organisers the HoD can check to see who has not yet paid.

## 5. EVF Secretary

**Support**

Click on the Support button to enter EVF officials. Initially the screen looks like this:

### ORG officials and supporters registered:

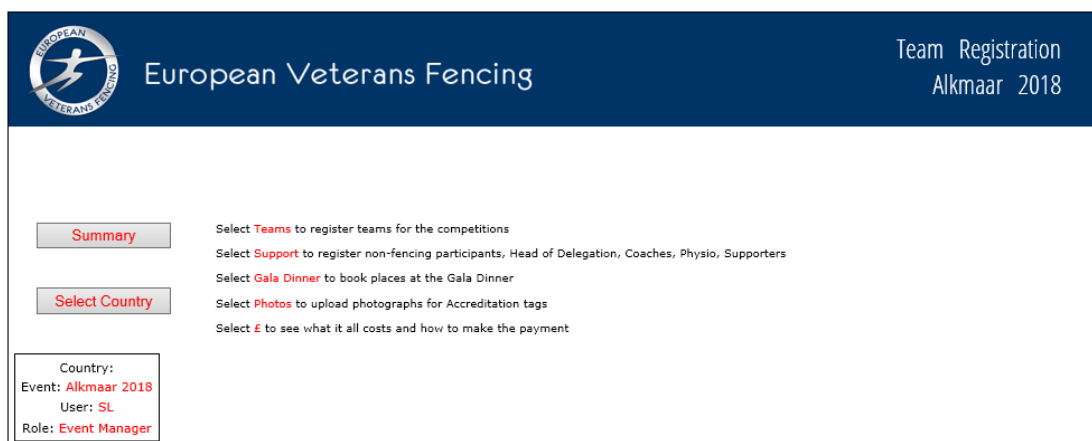
|      | Surname     | Firstname | Role          |        |
|------|-------------|-----------|---------------|--------|
| 2821 | PINCEMAILLE | Benoit    | DT            | Delete |
| 2823 | LENDI       | Sonja     | Event Manager | Delete |

Enter the Surname and Firstname of the delegate and then select a Role from the short list that includes: EVF Director, EVF Member of Honour .

Click the Add To Team button to save the person.

## 6. Event Manager

The opening screen for the Event Manager looks like this:



### 6.1. Summary



The Summary button provides the same information as for the Hod: [Summary](#)

### 6.2. Country



Click on the Select Country button to show a list of countries that have entered teams for the event.

#### List Countries Registered



Select a country eg Great Britain and click the Select button.

The Event Organiser now has the same facilities as the GBR Head of Delegation, described earlier.

## 7. Cashier

The screen for the Cashier show the list of outstanding payments, first for Countries and then for individual participants:

| Outstanding Payments From Countries |         |        |                                     |
|-------------------------------------|---------|--------|-------------------------------------|
| Id                                  | Country | Amount |                                     |
| 801                                 | FIN     | 180    | <input type="button" value="Paid"/> |
| 804                                 | HUN     | 260    | <input type="button" value="Paid"/> |

| Outstanding Payments From Individuals |             |           |         |        |                                     |
|---------------------------------------|-------------|-----------|---------|--------|-------------------------------------|
| Id                                    | Surname     | Firstname | Country | Amount |                                     |
| 777                                   | BABKA       | Taras     | UKR     | 130    | <input type="button" value="Paid"/> |
| 747                                   | BESSEMOULIN | Alexandre | FRA     | 175    | <input type="button" value="Paid"/> |
| 780                                   | CHYZHANKOV  | Ruslan    | UKR     | 180    | <input type="button" value="Paid"/> |
| 793                                   | DAVENPORT   | Robin     | GBR     | 130    | <input type="button" value="Paid"/> |
| 786                                   | FRITH       | William   | GBR     | 130    | <input type="button" value="Paid"/> |

The Cashier monitors the bank account for the event. Each payment is located in the lists above and the Cashier clicks the Paid button. The entry is marked as paid in the database and the entry disappears from the list.

## 8. Accreditation

The Accreditation process involves the following stages:

- At the closing date - Exporting data to set up Fencing Time and to print Accreditation Tags
- At the event - Welcome the participants and check them in
- Inform DT of missing teams

### 8.1. Export Data

Click on the Export button and a select a country from the pull down list:

#### Export Data

Select a Country to export. Organisers belong to ORG.

Click on Export. An Excel file is downloaded to your computer named with the country selected:

| Id   | Firstname | Surname   | DOB        | Country | Roles         | Date   | Type     |
|------|-----------|-----------|------------|---------|---------------|--------|----------|
| 2341 | Kola      | ABIDOGUN  | 1966-06-05 | GBR     | Athlete       | May-10 | ATHLETE  |
| 459  | Paul      | BAILLACHE | 1965-03-16 | GBR     | Athlete       | May-11 | ATHLETE  |
| 1763 | Keith     | BARNETT   | 1966-06-16 | GBR     | Athlete       | May-11 | ATHLETE  |
| 488  | Colin     | BELL      | 1970-09-11 | GBR     | Athlete       | May-11 | ATHLETE  |
| 26   | Sue       | BENNEY    | 1951-02-11 | GBR     | Coach         |        | OFFICIAL |
| 1767 | Caroline  | CLANCY    | 1962-11-25 | GBR     | Athlete       | May-11 | ATHLETE  |
| 82   | Grace     | COULTER   | 1962-09-04 | GBR     | Athlete       | May-11 | ATHLETE  |
| 170  | Vanessa   | HENDRA    | 1963-02-28 | GBR     | Athlete       | May-11 | ATHLETE  |
| 2098 | John      | MASON     |            | GBR     | Team Support  |        | OFFICIAL |
| 254  | Michele   | NAREY     | 1964-10-27 | GBR     | AthletePhysio | May-11 | ATHLETE  |
| 1339 | Duncan    | ROWLANDS  | 1966-07-28 | GBR     | Athlete       | May-09 | ATHLETE  |
| 1765 | Peter     | WRIGHT    | 1975-11-07 | GBR     | Athlete       | May-09 | ATHLETE  |

Save this file, it is used for the creation of Accreditation Tags covered in a later section.

## 8.2. Check In

**Accreditation**

Click on the Accreditation button to check in participants.

At the event the Accreditation Team receive the participants (ie fencers and support), mark them as present in the database and check the year of birth against the fencer's passport.

The Accreditation program is designed to make the process efficient. Several people can run the Accreditation program at the same time.

The opening screen for the Accreditation Team looks like this:

**Accreditation**

Accredited 2 of 22 participants registered

Filter: Country **ALL** Found 20 Participants Search  Include All

| #    | Country | Surname | Firstname | dob  | Roles   | Dinner |   |
|------|---------|---------|-----------|------|---------|--------|---|
| 1679 | GBR     | BARDELL | Anthony   | 1945 | Athlete |        | <input type="button" value="Check In"/> |
| 1763 | GBR     | BARNETT | Keith     | 1966 | Athlete | Y      | <input type="button" value="Check In"/> |
| 488  | GBR     | BELL    | Colin     | 1970 | Athlete |        | <input type="button" value="Check In"/> |
| 113  | GBR     | BROWN   | Silvia J  | 1947 | Athlete |        | <input type="button" value="Check In"/> |
| 50   | GBR     | BROWN   | Sylvia    | 1936 | Athlete |        | <input type="button" value="Check In"/> |
| 3378 | GBR     | CAUSTON | Paul      | 1945 | Athlete |        | <input type="button" value="Check In"/> |

The table shows all the participants who have NOT checked in, in the above case 20/22.

At the start of the event the number of participant could be between 400 and 1400. The Filter options make it easier to find a participant.

**Filter By Country:** Pull down the Country list and select the participant's country:

**Accreditation**

Accredited 2 of 22 participants registered

Filter: Country **Netherlands** Found 4 Participants Search  Include All

| #    | Country | Surname      | Firstname | dob  | Roles   | Dinner |   |
|------|---------|--------------|-----------|------|---------|--------|---|
| 713  | NED     | DE GROOT     | Bert      | 1963 | Athlete |        | <input type="button" value="Check In"/> |
| 2162 | NED     | MATLA        | Alex      | 1967 | Athlete |        | <input type="button" value="Check In"/> |
| 2391 | NED     | OSKAMP       | Anton     | 1965 | Athlete |        | <input type="button" value="Check In"/> |
| 1503 | NED     | VAN DE WERFF | Roger     | 1965 | Athlete |        | <input type="button" value="Check In"/> |

**Filter by Surname:** start the name in the Search box:

**Accreditation**

Accredited 2 of 22 participants registered

Filter  
Country: **Netherlands** Found 4 Participants Search:  Include All:

| #    | Country | Surname      | Firstname | dob  | Roles   | Dinner |   |
|------|---------|--------------|-----------|------|---------|--------|---|
| 1503 | NED     | VAN DE WERFF | Roger     | 1965 | Athlete |        | <input type="button" value="Check In"/> |

Tick the **Include All checkbox** and all the participants for the selected country are shown. Those checked in are highlighted:

**Accreditation**

Accredited 2 of 22 participants registered

Filter  
Country: **Great Britain** Found 16 Participants Search:  Include All:

| #    | Country | Surname   | Firstname | dob  | Roles   | Dinner |   |
|------|---------|-----------|-----------|------|---------|--------|---|
| 3    | GBR     | AGHAJAN   | Gillian   | 1956 | Athlete |        | <input type="button" value="Check In"/> |
| 459  | GBR     | BAILLACHE | Paul      | 1965 |         | Y      | <input type="button" value="Check In"/> |
| 1679 | GBR     | BARDELL   | Anthony   | 1945 | Athlete |        | <input type="button" value="Check In"/> |
| 1763 | GBR     | BARNETT   | Keith     | 1966 | Athlete | Y      | <input type="button" value="Check In"/> |
| 488  | GBR     | BELL      | Colin     | 1970 | Athlete |        | <input type="button" value="Check In"/> |
| 112  | GBR     | BROWN     | Silvia    | 1947 | Athlete |        | <input type="button" value="Check In"/> |

The Accreditation team can check the date of birth of each fencer and can see whether a participant has booked for the Gala Dinner (and can give a ticket).

**8.3. Report Missing Teams**

Click on the DT button.

At a certain time, usually 17:00 hrs on the day before a competition, the Accreditation Team produces a report to show fencers entered in competitions who have not checked in. The event days are listed:

**DT Information**

Sat May 12

Choose one of the 4 days and click on Select.

**6 Competitors not checked in for competitions on Saturday 12 May**

| Country | Surname      | Firstname | Comp |
|---------|--------------|-----------|------|
| GBR     | BARNETT      | Keith     | ME   |
| NED     | MATLA        | Alex      | ME   |
| NED     | VAN DE WERFF | Roger     | ME   |
| GBR     | COULTER      | Grace     | WS   |
| GBR     | HENDRA       | Vanessa   | WS   |
| GBR     | NAREY        | Michele   | WS   |

The report shows fencers registered but not yet accredited (ie checked in).

The report is printed and passed to DT for teams/individuals to be scratched.

## 9. System Administrator

The opening screen for the System Administrator looks like this:

European Veterans Fencing Team Registration Alkmaar 2018

|                |   |
|----------------|---|
| Summary        | select <b>Summary</b> for a view of the state of Registration   |
| Accreditation  | select <b>Country</b> to see Registration from the viewpoint of a Federation                                |
| Export         | Select <b>Teams</b> to register teams for the competitions  |
| DT             | Select <b>Support</b> to register non-fencing participants, Head of Delegation, Coaches, Physio, Supporters |
| Select Country | Select <b>Gala Dinner</b> to book places at the Gala Dinner   |
| Administration | Select <b>Photos</b> to upload photographs for Accreditation tags   |
|                | Select <b>£</b> to see what it all costs and how to make the payment  |
|                | Select <b>Administration</b> to set up who can do what from where   |

Country:  
Event: **Alkmaar 2018**  
User: **JRM**  
Role: **System Administrator**

All button options with the exception of Administration have been covered in earlier sections.

**Administration** Click on the Administration button. A list of buttons appears:

Administration  
Events  
Competitions  
Functions  
People  
Access Control  
Assignments

Each of these buttons is described in the following sections.

### 9.1. Events

**Events** Click on the Events button. A list of EVF and World Championship events are shown:



**Event List**

New Event

| <b>Id</b> | <b>Event</b>                           | <b>Location</b> | <b>Year</b> | <b>Edit</b> |
|-----------|--|-----------------|-------------|-------------|
| 17        | Veterans World Championships 2019      | Cairo, Egypt    | 2019        | Edit        |
| 16        | European Individual Championships 2019 | Copenhagen      | 2019        | Edit        |
| 14        | Veterans World Championships           | Livorno         | 2018        | Edit        |
| 13        | European Team Championships 2018       | Alkmaar         | 2018        | Edit        |
| 10        | European Individual Championships 2017 | Chiavari        | 2017        | Edit        |
| 12        | World Championships 2016               | Stralsund       | 2016        | Edit        |
| 11        | European Team Championships 2016       | Medway          | 2016        | Edit        |
| 9         | European Individual Championships 2015 | Porec           | 2015        | Edit        |

World Championships are used in the EVF ranking system hence their inclusion in the database.

A New event can be added and an existing event can be edited (but not deleted).

**9.2. Competitions**

Competitions

Click on the Competitions button. A list of competitions for the **current event** are shown:

**Competitions for Alkmaar 2018**

New Competition

| <b>Id</b> | <b>Category</b> | <b>Weapon</b> | <b>Date</b> | <b>Weapon Check</b> | <b>Edit</b> | <b>Delete</b> |
|-----------|-----------------|---------------|-------------|---------------------|-------------|---------------|
| 42        | Veterans        | ME            | 2018-05-12  | 2018-05-11          | Edit        | Delete        |
| 41        | Veterans        | MF            | 2018-05-11  | 2018-05-10          | Edit        | Delete        |
| 43        | Veterans        | MS            | 2018-05-10  | 2018-05-09          | Edit        | Delete        |
| 45        | Veterans        | WE            | 2018-05-10  | 2018-05-09          | Edit        | Delete        |
| 44        | Veterans        | WF            | 2018-05-13  | 2018-05-12          | Edit        | Delete        |
| 46        | Veterans        | WS            | 2018-05-12  | 2018-05-11          | Edit        | Delete        |
| 48        | Grand Veterans  | ME            | 2018-05-13  | 2018-05-12          | Edit        | Delete        |
| 47        | Grand Veterans  | MF            | 2018-05-10  | 2018-05-09          | Edit        | Delete        |
| 49        | Grand Veterans  | MS            | 2018-05-11  | 2018-05-10          | Edit        | Delete        |
| 51        | Grand Veterans  | WE            | 2018-05-11  | 2018-05-10          | Edit        | Delete        |
| 50        | Grand Veterans  | WF            | 2018-05-12  | 2018-05-11          | Edit        | Delete        |
| 52        | Grand Veterans  | WS            | 2018-05-13  | 2018-05-12          | Edit        | Delete        |

For an EVF Team Championships the number of competitions is 12.

For an EVF Individual Championships the number of competitions is 24.

World Championships competitions are NOT entered.

**9.3. Functions**

Functions should not be entered or edited.

## 9.4. People

[People](#)

Click on the People button. A list of persons are shown:

### List Persons

[New Person](#)

| Id | Inits | Firstname | Surname | Edit                 | Delete                 |
|----|-------|-----------|---------|----------------------|------------------------|
| 3  | GA    | Gillian   | Aghajan | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 25 | CA    | Chiara    | Alfano  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 34 |       | Boglarka  | Bolvari | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 32 |       | Vladyslav | Boykov  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 35 |       | Anne      | Dawkins | <a href="#">Edit</a> | <a href="#">Delete</a> |

For a new event the following people should be added to the list:

- The Event Manager
- The Registration/Accreditation Manager
- Any Head of Delegation who does not already have an entry

An entry enables giving rights of access to parts of the software program so it is important to restrict the number of people to the minimum.

**Note:** Entry of new Persons is implemented without type. The distinction between HoD and Official is made in the database with phpAdmin.

## 9.5. Access Control

Access Control should not be entered or edited. Call the System Administrator if there is a problem.

## 9.6. Roles

Roles should not be entered or edited. Call the System Administrator if there is a problem.

## 9.7. Assignments

A Person is assigned to a Role for a given Event. The roles to be assigned are:

- Event Manager
- Accreditation Manager
- Head of Delegation
- System Administrator

[Assignments](#)

Click on the Assignments button. A list of assignments is shown:

**Assignments for Alkmaar 2018**

New Assignment

| Id | Role               | Person | Name            | Country | Delete |
|----|--------------------|--------|-----------------|---------|--------|
| 45 | Event Manager      | SL     | Sonja Lendi     | NED     | Delete |
| 65 | Head of Delegation | SC     | Shalom Cohen    | ISR     | Delete |
| 46 | Head of Delegation | GA     | Gillian Aghajan | GBR     | Delete |
| 54 | Head of Delegation | CA     | Chiara Alfano   | ITA     | Delete |

**10. Preparing Accreditation Tags**

Tags are prepared by merging the following:

- Information on Participants from the database
- Photographs submitted during Registration
- Static images eg country flags
- A Word Template

to produce a document that can be filed and printed on a colour printer.

The software package used is **onMerge Images +Barcodes Suite** <https://onmerge.com> which adds functionality to the MailMerge facilities of Microsoft Word.

The process is run on a single PC connected to a printer.

It is suggested that the files are stored on a PC in the following folders:

My Documents

EVF Accreditation

Excel Teams

Tag Files

Excel Files exported from the database

Output files ready for printing

**10.1. Participants Data**

Participants' data is exported from the server as an Excel file by Accreditation or the Event Manager .

**10.2. Images**

The templates are configured to access image files on the EVF server:

- Photographs of participants
- Country flags
- Day images
- QR image to point at the event website

### 10.3. Word Templates

Prepare 2 Accreditation Tag templates, one for Athletes and a second for Organisers and Officials. Samples are available on the [EVF website](#), the organisers are expected to use their own graphics and colour scheme. The features are:

- The Accreditation Tag is double sided to ensure that the important information is always visible.
- The Tags are printed on A5 paper, folded and laminated in an A6 pouch. The pouch is then manually punched for a lanyard.

### 10.4. Running onMerge

Select a country to process (note that the organisers belong to their own country ORG and have their own template).

Check the quality of the participants' photographs. Request replacements from the Head of Delegation when appropriate. Photographs may have to be cropped or improved.

Export the participant data from the database in the form of an Excel file. Save the file locally in the Excel Folder.

Open a template with Microsoft Word (onMerge must be installed on the PC) .

Select Mailings -> Start Mail Merge -> Normal Word Document

Select Mailings -> Select Recipients -> Use Existing List and choose the Excel file exported from the database.

For **participants** the templates are set up to merge images for the participant, the earliest day the fencer can submit weapons to control and the participant's country flag.

For **organisers** the templates are set up to merge images for the person and the roles assigned.

Select Mailings ->Finish and Merge -> Edit Individual Documents and a document is created with one page per participant for the country selected.

Review the file to check for quality and consistency.

Save the file for later printing.

[End of Document]