

ARCHERY CANADA

# HOW TO REGISTER AN EVENT IN INTERPODIA

 **May 2021**

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# EVENT REGISTRATION

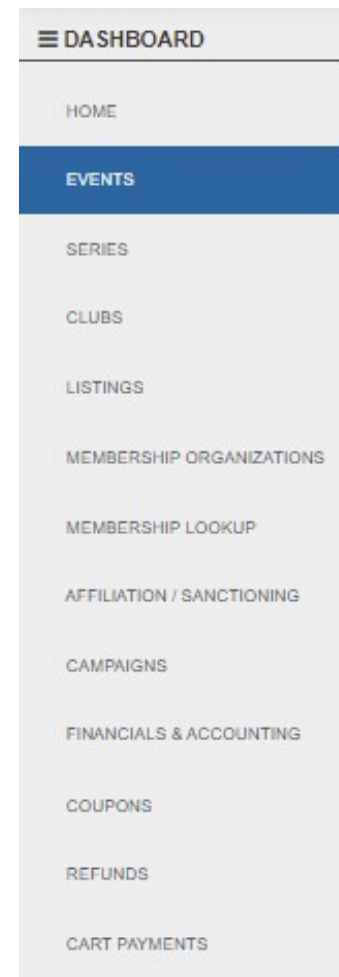
In Oct. 2020, Archery Canada migrated to the 2M/Interpodia Membership and Event Registration System. Provincial and Territorial Members, as well as any clubs that sign on to use Interpodia, also have the ability to create event registrations in the system as well. This system allows for the following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

DASHBOARD

HOME

EVENTS

SERIES

CLUBS

LISTINGS

MEMBERSHIP ORGANIZATIONS

MEMBERSHIP LOOKUP

AFFILIATION / SANCTIONING

CAMPAIGNS

FINANCIALS & ACCOUNTING

COUPONS

REFUNDS

CART PAYMENTS

CUSTOMER SEARCH

USERS

PEOPLE

REGISTRATIONS

ORDERS

MEMBERSHIPS

EVENTS

Search

Search

show filter

Import Course Records

Create a new Event

ID	Name	Organization Name	Listing Status	
1237			Deactivated	>
1231			Deactivated	>
1230			Deactivated	>
1228	2021 Outdoor Mailmatch	Archery Canada Events	Approved	>
1227	2021 Test	Archery Canada	Draft	>
1217			Draft	>
1147			Approved	>
1056	2021 Indoor Mailmatch	Archery Canada Events	Deactivated	>
417	2019 Canadian 3D Indoor Archery Championships	Canadian Indoor Archery Championships	Deactivated	>

Create a new Event

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:

Choose existing organization?

Hi Archery,

Would you like your new event / club to be grouped under an existing organization?

All events within an organization category will;

- receive a single payout
- have grouped accounting data (event-specific information on transactions, registrations, etc. will still be available)

If you have any questions please contact our Support Team:

Technical Support

Toll Free +1-866-606-2638

Email: [info@2mev.com](mailto:info@2mev.com)

Select an existing organization or create a new one:

☐ 10 Point Archery Club

☐ Archerie Restigouche Archery

☐ Archery Alberta

☐ Archery Canada

☐ Archery Canada Events

☐ Archery Manitoba

☐ Archery NT

☐ Archery New Brunswick

☐ Archery Nova Scotia

Continue

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


The screenshot shows a 'Classification' modal window with a title bar containing a minus icon and the text 'Classification'. Below the title is the instruction 'Check all that apply'. The main area contains several dropdown menus for selecting event categories: 'SWIMMING', 'RUNNING', 'WRESTLING', 'CLINIC', 'ART', 'GYMNASTICS', 'DRAGONBOAT', 'ARCHERY', and 'ATHLETICS'. The 'ARCHERY' dropdown is open, displaying a list of classification options with checkboxes: 'Championship', 'Indoor', 'Outdoor', 'Target', 'Field', '3D', 'ASA', 'Clinic', 'Lesson', and 'Workshop'. At the bottom right, there is a blue 'Done' button. Below the button, a red error message states: 'You need to select a listing classification'.

# EVENT REGISTRATION

You will then be prompted 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 entirely.





# EVENT REGISTRATION

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

## What's Next?

Setup your online registration with 2M.  Configure registration categories, the registration process, waivers and more	Apply for a permit for this event.  Click below to begin your permitting application	If you don't have everything ready you can visit the event dashboard, and at a later point finish your application.	Submit to 2M for review and someone will be in touch to help you finalize and launch.
SET UP REGISTRATION	APPLY FOR A PERMIT	SAVE & COME BACK LATER	SUBMIT FOR REVIEW

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 proceed 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:

Registration Categories

Fields Displayed to Registrants ▼ Add New Category

Name	Price	Discounts	Gender	Age	Capacity	View/Edit	Delete
Adult - 720 Round	\$10.00	-	Not Required	---	10000	<a href="#">View/Edit</a>	<a href="#">Delete</a>
Youth - 720 Round	\$5.00	-	Not Required	4-21	10000	<a href="#">View/Edit</a>	<a href="#">Delete</a>

Does this event have an omnium registration option?  
☐ YES ☒ NO

☒ Would you like to set an overall event capacity?  
Overall Event Capacity: (required)

Done

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

# EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

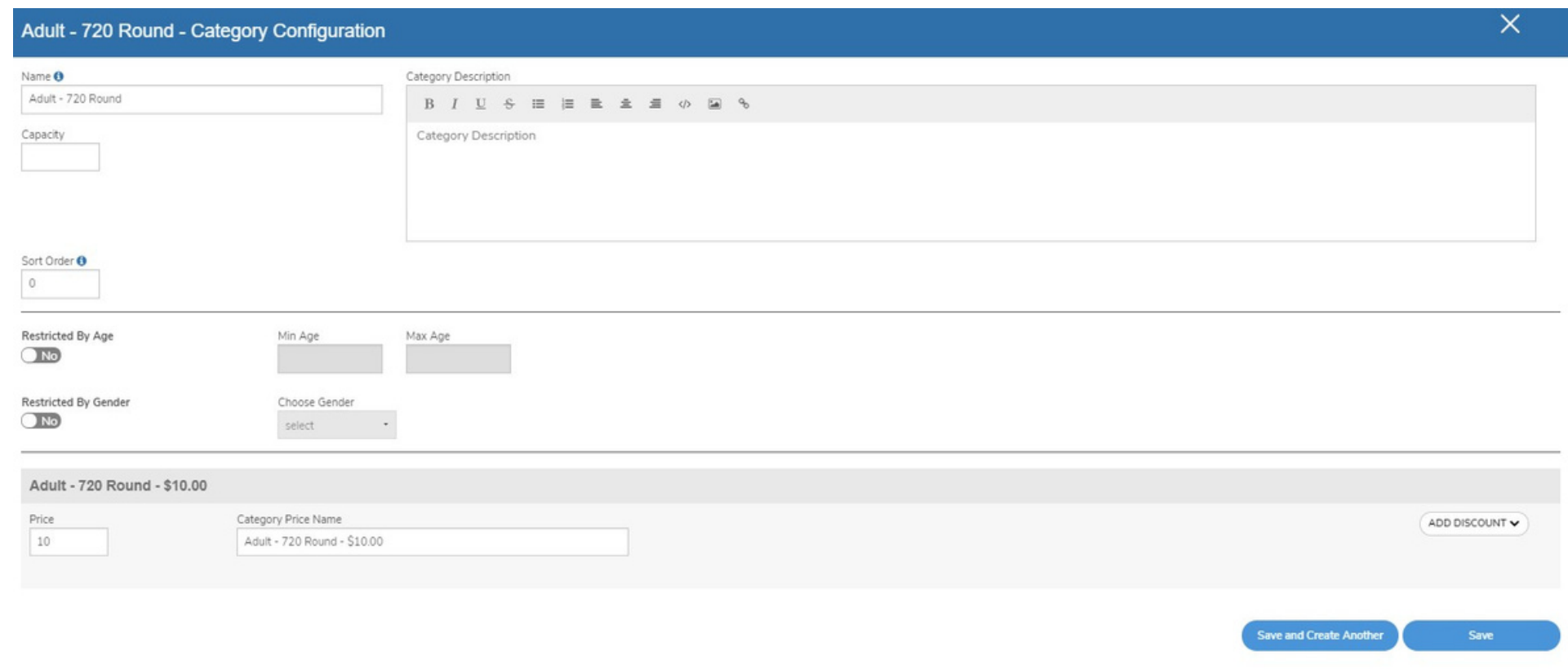
The window below should appear:

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

Enter any restrictions:

- Age Class
- Gender

Then enter Price.



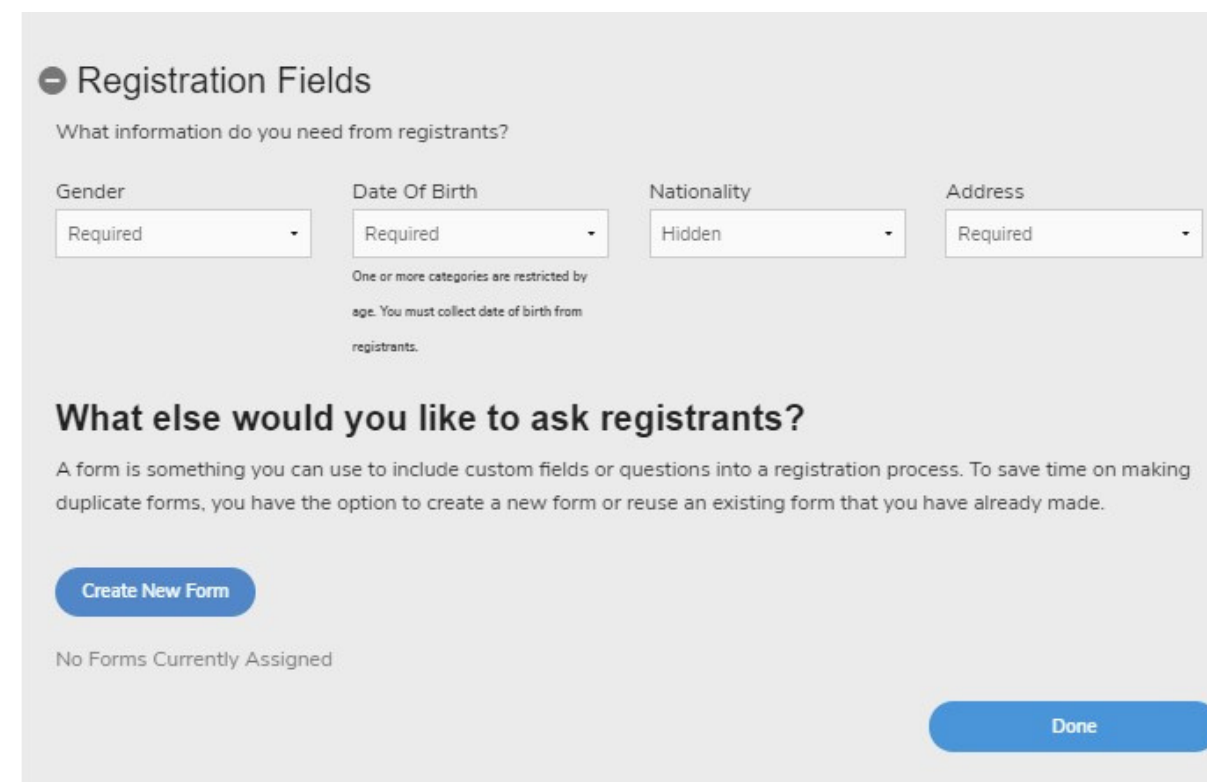
The screenshot shows a web form titled "Adult - 720 Round - Category Configuration". The form includes the following fields and controls:

- Name:** A text input field containing "Adult - 720 Round".
- Capacity:** An empty text input field.
- Sort Order:** A text input field containing "0".
- Restricted By Age:** A toggle switch set to "No".
- Min Age:** An empty text input field.
- Max Age:** An empty text input field.
- Restricted By Gender:** A toggle switch set to "No".
- Choose Gender:** A dropdown menu with "select" as the current selection.
- Price:** A text input field containing "10".
- Category Price Name:** A text input field containing "Adult - 720 Round - \$10.00".
- ADD DISCOUNT:** A button with a downward arrow.
- Save and Create Another:** A blue button.
- Save:** A blue button.

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:

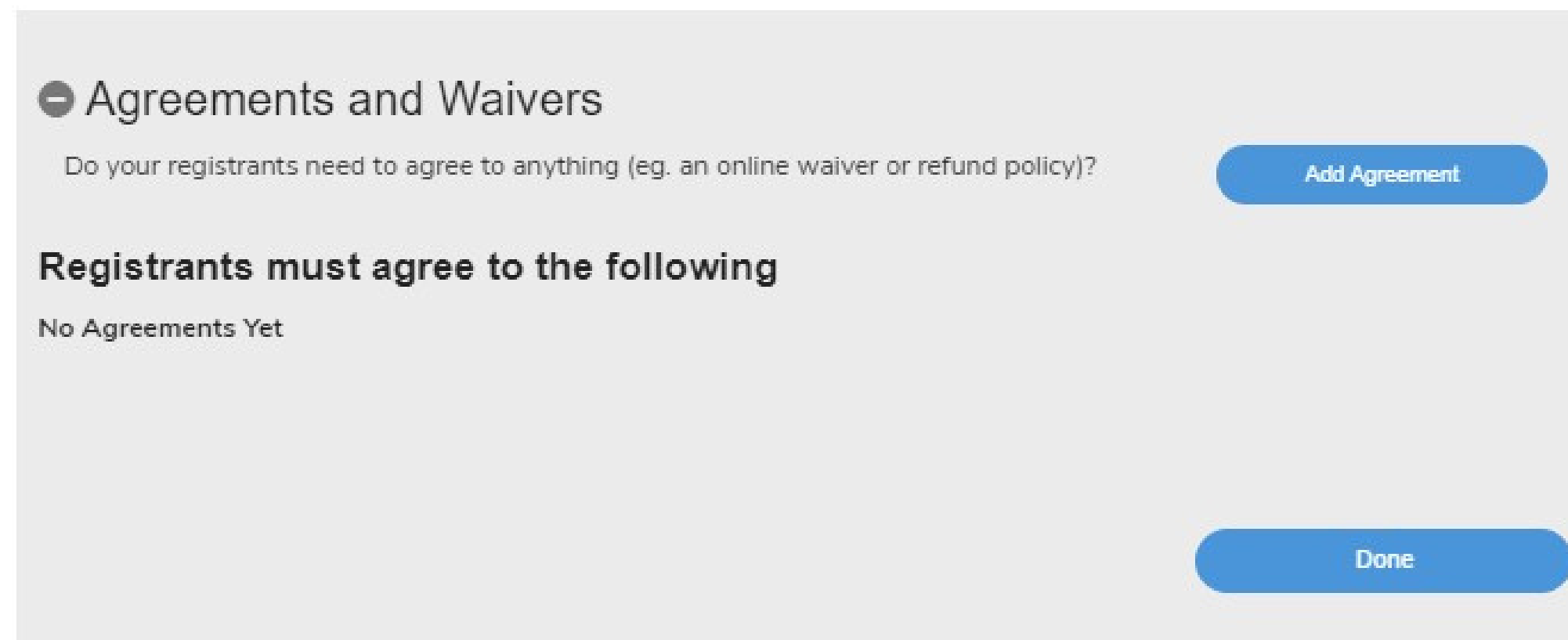


The screenshot shows a web interface titled "Registration Fields" with a sub-header "What information do you need from registrants?". Below this, there are four dropdown menus: "Gender" (set to "Required"), "Date Of Birth" (set to "Required"), "Nationality" (set to "Hidden"), and "Address" (set to "Required"). A small note below the "Date Of Birth" dropdown states: "One or more categories are restricted by age. You must collect date of birth from registrants." Below these fields, there is a section titled "What else would you like to ask registrants?" with explanatory text: "A form is something you can use to include custom fields or questions into a registration process. To save time on making duplicate forms, you have the option to create a new form or reuse an existing form that you have already made." At the bottom left of this section is a blue button labeled "Create New Form". Below the button, it says "No Forms Currently Assigned". At the bottom right of the entire form area is a blue button labeled "Done".

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.



The screenshot shows a user interface for setting up event registration. It features a section titled 'Agreements and Waivers' with a minus icon to its left. Below the title is a question: 'Do your registrants need to agree to anything (eg. an online waiver or refund policy)?'. To the right of this question is a blue button labeled 'Add Agreement'. Below the question, it states 'Registrants must agree to the following' and 'No Agreements Yet'. At the bottom right of the section is a blue button labeled 'Done'.

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

# EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

Again, the following prmppt 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.

## What's Next?

Visit the dashboard to continue configuration, previewing and testing your event registration process

[CONTINUE TO DASHBOARD](#)

Submit to 2M for review and someone will be in touch to finalize and launch.

[SUBMIT FOR REVIEW](#)

Apply for a permit for this event.

Click below to begin your permitting application

[APPLY FOR A PERMIT](#)

# EVENT REGISTRATION - HOW TO SET UP ONLINE REGISTRATION

Dashboard:

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

Dashboard HomeEvent ListingRegistration ConfigurationMetricsReports

Clone EventView Registration Page

This event is currently **Under Construction** please ensure you have completed your configuration before submitting it for review.

SUBMIT EVENT FOR REVIEW

OverviewContentContactStylingRegistration CategoriesRegistration RulesRegistration FormsTeam CategoriesMailchimp SetupAdvanced ConfigWaiversStoresEmail Notifications

Registration Process OverviewEdit

Status:  
Under Construction

Fee Structure  
User Pays

Tax Structure  
User Pays

Taxes  
Order Item Domestic: 0%  
Order Item International: 0%

Registration opens:  
2021-06-01

Time (24H)  
00 : 00

Registration closes:  
2021-06-04

Time (24H)  
00 : 00

\*PLEASE NOTE: Time fields are in (ADT) America/Halifax

Start Date  
2021-06-05

Time (24H)  
00 : 00

End Date  
2021-06-06

Time (24H)  
00 : 00

Registration Capacity  
1000  
Your total current, complete and currently processing, registrations is:

Age calculation date:  
2021-06-04

Passphrase Enabled:  
☐ Yes

Passphrase  
People will require this passphrase to register for your event.



# **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.
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