

# AIDA INTERNATIONAL

Application guide

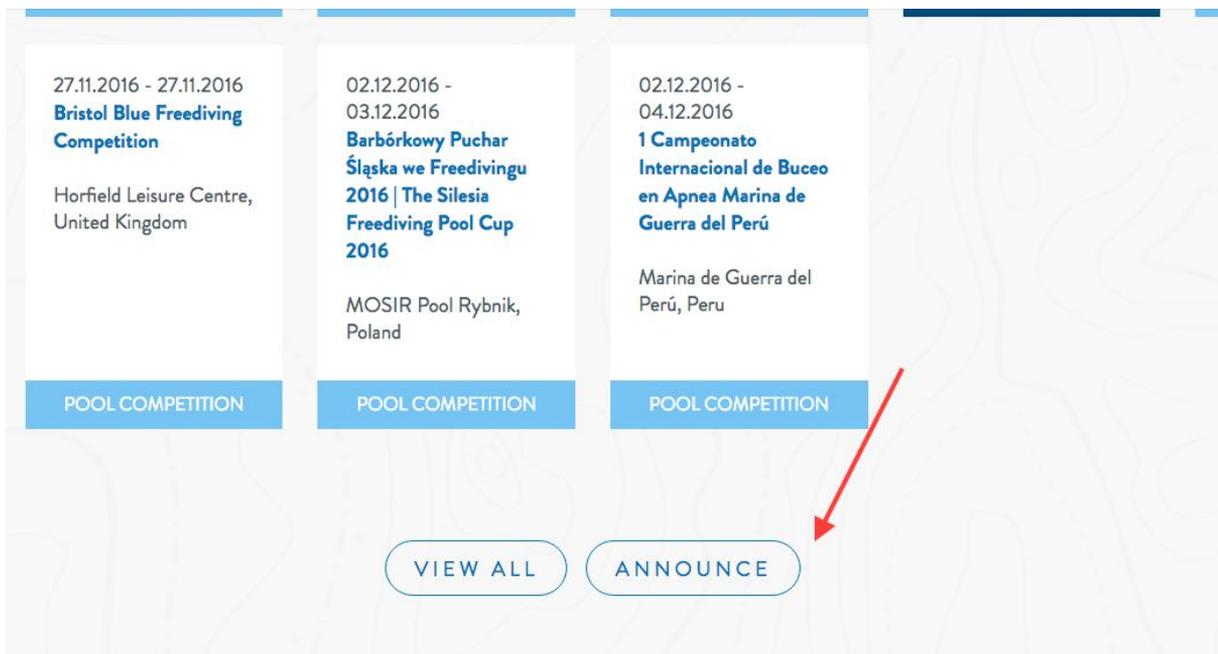
# 1. ANNOUNCING A NEW EVENT

**Disclosure:** In order to be able to announce an event, you have to be a registered user with an **organizer** role and logged in to the system. Before reading the rest of the guide, please log in first.

## 1.1 Accessing the Announce event form:

There are multiple ways of accessing the event announce page:

1. “Announce” button on the homepage, which can be found under the “Events” section (if you are logged in and have proper privileges) Once clicked, you will be redirected to the announce event page.

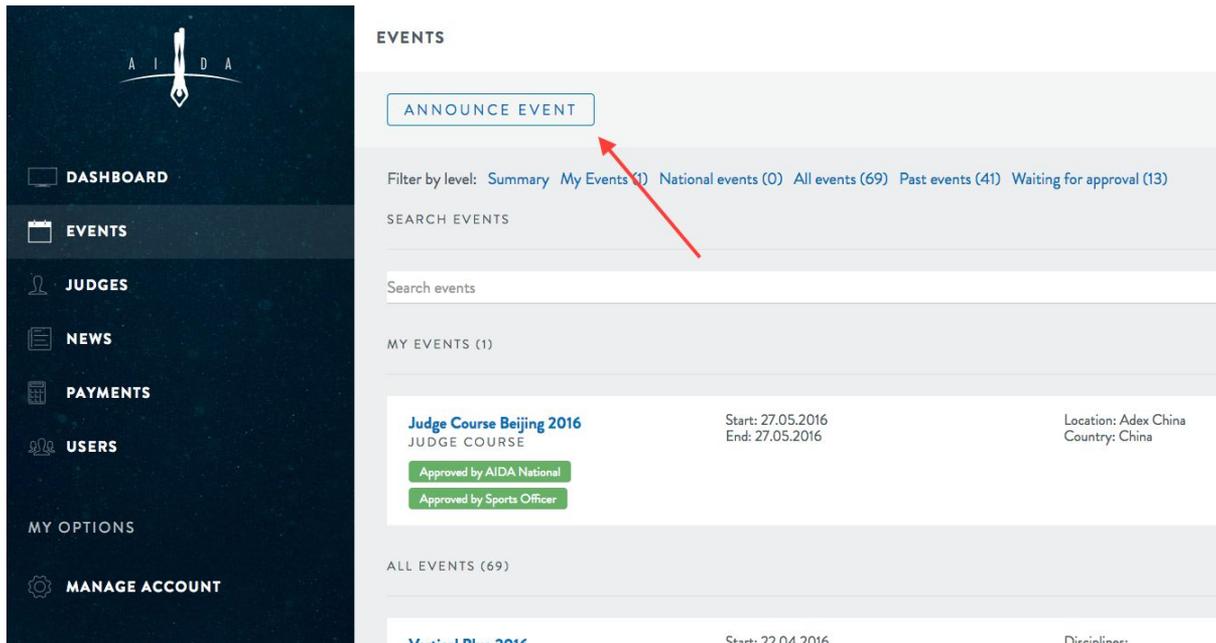


2. “Announce event” button in the top left corner of the admin section page.

To access it:

- a. Click on your Email in the top right corner of the website (assuming that you are logged in)

- b. Click on the Events section in the left menu. If you don't see Events section, click on the "Register as Organizer" in the same menu.
- c. You should see the button on top of the Events section.



## 1.2 Entering event information:

In order to enter your event details, first we need to enter the event name and select the event type from the dropdown.

Each event type has different fields, depending on the requirements for this event, but most event types have the following:

Mandatory fields:

- List of disciplines
- Start date
- End date (can be in excess of 14 days from Start date)
- Venue name
- Venue address
- City Name
- Country Name
- Main Judge
- Additional judges (min 1 required)
- Medic Name
- Medic Email
- Medic qualifications

Optional fields:

- Maximum depth (depth disciplines)
- Minimum pool depth (pool disciplines)
- Maximum pool depth (pool disciplines)
- Safety qualifications
- Safety plan
- Event Website
- Transportation info
- World record status
- Assistant judges
- Additional info

After entering the required info, click on the **Next: Build your event** button on the bottom of that screen which will lead you to the Event confirmation screen.

During event creation, your user will be automatically set as event organizer, and your national AIDA organization will be notified.

If your country doesn't have a national AIDA, a Sports Officer will be notified about the event.

## 2. Event Builder

After entering basic info about our event, we need to define event days, disciplines and invite divers to the event.

NOTE: This can be done regardless of the event being approved at that moment or not.

When on the event confirmation screen, you can press the **Build event days** button. Other option is to go to Events section in the left menu, and under My events press the little calendar button for your event.

Filter by level: Summary My Events (2) National events (1) All events (70) Past events (41) Waiting for approval (14)

SEARCH EVENTS

Search events

MY EVENTS (2)

<p><b>Judge Course Beijing 2016</b> JUDGE COURSE</p> <p>Approved by AIDA National</p> <p>Approved by Sports Officer</p>	<p>Start: 27.05.2016 End: 27.05.2016</p>	<p>Location: Adex China Country: China</p>	<p>🕒 👤 📝 👤 🗑️</p>
<p><b>Depth test</b> DEPTH COMPETITION</p> <p>Awaiting approval</p>	<p>Start: 19.10.2016 End: 20.10.2016</p>	<p>Disciplines: CWT CNF FIM Location: Gradski Vrt Country: Croatia</p>	<p>✓ 👤 📝 📅 🗑️</p>

Once the page opens, you will see the event builder menu that looks like this.

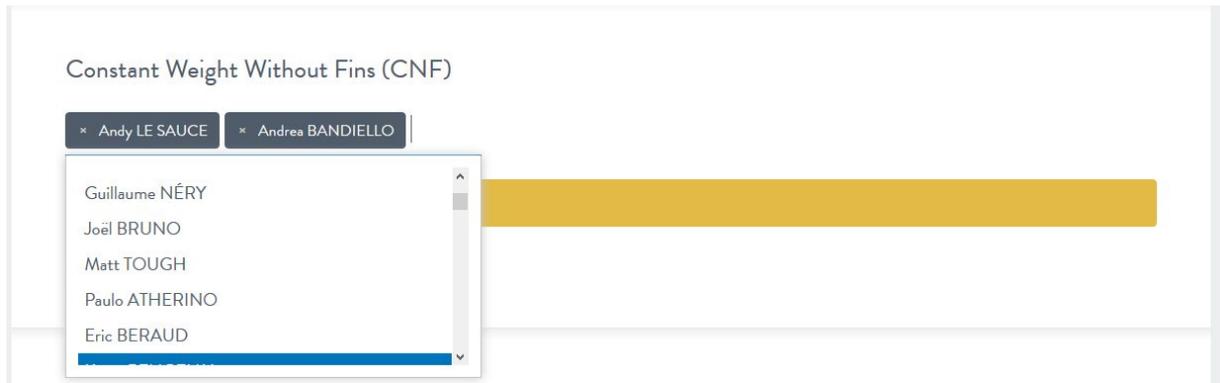
The screenshot shows a web interface for editing event details. On the left, a vertical sidebar contains two tabs: 'DAY 1' (selected) and 'DAY 2'. The main content area is titled 'DAY 1: DETAILS'. It features a text input field for 'Enter a title for your day'. Below this is a checkbox labeled 'Rest day'. A section titled 'Disciplines' contains a dropdown menu labeled 'Select Discipline' and an 'ADD' button. The selected discipline is 'Constant Weight Without Fins (CNF)'. Below the discipline name is a search input field for 'Search athletes', which is currently empty. A yellow message box below the search field states 'There are no divers added for this discipline'. At the bottom of the main area, there is a section titled 'Missing a diver?' with an 'Invite by Email' label, an email input field, a 'Select discipline' dropdown menu, and a 'SEND INVITE' button.

Note: Day 1 will be automatically generated, the rest you will have to add yourselves using the “Add event day” button at the top of the page. You can only add as many days as the event is unfolding over.

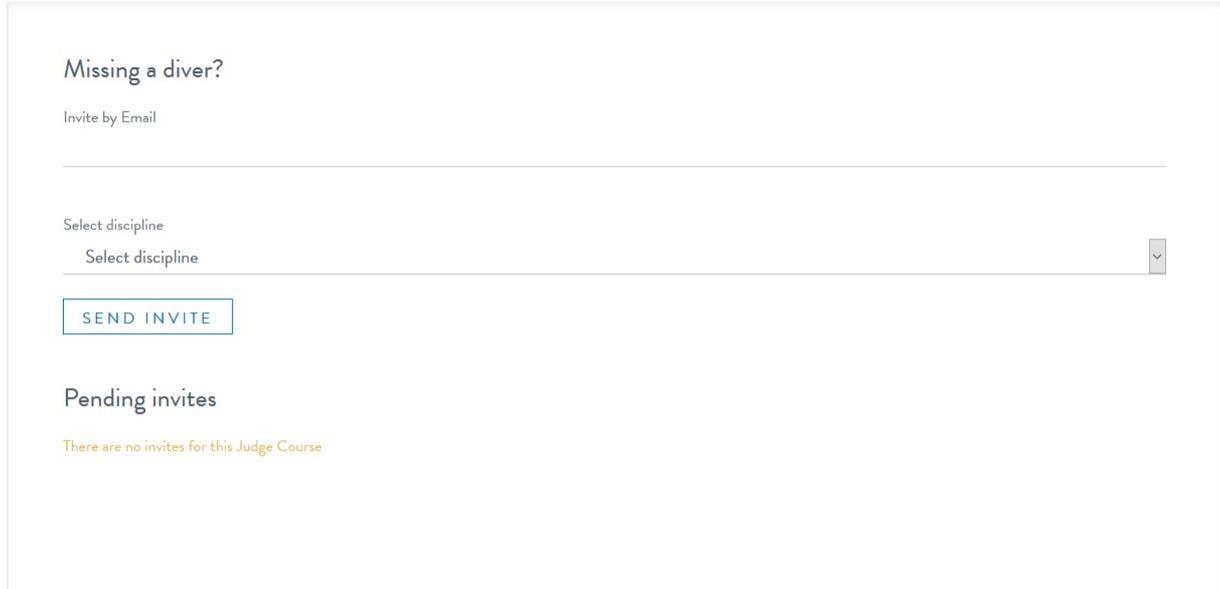
On the left side is a list of currently added days. Clicking on a day will display its information on the right side.

Step 1 - adding general information about the day: The first thing you will notice is that some of the input fields will not be shown at first. These input fields will appear once you add a discipline for the event day. You can add only those disciplines you selected when creating the event. Also, don't forget to enter a title for your day and select whether it's a rest day or not.

Step 2 - adding divers to the discipline: once you have added a discipline to the event day, a new input option will appear below the general day information with the title of the discipline in question. Under each of these input fields there is a drop-down menu allowing you to search and select divers that will be competing in the discipline that day.



If, however, a diver isn't in the diver list, you can invite the diver to register on the web site using his e-mail address under the "Missing a diver?" section.



For this to work, you have to input the diver's e-mail address and select the discipline he will be invited to register on the web site. Once registered, he will automatically be added to the event and discipline in question and will be available in the drop-down list of divers.

Repeat these steps for each day and discipline you have added and then click “Save” on the bottom of the page to save the information. Your event is then built completely.

### 3. Entering results

Once the event has been completely built and disciplines and divers have been added, you will be able to enter the results of the competition. To do so, click on the stopwatch icon to the right of the event name on the “Events” view.



Once clicked, a page will open which includes a form for filling out an incident report.

A screenshot of an 'INCIDENT REPORT' form. The title 'INCIDENT REPORT' is at the top left. Below it, there are two sections: 'Incident Info' and 'Incident Details'. The 'Incident Info' section has a horizontal line for input. The 'Incident Details' section has a large rectangular text area for input. At the bottom of the form, there are two buttons: 'SAVE' and 'SKIP', separated by the text 'OR'.

If an incident occurred during the event, input the information about what happened into the input fields and click “Save”. If no incident occurred, click the “Skip” button. This window appears only once.

After the incident report window, you will be redirected to a page which allows you to enter results for each diver under each discipline.

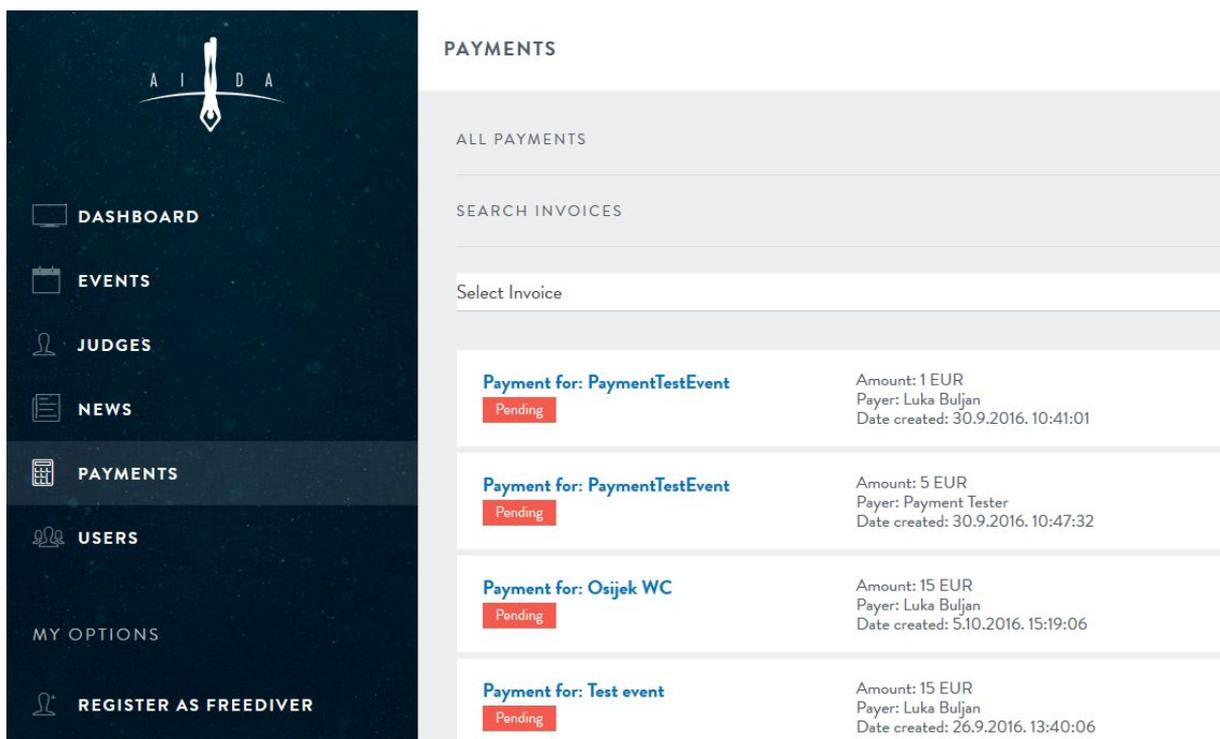
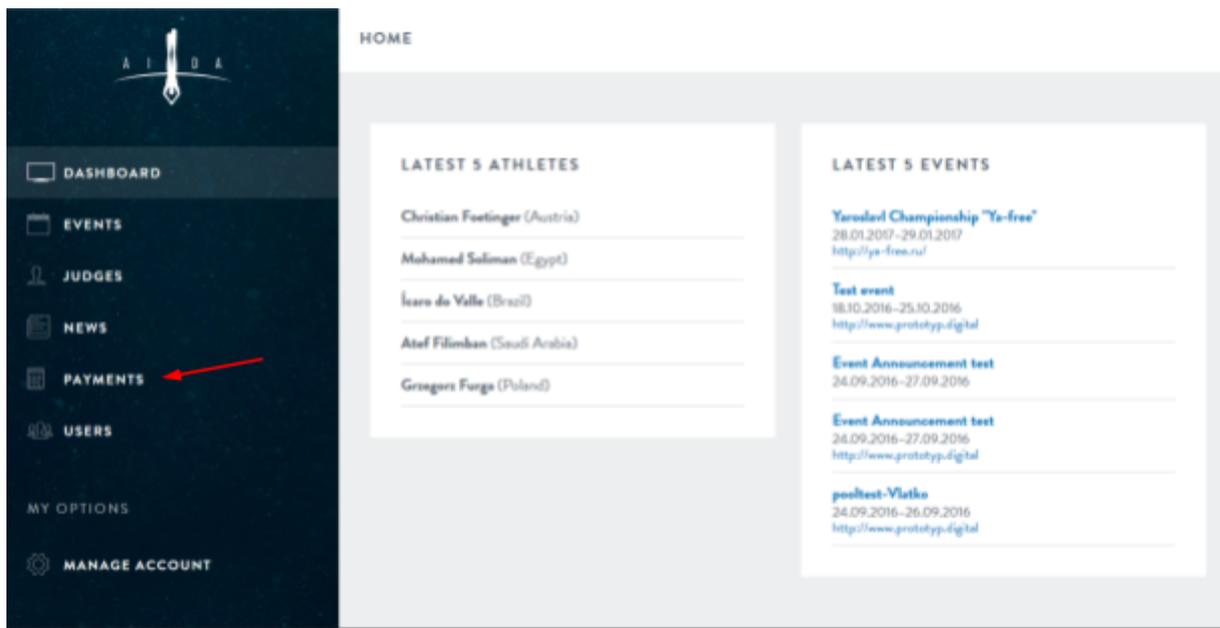
The screenshot shows a web interface for entering diver results. On the left, there is a sidebar with the date 'WEDNESDAY 10/19/2016' and a search box containing 'CWT'. The main content area is titled 'Depth test' with the subtitle 'Discipline: CWT'. Below this, there is a circular icon of a diving mask. To the right of the icon, the diver's name 'Pero Peric' is displayed. Below the name, there is a dropdown menu labeled 'Select Penalty Card Type'. Further down, there are two input fields: 'Points' and 'Penalty Points'. Below these, there are two more input fields: 'Announced Performance' and 'Realised Performance'. At the bottom, there is a large text area labeled 'Remarks'.

Similar to the event builder, to the left is a list of available disciplines for each day in the event. Clicking on a discipline will show information about it on the right side of the page which includes the diver information and input fields for the diver's performance.

Once the results have been entered, click on the "Save" button at the bottom of the page. This action saves all the inputted diver results for the selected discipline and generates a payment invoice in the database that will have to be paid (2€ per diver result). Repeat this step for each discipline under each day.

## 4. Payment

Once complete, all that is left to do is pay for the event. To access the invoice generated for your event, click on “Payments” in the admin section. This will open a page listing out all your generated invoices.



There are two ways to pay:

- Using **PayPal**

Click on the “Pay with PayPal” button to the right of the invoice name on the “Payments” screen or open the invoice by clicking it’s name and then clicking on the button “Pay with PayPal”.

- Using a **slip**

Contact the AIDA Organization treasurer via e-mail and confirm payment. After that, the treasurer will approve your payment.

**Note:** Only after payment has been made will the results be shown publicly on the web site.