ARCHERY CANADA

HOW TO REGISTER AN EVENT IN INTERPODIA

May 2021

Interpodia

ARCHERY TIR À L'ARC CANADA

EVENT REGISTRATION

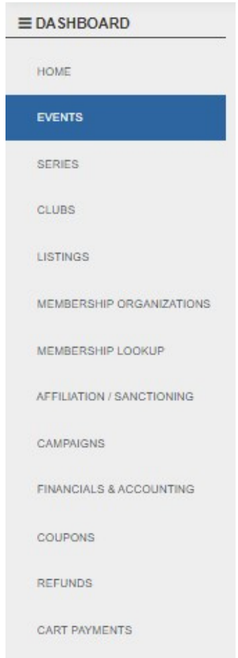
In Oct. 2020, Archery Canada migrated to the 2M/Interpodia Membership and Event Registration System. Provincial and Territorial Members, as well as any clubs that sign on to use Interpodia, also have the ability to create event registrations in the system as well. This system allows for the following features:

- Collection of Event Registration fee's online
- Ability to manage live registrations
- Ability to issue refunds online
- Verification of membership - ensure archers meet all membership requirements BEFORE the start of your event
- and so much more!

EVENT REGISTRATION

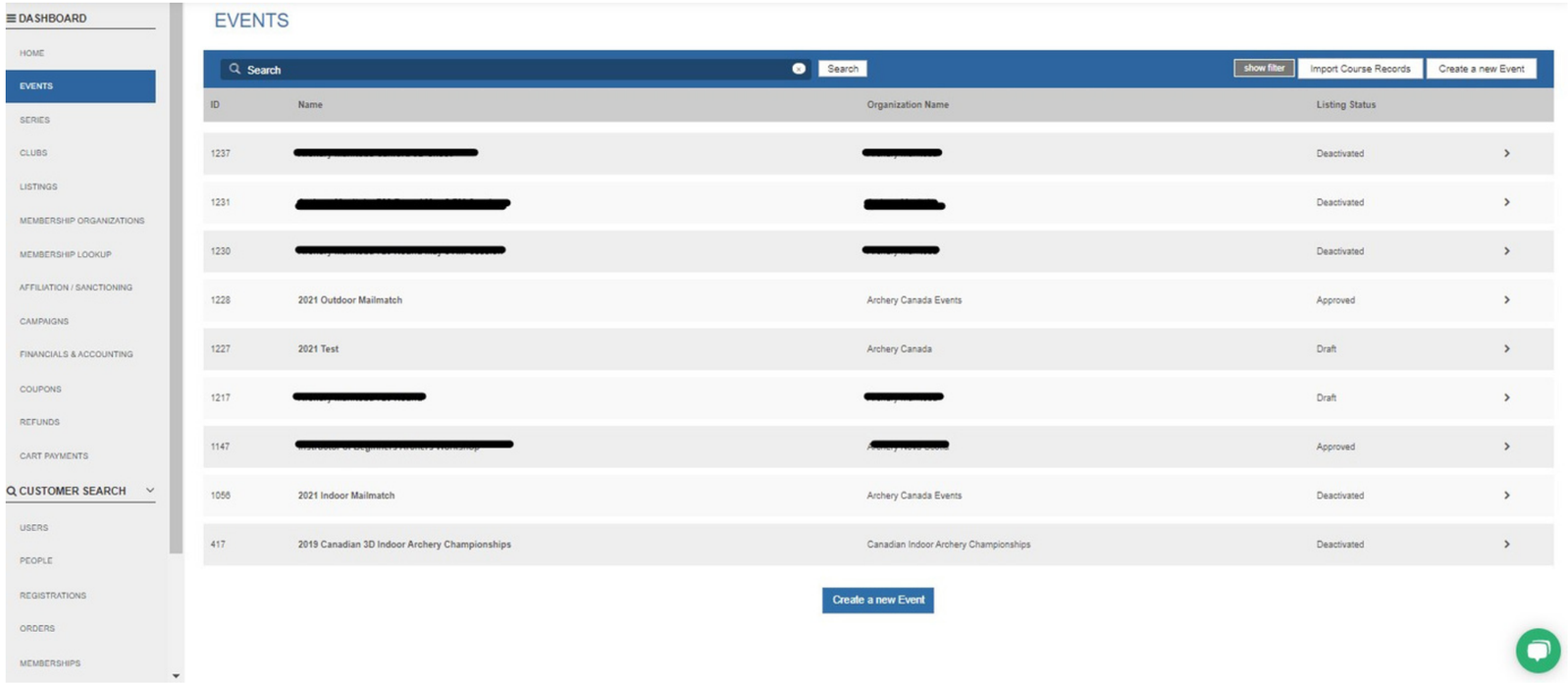
To register the event, the PTSO or club administrator must sign into their Interpodia Dashboard here: INSERT LINK

Select Events in the right hand column



EVENT REGISTRATION

It should open the following dashboard:

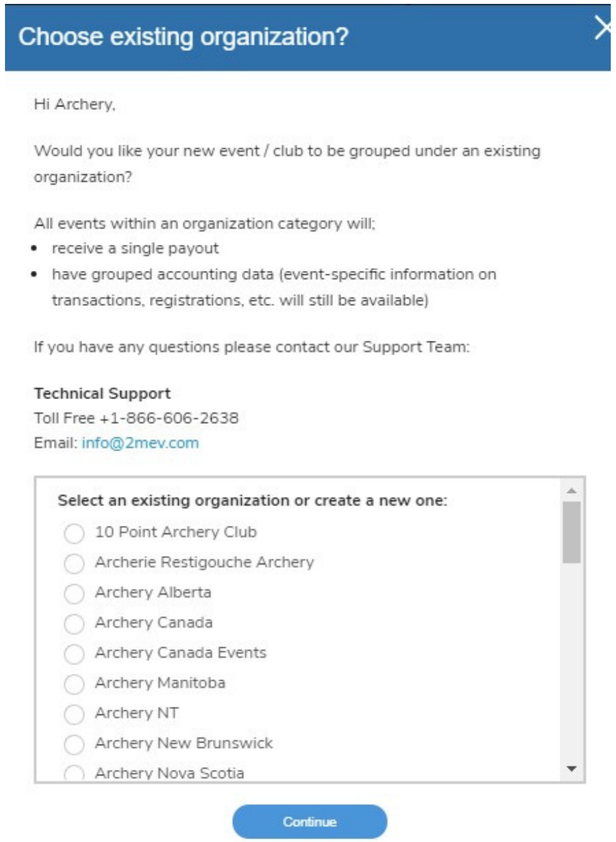


Note: PTSO and/or Club administrators will only be able to see events in which they have Admin rights too.

Click "Create a new Event"

EVENT REGISTRATION

The following pop-up should appear:



Select the appropriate organizer. Again, this list will be dependent on your administrator levels. If the organizer is not listed, please contact the Archery Canada office

EVENT REGISTRATION

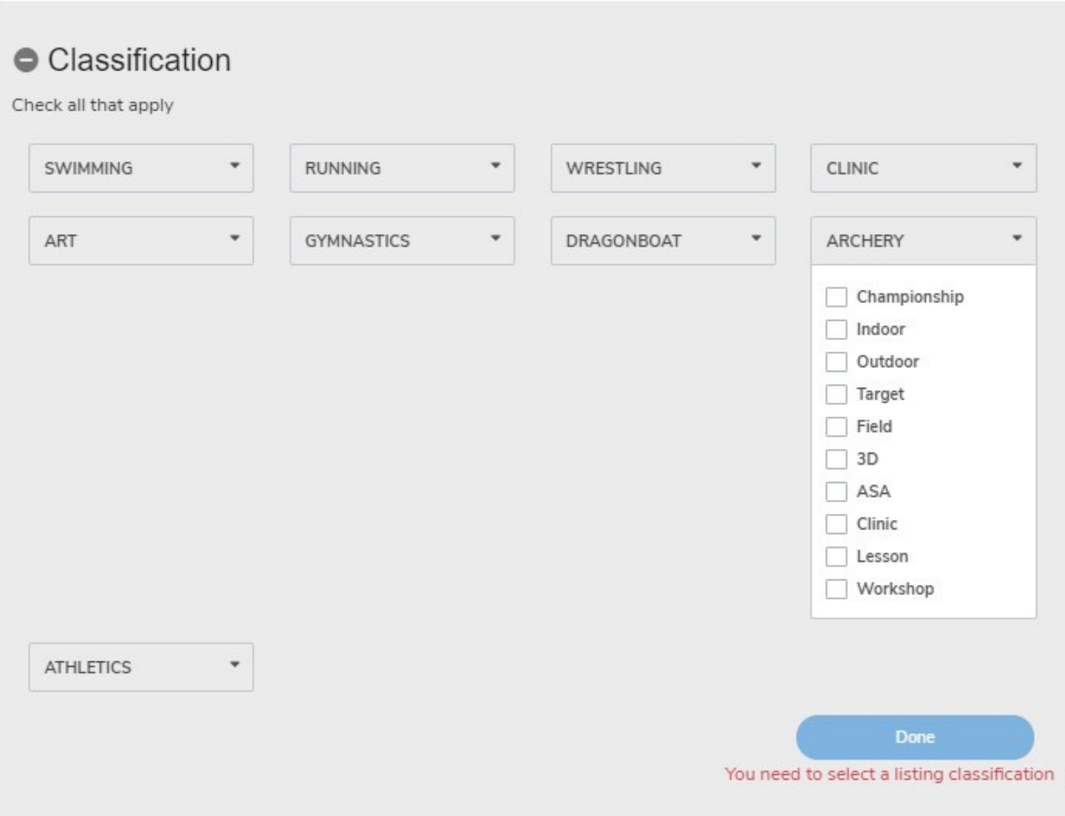
The system will then prompt you to complete the following required fields for your event:

- Event Name
- Start Date
- End Date
- Event location
- Contact Email
- Contact Phone Number
- Optional Fields: website, start times and logo upload.

EVENT REGISTRATION

Classification: The system will then prompt you to select the classification category for this event. As Interpodia hosts other sports on this platform, you will want to find Archery in the selection, then select the appropriate classifications:

- Championship
- Indoor
- Outdoor
- Target
- Field
- 3D
- ASA
- Clinic
- Lesson
- Workshop



EVENT REGISTRATION

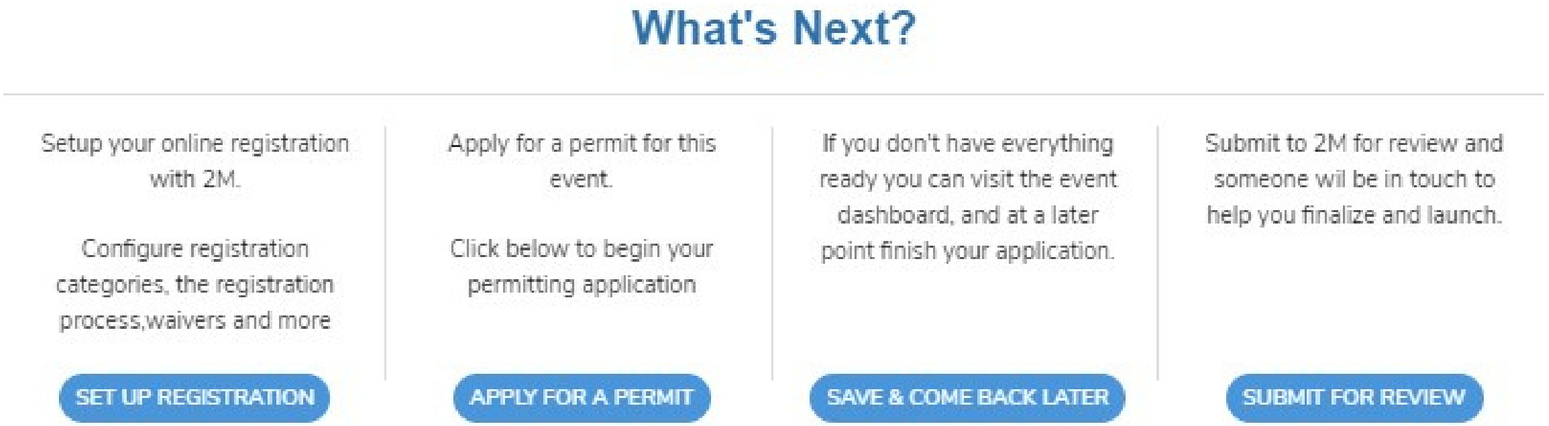
You will then be prompter to enter any social media links:

- Facebook
- Instagram
- Youtube
- Twitter

If you do not have any social media for this event, you can link to the club and or PTSO, or skip entriely.

EVENT REGISTRATION

Once you enter the basic data, you should get the following prompt:



The majority of you should select the first option, to continue setting up online registration. Otherwise you can save and return, or submit for review and a representative from Interpodia will be in touch to help finalize.

At this time option 2 "apply for a permit" is not applicable to Archery.

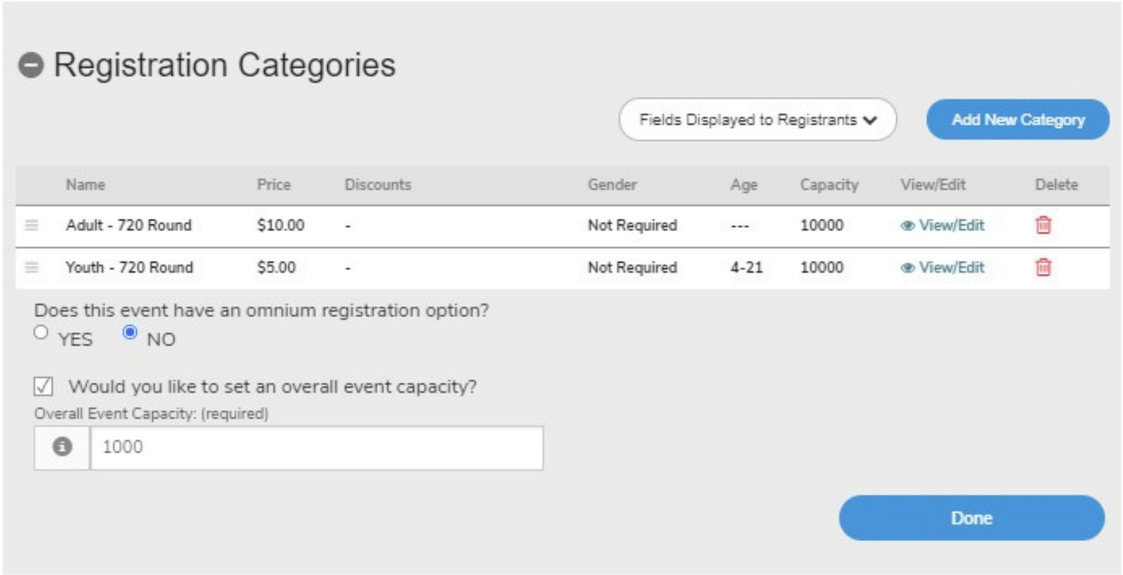
EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

As the Interpodia system can take 1-2 days to review and approve the event, try and set up your event information as soon as possible. When you procedd to finish completing the registration process for your event, you will be prompted to add the dates that registration is opening, and when it closes

Complete the prompts, and click done to progress forward

EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

Next, you will be asked to enter your registration categories. This could be by bow type, by age, however you are collecting registration fee's. See image below for an example:



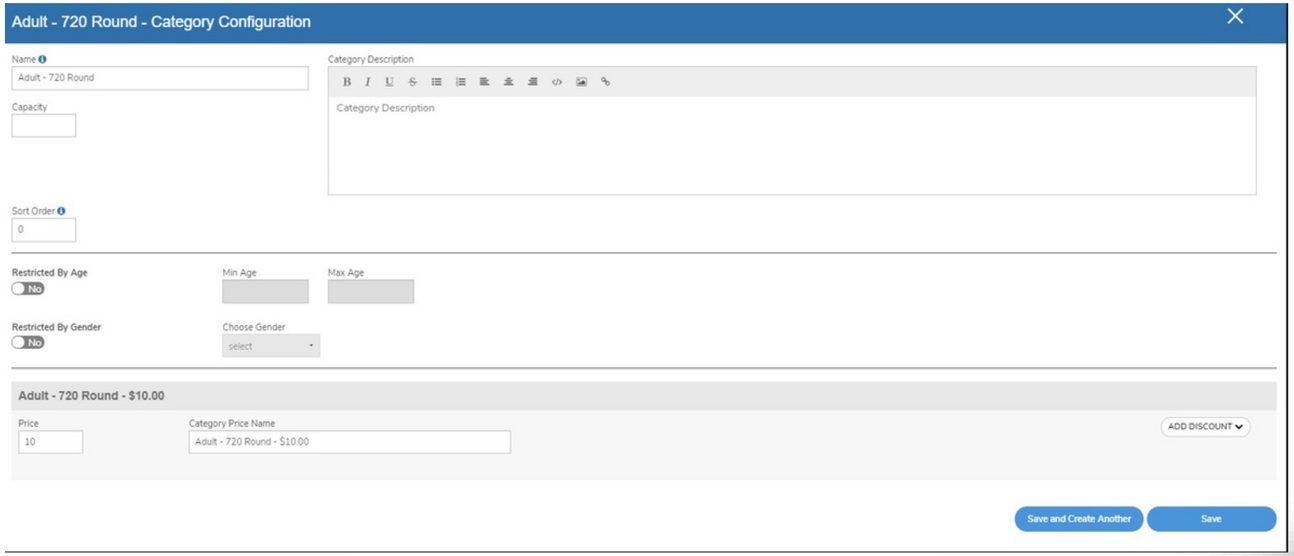
When ready to add registraation categories, click "Add new Category"

EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

The window below should appear:

Enter the name of the category
(i.e. Adult 720)
Enter any restrictions:

- Age Class
- Gender

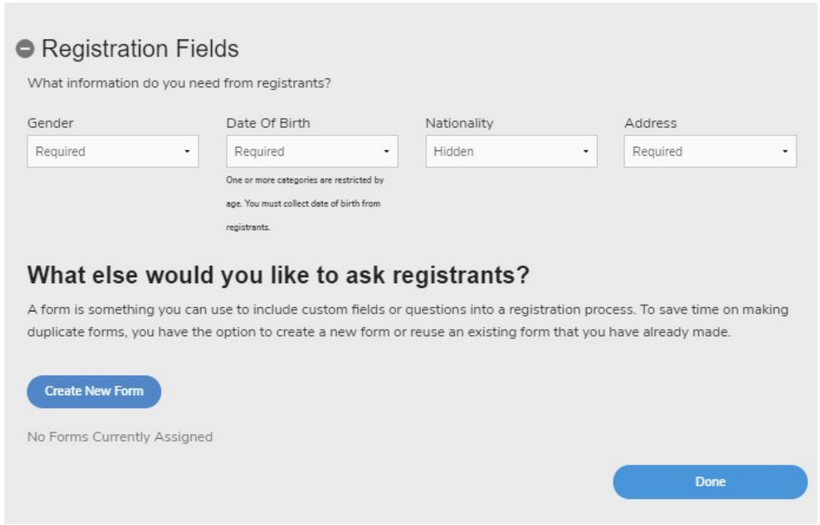


Then enter Price.

Once complete, either click save or save and create another.

EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

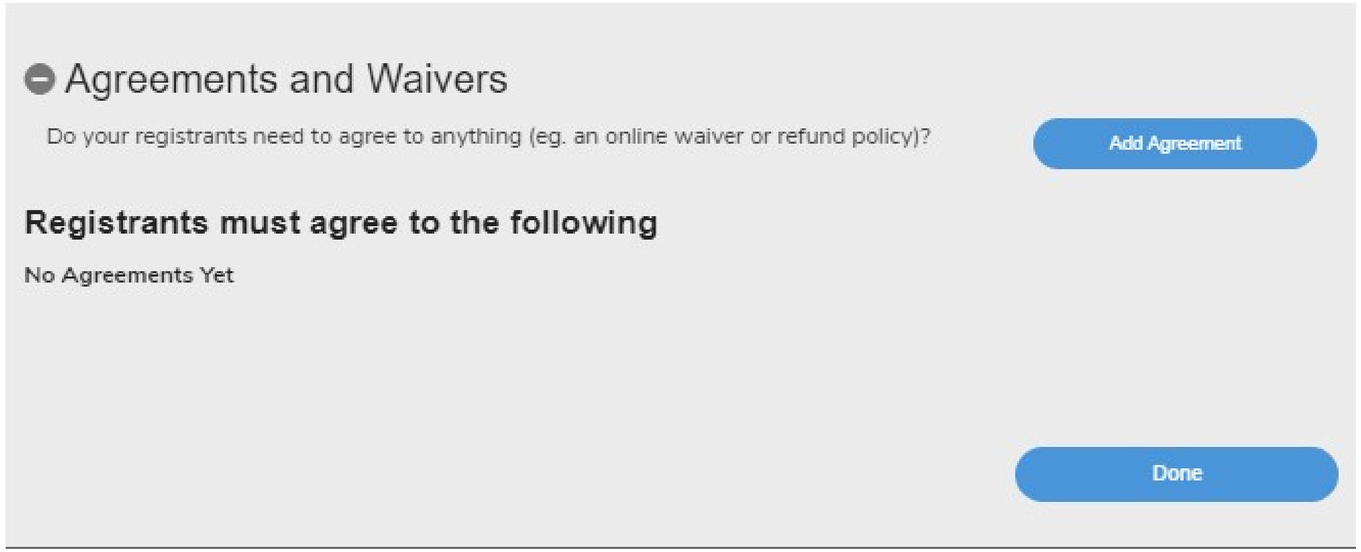
Once you complete the categories, the following will appear, and ask you if you require specific information from your registrants:



You can "create a New form" to ask specific questions if they are not listed, such as their membership number or NCCP number

EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

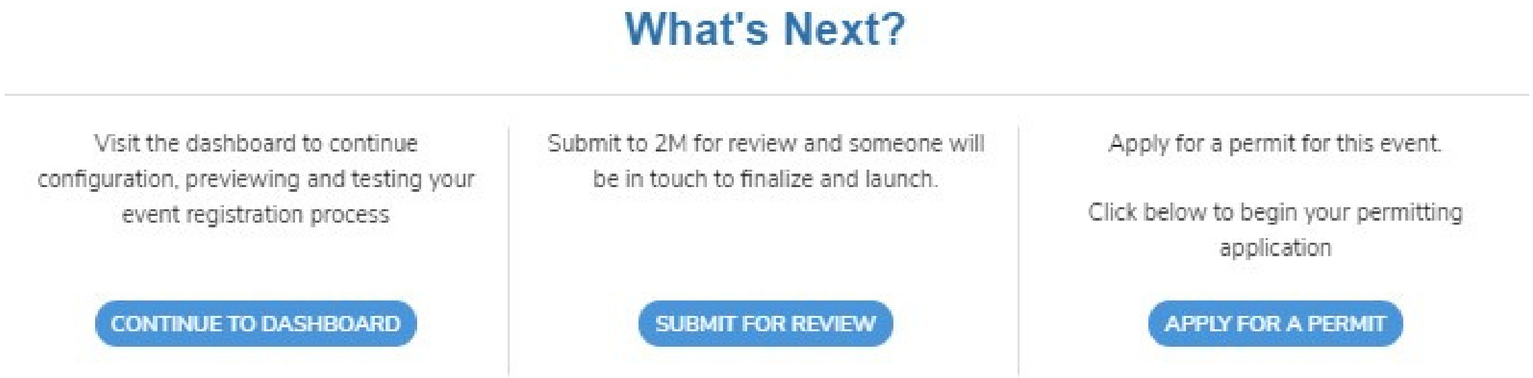
Waivers: If the PTSO or Club requires a specific waiver for archers to attend the event, they will then be prompted to add the waiver to the registration process. Registration of an archer will not be complete until they complete the waivers.



If no waivers are required, clicked done to move to the next page

EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

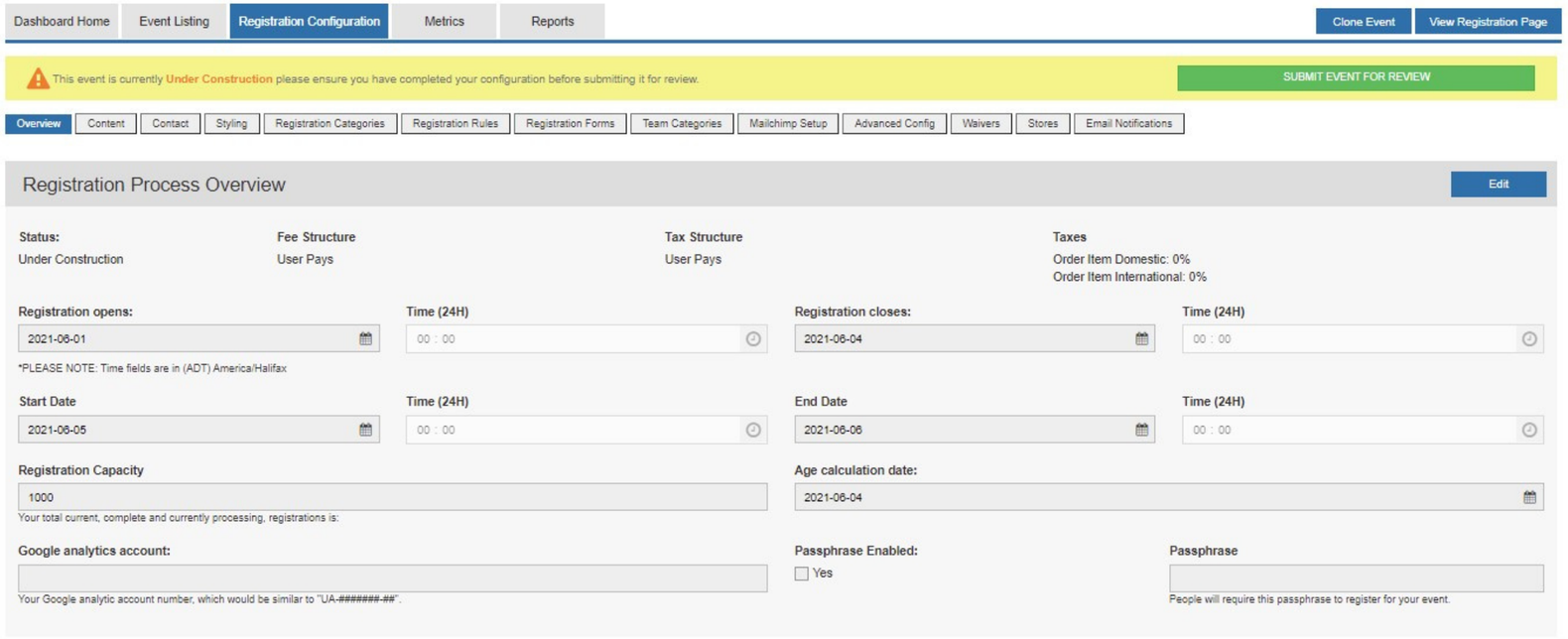
Again, the following prmpt will appear. You can either continue to the Dashboard to add further details, or submit for review. All events will need to be submitted for review before they can go live.



EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

Dashboard:

If you continue to Dashboard, the following page should appear:



EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

Please see the following Guides for How to's related to the Event Dashboard:

- Overview of Event Registration Configuration
- Overview of Event Metrics and Reports
- How to Clone an existing event for a future event.