

One-time entry setup and administration in ORIS

1. General

One-time entries replace entries created by non ČSOS member clubs. Foreign clubs can get an exception if they apply for it. There will be created a permanent club and accounts in ORIS in that case.

There is no need to have a user account in ORIS for one-time entries.

One-time entries from participant view is described in separate help. Please start with that one before you continue with text below.

One-time entry creates one-time club. Club code is created automatically in number sequence 001..999. Club code are unique in one event (or within event with joint settlement). API and exports have been modified (minor changes) due to protection of personal data.

One-time club is identified by an email. One email can be used just for one club in one event. Access to one-time entry is provided through email and PIN. PIN can be sent even if the entry has been created by the event organizer.

Registration numbers of participants are generated automatically as a club code and a number in number sequence 0001..9999. Final registration number looks like 0010001 for the first participant in first one-time entry for the event. Registration number does not take birth year or gender into consideration.

One-time clubs are automatically removed 2 weeks after event date.

2. Event setup

You can set Due date in Entry setup.

Entries

[Edit](#)

1st entry date: 2019/02/10 00:00
2nd entry date: 2019/02/13 00:00 **Increase:** 100 %
Increase for non registered: 50 %
Rent SI: 40 CZK
Bank account, symbols: 12345678/0800
Due date: 2019/02/14

[Close](#)

Desc EN

Not required, if empty then CZ description will be used in EN version.

Entries limited to

Number of participants that can be automatically entered. Without stand-by. 0 = unlimited.

Stand-by number

Number of stand-by participants. If somebody cancel entry then stand-by moves up (according to the entry date)

Bank account, symbols

Variable sybmol - prefix

Variable symbol - suffix

Show variable symbol in club entries

Due date

Show services as a list

Entries could be created only for registered

[Save](#)

3. Open or edit one-time entry

All event processes work as before. Entries or services can be modified in existing lists.

If you want to open or edit existing one-time entry or create a new one the you need to click on Open club one-time entry link in event Actions.

Event: Přebor ORISu

Information	Edit	Actions
ORIS ID: 4705 Name: Přebor ORISu Date: 2019/02/16 Place: Organiser: CSOS - Český svaz orientačních sportů Sport: OB Level: OST - Other Region: ČR - ČR Discipline: KL - Long distance Used map: Joint events: 2019/02/17 - Velká cena Zeleného údolí 2019/02/17 - Přebor štafet Event key: a229e1ebd364780d1ee90ad3af43334c		New link New file New GPS location Recalculate entry fees Recalculate service entry fees Change entry fees Change entry fees - personal Payments Open selected club entry Open club one time entry Upload results Upload startlist Entry journal Fee lists - clubs Send email to participants
Entries	Edit	
1st entry date: 2019/02/10 00:00 2nd entry date: 2019/02/13 00:00 Increase: 100 % Increase for non registered: 50 % Rent SI: 40 CZK		

You can choose existing or new.

Open selected club entry

Club

Club

-- new --

-- new --
001 - Novákovi
002 - Zelení
003 - (USA) The Smiths

If you want to create a new one-time entry then you need to fill contact information first.

Contact information

Contact information that could be used by event organizer if needed. All contact information must be filled. Consent to the processing of personal data is required.

<p>Club name</p> <input type="text" value="Manchester United"/>	<p>First name</p> <input type="text" value="Peter"/>
<p>Email</p> <input type="text" value="united@gmail.com"/>	<p>Last name</p> <input type="text" value="Green"/>
<p>Phone</p> <input type="text" value="+44998999099"/>	<p><input checked="" type="checkbox"/> Consent to the processing of personal data</p>
<p>Country</p> <input type="text" value="United Kingdom"/>	<input type="button" value="Save"/>

Personal data is not published and can be used just by event organizer. Personal data is automatically deleted 2 weeks after the event date.

When contact information is saved then you can continue with entries. See participant help.

Contact information

Contact information that could be used by event organizer if needed. All contact information must be filled. Consent to the processing of personal data is required.

<p>Club name</p> <input type="text" value="Manchester United"/>	<p>First name</p> <input type="text" value="Peter"/>
<p>Email</p> <input type="text" value="united@gmail.com"/>	<p>Last name</p> <input type="text" value="Green"/>
<p>Phone</p> <input type="text" value="+44998999099"/>	<p>Club code: 004</p>
<p>Country</p> <input type="text" value="United Kingdom"/>	<p><input checked="" type="checkbox"/> Consent to the processing of personal data</p>
	<input type="button" value="Save"/>

Personal data is not published and can be used just by event organizer. Personal data is automatically deleted 2 weeks after the event date.

2019/02/16 - Přebor ORISu

Entries

CLASS	LAST NAME FIRST NAME	BITH YEAR	GENDER	SI	RENT SI	FEE	
D21 ▾	<input type="text"/>	<input type="text"/>	Male ▾	<input type="text"/>	<input type="checkbox"/>	150 CZK	<input type="button" value="Add"/>

CLASS	LAST NAME FIRST NAME	BITH YEAR	GENDER	SI	RENT SI	FEE	
H21	Green Peter	1990	Male	889989	No	150 CZK	

4. Exports and API

There is no public access to one-time club information in API and exports

Event key was introduced for secure access to personal data. Event key is visible on event page for all users that have enough rights.

Event: Přebor ORISu

Information

ORIS ID:	4705
Name:	Přebor ORISu
Date:	2019/02/16
Place:	
Organiser:	CSOS - Český svaz orientačních sportů
Sport:	OB
Level:	OST - Other
Region:	ČR - ČR
Discipline:	KL - Long distance
Used map:	
Joint events:	2019/02/17 - Velká cena Zeleného údolí 2019/02/17 - Přebor štafet
Event key:	a229e1ebd364780d1ee90ad3af43334c

Event key can be used for example in API method `getClub` or in exports (see details on export page).

There will be no one time club exported without event key.