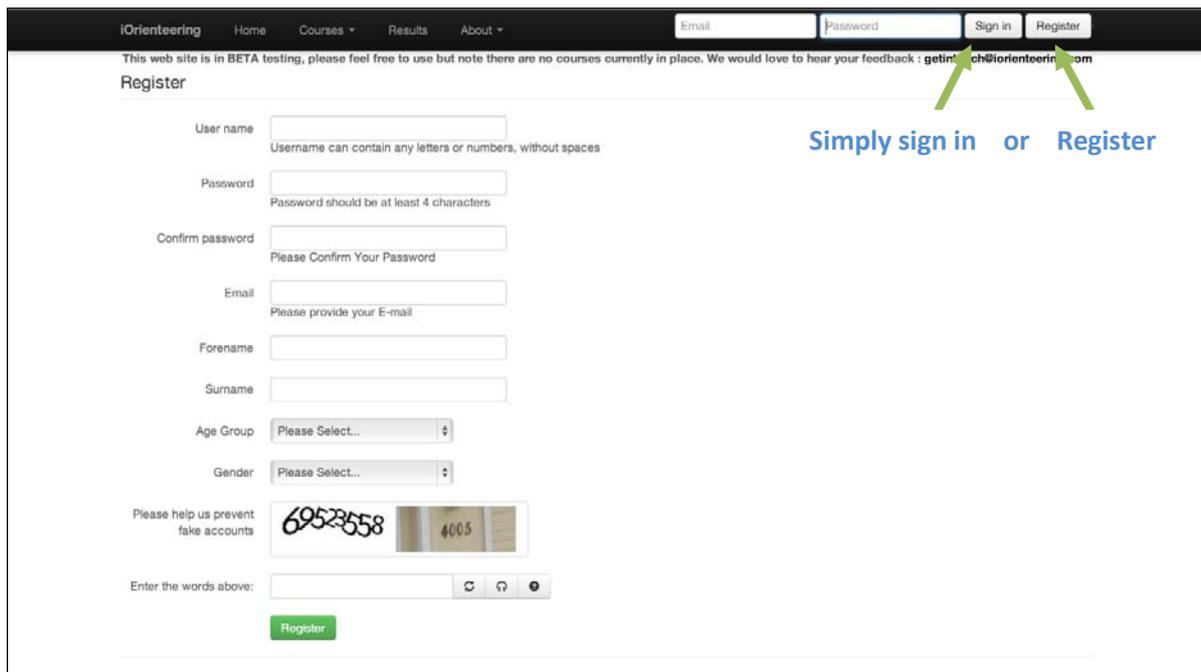


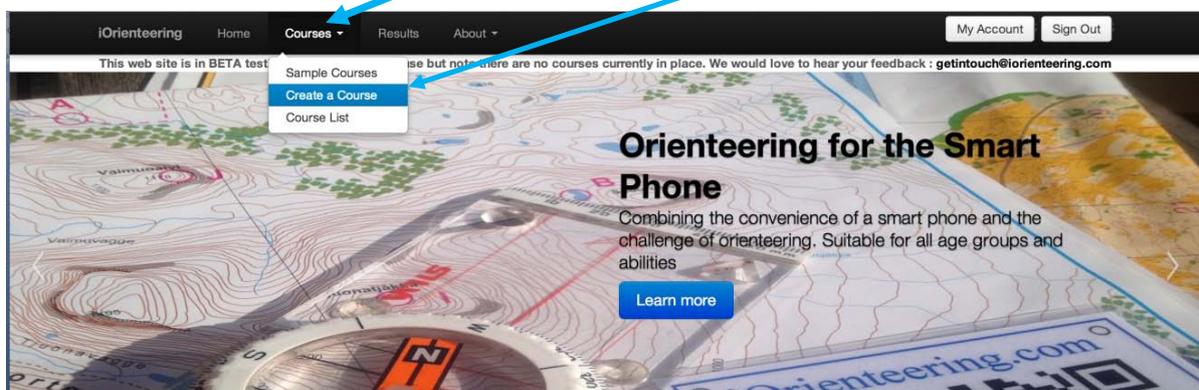
# How to set up an iOrienteering course

- 1) Go to the website [www.iorienteering.com](http://www.iorienteering.com)
- 2) If returning **simply sign in** or if new click **the Register button**.



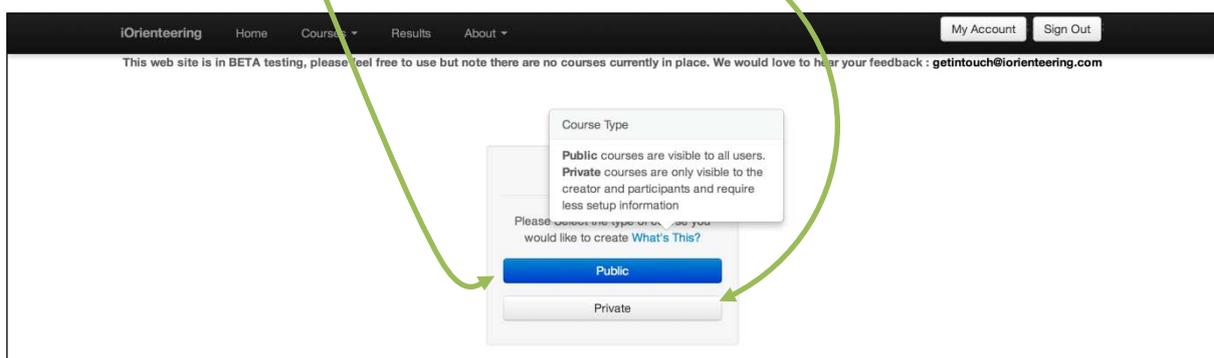
**Figure 1- The log in screen**

- 3) At the home page click on Courses, then click on Create a Course



**Figure 2- Navigate via the top menu to create a course**

- 4) Do you want a public course? Or a Private course?

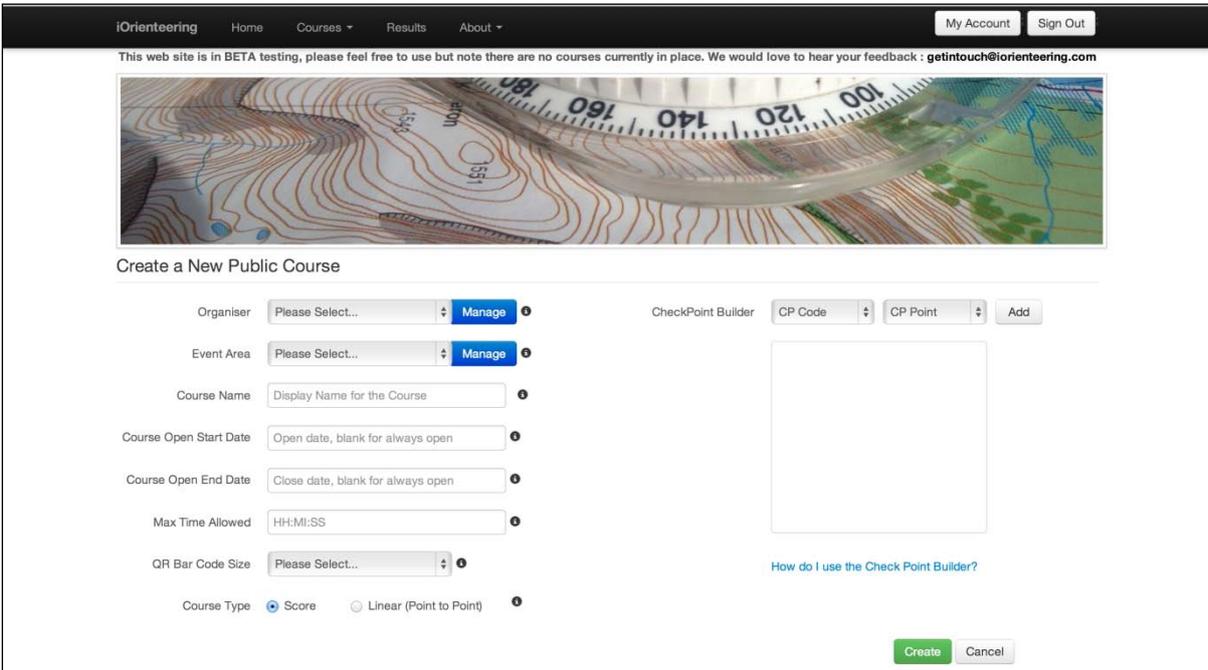


### Figure 3- You need to choose if it is a Private or a Public Course

**Public courses** are shown openly on the website with details collected about the organiser, the area and where to get the maps from.

**Private courses** are much simpler. They are not shown to the public on the website- only the entrants and organiser can see the results. The organiser will inform the entrants about the course- where it starts from and how to get a map, etc

- 5) **Public Courses-** Fill out the details for the organiser (Figure 5) and information about the area (figure 6). You can create links back to you club/ group website and tell entrants something about your selves. We need a lot of details about the area, such as the terrain and how to get hold of the map, the country with the address of the course (including postcode) and the latitude/ longitude of the start location- this will allow us to plot the courses graphically in the future. There are 3 page tabs on the location form, all of which need filling out

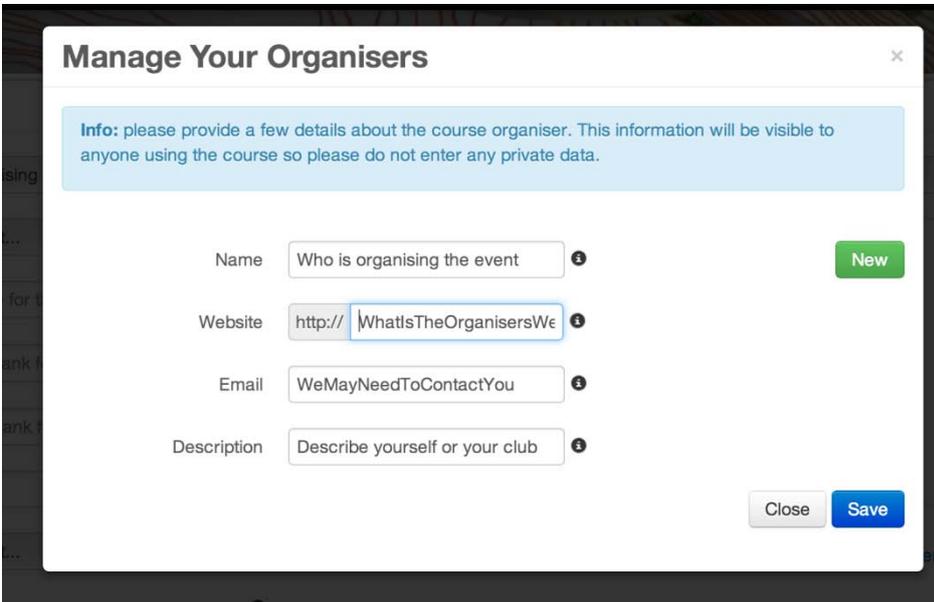


The screenshot shows the 'Create a New Public Course' form on the iOrienteering website. The form includes the following fields and options:

- Organiser: Please Select... (dropdown) with a 'Manage' button.
- Event Area: Please Select... (dropdown) with a 'Manage' button.
- Course Name: Display Name for the Course (text input).
- Course Open Start Date: Open date, blank for always open (date input).
- Course Open End Date: Close date, blank for always open (date input).
- Max Time Allowed: HH:MI:SS (time input).
- QR Bar Code Size: Please Select... (dropdown).
- Course Type:  Score,  Linear (Point to Point).
- CheckPoint Builder: CP Code (dropdown), CP Point (dropdown), and Add button.
- A large empty text area for additional details.
- Buttons: Create (green), Cancel (grey).

At the top of the page, there is a navigation bar with 'iOrienteering', 'Home', 'Courses', 'Results', and 'About'. A message at the top states: 'This web site is in BETA testing, please feel free to use but note there are no courses currently in place. We would love to hear your feedback: getintouch@orienteering.com'. A banner image shows a topographic map with a compass rose.

**Figure 4- The event screen for public event**



The screenshot shows the 'Manage Your Organisers' pop-up box. It contains the following information and fields:

- Info:** please provide a few details about the course organiser. This information will be visible to anyone using the course so please do not enter any private data.
- Name: Who is organising the event (text input) with a 'New' button.
- Website: http:// WhatIsTheOrganisersWe (text input).
- Email: WeMayNeedToContactYou (text input).
- Description: Describe yourself or your club (text input).
- Buttons: Close (grey), Save (blue).

**Figure 5- The Organiser's Pop Up Box- fill in your details and press save. To clear the contents press new and set up a new organiser**

**Manage Your Events** ×

**Info:** please provide a few details about the Event Area. This information will be visible to anyone using the course so please do not enter any private data.

**New**

Details **Address** Co-Ordinates

Event Area Name  <sup>1</sup>

Location  <sup>2</sup>

Website  <sup>3</sup>

Description  <sup>4</sup>

Please describe the area, such as the type of land (park, grassland, forest).

Where can you get a map from (the estate office, from the internet, from the local orienteering club).

If there are restrictions on the opening hours (only available in the summer holidays, open all year, night event only)

**Figure 6- The Event area pop up box. All three tabbed pages need completing. This is the Area Details Tab, including information about the area**

**Manage Your Events** ×

**Info:** please provide a few details about the Event Area. This information will be visible to anyone using the course so please do not enter any private data.

**New**

Details **Address** Co-Ordinates

Building Number Or Name

AddressLineOne

AddressLineTwo

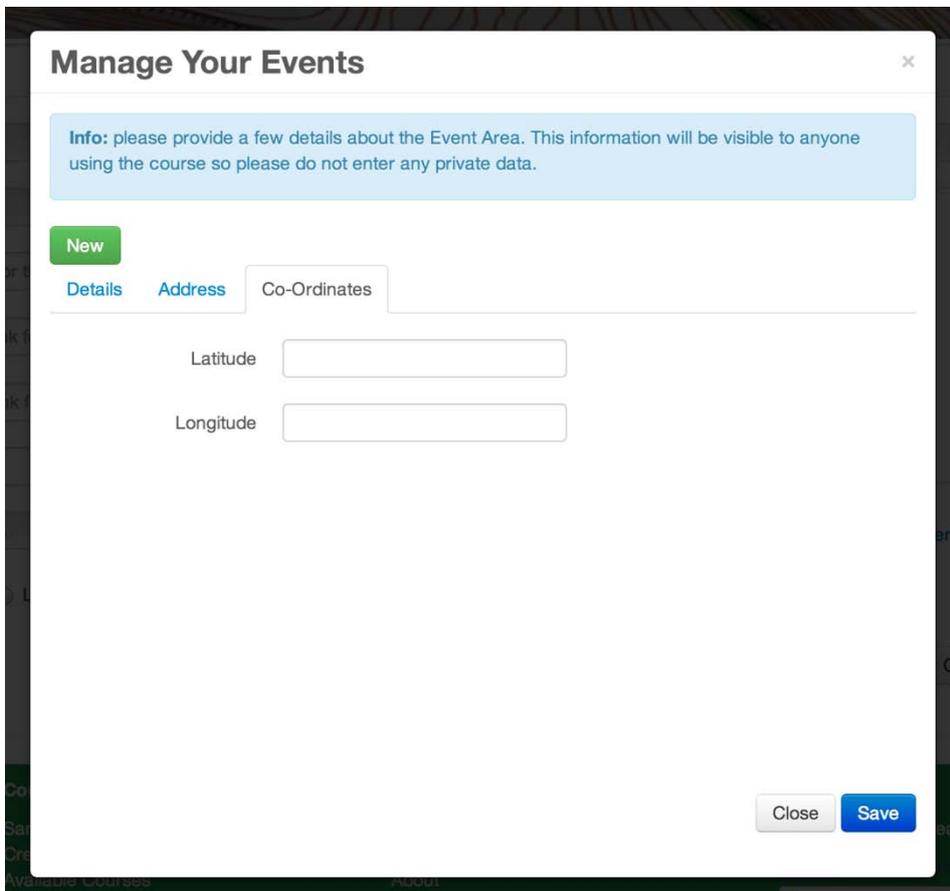
Town

County

Country

PostCode

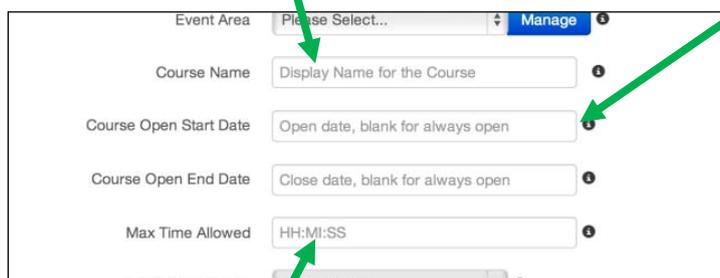
**Figure 7- This is the Address tab of the area details page**



**Figure 8- The coordinates tab of the event area pop up**

Remember to save each Event Area tab page as you finish it. The rough Lat/Long can easily be found from the postcode using a website such as <http://www.doogal.co.uk/LatLong.php> then fine tuning the exact start location using the tools on the webpage i.e. by centring the map over the start location. Copy and paste the long lat across to the iOrienteing page in the decimal format. For example Bradwell Post Office has Latitude of 53.328255 and a Longitude of -1.741335

- 6) Creating your course is easy.
  - a) Decide on the **course name** – make it unique so it is easier to find. Then **the dates** it is open for- if all year/ continuously then leave the dates boxes blank. If it has a finite life then fill the dates in as required



**Figure 9- course name and dates when open**

- b) What is the **maximum time limit**? This is handled differently for linear or score courses.

**For Score courses-** this is the maximum time limit to complete the course in- once this time is exceeded penalty points start to accrue... 1pt/min for the first 5minutes, then 2pts/ min for 5-10mintes then all points are lost. The app has shows a total time stopwatch plus a countdown timer to show how much of the time limit is still available.

**For Linear courses-** the maximum time has no influence on the result but is simply a failsafe that turns the app off if the course is not completed. Make it generous. For a course that will take most runners 1hr, make the maximum time something like 3hrs

- c) **How big do you want the QR codes to be?** If you're printing your own make them as big as you can to make scanning quicker

**Figure 10-** What size barcodes do you want?

Is it score or linear?

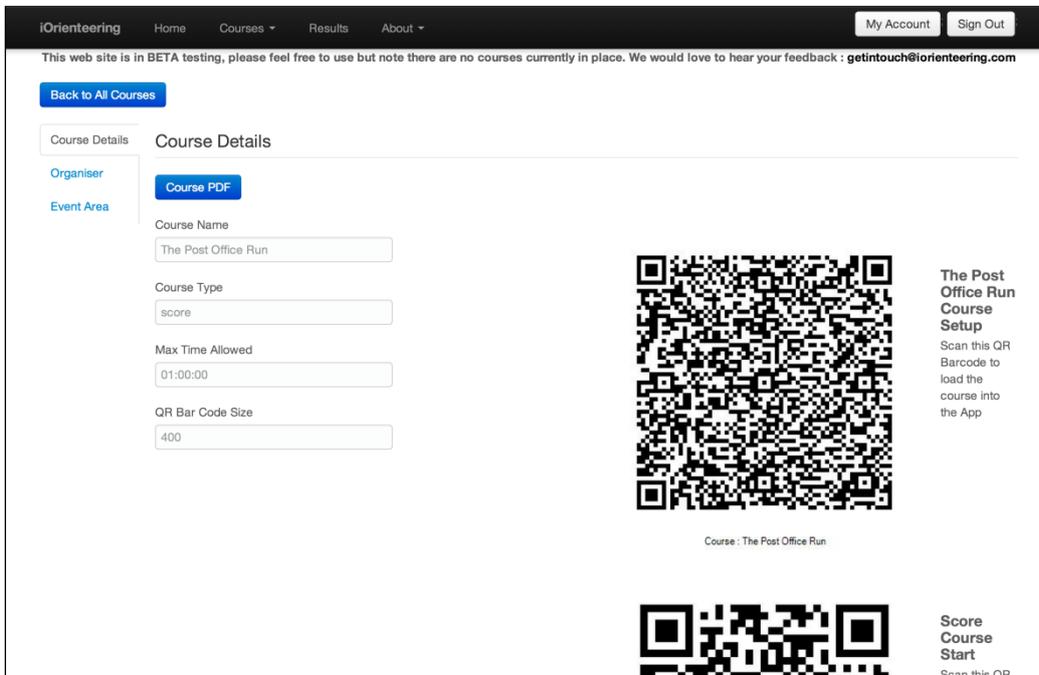
- d) **Is it a score or a linear course?**- this selection alters the course builder box-
- e) **In the course builder box:** On a score course you need to say what the value of the check point markers is. On a linear course they have no values but you need to make sure the order is correct. Click and drag the controls if you need to reorder them. The check point markers are all numbered from 101 to 140 and they can be in any order i.e. Control number 1 could be check point code 120, Control number 2 could be Check Point code 115.

**Figure 11-** the course builder for a score course- it includes a check point value box

- f) Click **Create** to finalise the course
- 7) Once your event is created you are taken to the list of courses- **select your course and look at the details.** The QR barcodes can be selected and printed off.

Course Name	Course Type	Open From	Open To	
Bassett	Score	09/11/2013 00:00:00	10/10/2013 00:00:00	Details
Challenge	Score		Open All Year	Details
Ilam Country Park	Score		Open All Year	Details
Public Score Event	Score		Open All Year	Details
Test	Linear	09/01/2013 00:00:00	10/01/2013 00:00:00	Details
Test Private Score	Score		Open All Year	Details
The Post Office Run	Score		Open All Year	Details

**Figure 12-** The list of course where you can look at the details of the event



**Figure 13-** On the event details page you can download the set up and control codes

8) All set- you can start to use the course.

NB: It is sensible to check the QR codes work by scanning them off the screen and also from the printed versions.