

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 1st 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:

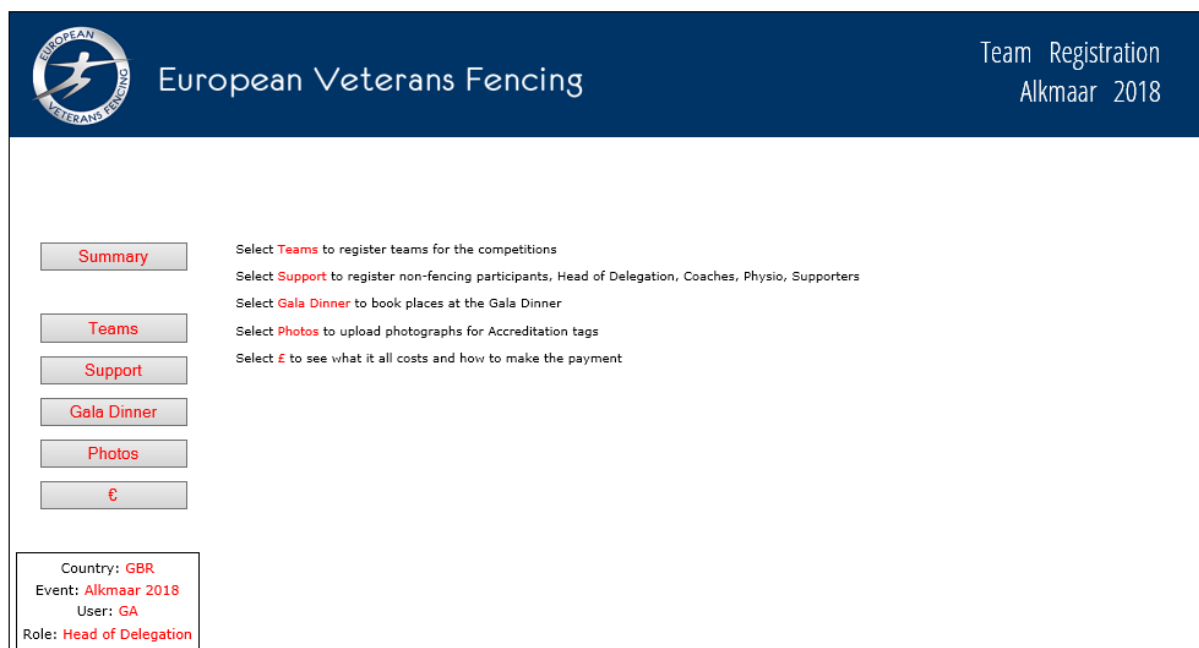
- HoD – can enter and edit teams, book Gala Dinner tickets, can submit photographs for Accreditation Tags.
- EVF Secretary - can enter EVF officials, book Gala Dinner tickets, can submit photographs for Accreditation Tags.
- Event Manager – can see the entries, can export data to DT to run the event, 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:



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	View
Veterans	Mens Foil	1	View
Veterans	Mens Sabre	0	View
Veterans	Womens Epee	0	View
Veterans	Womens Foil	0	View
Veterans	Womens Sabre	1	View
Grand Veterans	Mens Epee	0	View
Grand Veterans	Mens Foil	1	View
Grand Veterans	Mens Sabre	0	View
Grand Veterans	Womens Epee	0	View
Grand Veterans	Womens Foil	0	View
Grand Veterans	Womens Sabre	1	View

[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	View
NED	Netherlands	3	View

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
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The table shows team members and their age based on the event qualifying date (December 31st 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	<input type="button" value="Edit"/>
Cat 1	Mens Foil	0	<input type="button" value="Edit"/>
Cat 1	Mens Sabre	0	<input type="button" value="Edit"/>
Cat 1	Womens Epee	0	<input type="button" value="Edit"/>
Cat 1	Womens Foil	0	<input type="button" value="Edit"/>
Cat 1	Womens Sabre	0	<input type="button" value="Edit"/>
Cat 2	Mens Epee	0	<input type="button" value="Edit"/>
Cat 2	Mens Foil	0	<input type="button" value="Edit"/>

.....

Cat 4	Mens Sabre	0	<input type="button" value="Edit"/>
Cat 4	Womens Epee	0	<input type="button" value="Edit"/>
Cat 4	Womens Foil	0	<input type="button" value="Edit"/>
Cat 4	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 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 31st 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)

38 GBR fencers in the EVF database

Surname	Firstname	Dob	Age	
MASON	John	1944-05-05	75	<input type="button" value="Select"/>
MEYER	Michael	1945-02-17	74	<input type="button" value="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

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	<input type="button" value="Delete"/>
2098	MASON	John	Team Support	<input type="button" value="Delete"/>

Add New Person

Surname
Firstname
Role

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.

Id	Surname	Firstname			
					
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

Item	Number	€	Cost
Registrations	21	80	1680
Weapon Entries	23	50	1150
Gala Dinner Tickets	3	45	135
TOTAL			€ 2965

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:

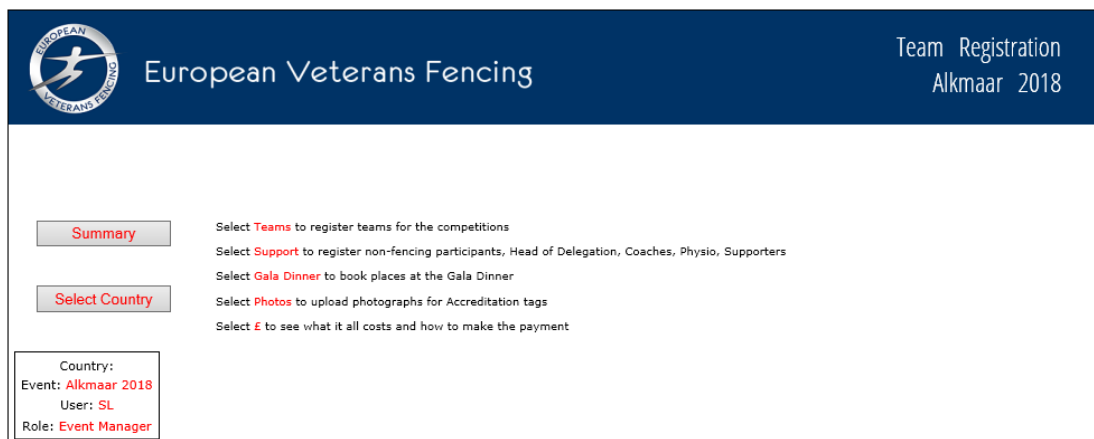
	Surname	Firstname	Role	
2821	PINCEMAILLE	Benoit	DT	Delete
2823	LENDI	Sonja	Event Manager	Delete

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:

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"/>

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"/>
1112	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

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).

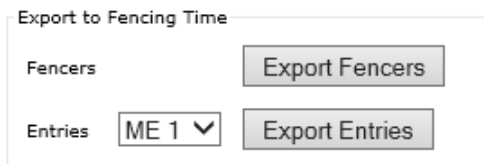
The report is printed and passed to DT for teams/individuals to be scratched.

8.4. Export Data For Fencing Time

When the entry closes, typically one month before the event opens, data is exported to Fencing Time to provide the information to run the event. The competitions are set up manually with the System Administrator functions (see Section 9).

 Click on the DT button.

The screen shows:



Export to Fencing Time

Fencers

Entries

To export the list of Registered fencers click on the Export Fencers button.

A file in CSV format is downloaded. Save this file and use it to import fencers into the Fencing Time database.

To export the entries, select a competition from the pull-down list and click on the Export Entries button.

A file in CSV format is downloaded. It is named with the competition name eg ME1.CSV. Save this file and use it to import the fencers into a competition (known as an Event in Fencing Time) in the Fencing Time database.

9. System Administrator

The opening screen for the System Administrator looks like this:



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:



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

Id	Event	Location	Year	Edit
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

Id	Category	Weapon	Date	Weapon Check	Edit	Delete
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	Edit	Delete
25	CA	Chiara	Alfano	Edit	Delete
34		Boglarka	Bolvari	Edit	Delete
32		Vladyslav	Boykov	Edit	Delete
35		Anne	Dawkins	Edit	Delete

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]