How to join

the ORGSU services

by already established and experienced event producer

This check-list document is related to the companies, operating several years and having its own athlete database and operating one or more websites.

The table below offers one of possible straight-way approaches, bringing quick real services startup: *grab the database of your athletes and use it in your everyday business.*

	Theme	OK ?
1	The physical user account (company CEO/owner) registration and creating the company profile as an event producer. Use the button REGISTER on the home page www.orgsu.org what will guide you through the registering wizard.	
2	Ask our info@orgsu.org to provide you with free start-up support. Then add that person as a new crew member to your company. This will enable effective help when starting an event, configuring an e-shop, etc. This step is of course not obligatory.	
3	Buy system license for 1 year. You play with the system without a license, but the real limitations will apply to any event started without a license. By purchasing the license, you agree to use ORGSU and pay 4% of registration fees and e-commerce turnover to ORGSU Ltd. The percentage rate can vary with the concrete licence in a given country.	
4	Generate HTML codes to some of the currently needed applets (functional units) and integrate these applets into the existing organizer's www pages: LOGIN of athletes, Event/Race Calendar, E-shop, .. This act is not absolutely necessary, the system automatically provides each organizer with its provisional "limited" www page where all basic services are available	
5	Open your PayPal business profile to get the necessary login credentials that you need to enter into an ORGSU e-shop configuration. After that, payments (entry fees and for goods / services) will be credited directly to your PayPal account. The system offers multiple payment gateways, you can activate more than one payment gateway. If the system does not support your favorite payment gateway, contact info@orgsu.org please.	
6	Perform an e-shop configuration (enter the currency, the numbering of your orders, specify required payment tools etc.)	

7	Prepare the .XLS file of athletes (prescribed format) that the organizer wishes to import into company's database. The system allows you to import up to 200 athletes. If there are more athletes in the organizer's database, you need to import multiple times and / or ask ORGSU to temporarily raise the limits for such import.	
8	Open the 'Athletes / Personal Data Processing" tab on ORGSU main menu and either take over the factory text and edit and / or make / paste your own text. It should be noted that each competitor will have his account in the organizer's database (not in the ORGSU Ltd database). The system provides an opportunity to determine whether to consent to the processing of personal data in online registrations or not.	
9	Launch your first real event (title, place, date, category, races, entry fees, tracks, ...) and provide its publication. The event will be published in the race calendar, which will be available on the website of the organizer. Particular attention should be paid to the "Race Terms and Conditions". We recommend that you produce and store your own "Terms" template. The selected template may or may not be published during the registration to the given race.	
10	Allow entries to your first real race in Event Settings - Entry Fees. Competitors will then be able to register up for this race.	
11	Make import of athletes from the .XLS file and choose "Accounts Activation" service. Every athlete to whom a new athlete account is set up will receive a notification e-mail to visit the organizer's website and log in with a temporary password provided.	
12	Using e-mail marketing service. The system offers a mass e-mail distribution service that can have different reasons. Once the first e-mail template will be created it can be stored and used for one or more email marketing. You can invite athletes to sign up for their account and register themselves to the given race. Anything what will be published in your e-shop can be properly supported by an email marketing from now.	

The set of steps above is general still. A detailed guide including copies of the screens will follow soon.

Do not hesitate to contact us to help you through these processes, as outlined above, for free.