

## 18. Entering non Sportsoftware Results into Eventor

1. An XLS template is used for this. This can be found by going to About Us -> Event Management -> select item 18A on the OSA website.
2. It is important not to alter the format of this spreadsheet. This particularly applies to the time column which must be in txt format so that it appears as below.
3. Clubs are entered in format "LI S" for example.
4. Times are in format
  - a. 0:45:56 where time is less than 1 hour
  - b. 1:45:23 where time is > 1 hour
  - c. For DNFs, you can put the number of controls in the Score column, this can also be used for the Score in an actual score event, or number of controls for a Scatter event
  - d. "Class" names have to match exactly what is in Eventor, mostly the Class is your course name
5. Some columns are not essential ie Person ID , Organisation ID
6. In a particular class you only need to write some things once ie class, course length
7. In the case of a group entering each member should be entered on a separate line with the same result & position

A sample of part of a file is shown below:

| Class name | Course length | Place | Person ID | Person first name | Person last name | Organisation ID | Organisation name | Time    | Score | Penalty |
|------------|---------------|-------|-----------|-------------------|------------------|-----------------|-------------------|---------|-------|---------|
| Long       | 5.5           | 1     | 6344      | Troy              | Brougham         |                 | CR S              | 0:42:43 |       |         |
|            |               | 2     | 10221     | Darren            | Bergmann         |                 | SB S              | 0:52:45 |       |         |
|            |               | 3     | 1157      | Adrian            | Watson           |                 | SB S              | 0:58:37 |       |         |
|            |               | 4     | 1177      | Alan              | Holland          |                 | SB S              | 1:15:48 |       |         |
|            |               | 5     | 2102      | John              | Paterson         |                 | SB S              | 1:13:14 |       |         |
|            |               | 6     | 1164      | John              | Brockhurst       |                 | SB S              | 1:22:08 |       |         |
| Long Group | 5.5           | 1     | 12472     | Jennifer          | Hughes           |                 | CR S              | 1:23:50 |       |         |
|            |               | 1     | 12473     | Kristen           | Hughes           |                 | CR S              | 1:23:50 |       |         |
|            |               | 1     | 12470     | Kylie             | Niemann          |                 | CR S              | 1:23:50 |       |         |
|            |               | 2     | 13681     | Colin             | White            |                 | CR S              | 1:44:47 |       |         |
|            |               | 3     | 13676     | Matilda           | Sweeney          |                 | CR S              | 1:51:16 |       |         |
|            |               | 3     | 13677     | Jamie             | Thomas           |                 | CR S              | 1:51:16 |       |         |
|            |               | 4     | 13711     | Donna             | Wingent          |                 | CR S              | 2:06:17 |       |         |
|            |               | 4     | 11298     | Lea               | Wingent          |                 | CR S              | 2:06:17 |       |         |

To enter results, log onto Eventor and open the edit page for this event

1. Choose the Data Exchange item

### Twilight Series Event 1 - SE Adelaide Parklands: Overview

General information   Organisers and officials   Arena and competition area   Class types and event attributes   Classes   Entry fees and deadlines  
 Services   Documents and links   Payment   Status   Data exchange   Entry overview   Communication   Livelox   Participant questionnaire

2. Scroll down to the Upload Results list section and choose "Text from Excel Template"

Upload result list

Text from Excel template

If the event administrative software is not capable of creating result files in IOF's XML format, results can be typed in into this Excel document and be pasted in the text field below

Show previous files (4)

- Copy all the results from your Excel sheet and past into the blank text box, don't include the headings.

Upload result list

Text from Excel template

If the event administrative software is not capable of creating result files in IOF's XML format, results can be typed in into [this Excel document](#) and be pasted in the text field below.

|                |          |           |        |      |         |    |
|----------------|----------|-----------|--------|------|---------|----|
| 14             | Sandra   | Afnan     | YA S   | dnf  | 7       |    |
| 15             | Rob      | Tucker    | YA S   | dnf  | 7       |    |
| Scatter Female | 1        | Marian    | Arthur | WA S | 0:35:30 | 9  |
| 2              | Jenny    | Casanova  |        | WA S | 0:35:30 | 20 |
| Scatter Male   | 1        | Simon     | Uppill | OH S | 0:24:20 | 20 |
| 2              | Lewis    | Carter    |        | TJ S | 0:28:45 | 14 |
| 3              | Clive    | Arthur    |        | TT S | 0:28:47 | 12 |
| 4              | Greg     | Rowberry  |        | WA S | 0:32:10 | 12 |
| 5              | JohnLyon |           |        | TT S | 0:32:20 | 9  |
| 6              | David    | Tilbrook  |        | OH S | 0:36:25 | 12 |
| 7              | Peter    | Kreminsky |        | WA S | 0:47:39 | 12 |
| 8              | George   | Reeves    |        | TT S | 0:52:25 | 9  |

Show previous files (4)

Upload

- Click "Upload" and the following screen appears.

### Twilight Series Event 1 - SE Adelaide Parklands: Import result list

This is a preview of the information in the result list file. Make sure that the information is correct and click *Import* at the bottom of the page. Note that the import may take a long time to complete, so don't click *Cancel* or the back button of your browser while the import is progressing.

#### Classes present in both the uploaded file and in Eventor

Check the classes whose information in Eventor should be updated based on the content in the uploaded file. Previously uploaded information will be deleted for classes that are not checked.

Select all  Deselect all

| Import                              | Short name     | Competitors in the file |
|-------------------------------------|----------------|-------------------------|
| <input checked="" type="checkbox"/> | Short          | 21                      |
| <input checked="" type="checkbox"/> | Medium         | 26                      |
| <input checked="" type="checkbox"/> | Long           | 15                      |
| <input checked="" type="checkbox"/> | Scatter Male   | 8                       |
| <input checked="" type="checkbox"/> | Scatter Female | 2                       |
|                                     |                | 72                      |

Import Cancel

- Click "Import" and the results will be loaded.
- If you have classes listed in Eventor with no results, these will be listed below the table above
- If your Class names do not match, you will get an error message similar to the one below, and you will need to fix the names so they match

The file contains errors and cannot be imported.

 Invalidids  
No class 'SHORT A' in database.

Back

- If you find errors in the results after you have loaded them, correct the spreadsheet and repeat the above to load the results again.