

# Eurokonstantia

## Bookingsystem manual

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## Front page

The screenshot shows the front page of the Eurokonstantia website. At the top left is the Eurokonstantia logo with the text 'International Sportsournament EUROKONSTANTIA The greatest University Sportsevent in the South of Germany'. To its right are logos for 'Hochschul-Sport UNIVERSITÄT KONSTANZ' and 'Universität Konstanz'. A navigation bar contains links for 'start', 'university', 'basic data', 'sport manager', and 'end booking'. The main content area is titled 'registration - start' and includes a security code verification step with a captcha image. Below this is a 'registration - Continue: please enter code' section. The footer contains copyright information: '©2013 Eurokonstantia, all rights reserved | imprint | GTC | contact | by KS Webimpressions'.

**Annotation 1:** An arrow points from the Eurokonstantia logo to a text box: "This will lead you back to the main page, Eurokonstantia.de."

**Annotation 2:** A text box explains the captcha: "Please confirm your identity by entering the displayed alpha-numeric code. If You are unable to identify the code shown, a new captcha can be generated."

**Annotation 3:** A text box explains the continue step: "In case you already started a registration and saved your basic data, you will have received an e-mail, including a code, which can now be entered here, in order to continue the registration. Please check your junk-mail, if you haven't received such an e-mail."

## Select university

start	university	basic data	sport manager	end booking
-------	------------	------------	---------------	-------------

**registration - university**

please select university

German University

Please select the region, your university is located in.

## Insert basic data

### Standard view

start	university	basic data	sport manager	end booking
-------	------------	------------	---------------	-------------

### registration - basic data

**name and address of your university**

**name of university**

**street and house no.**

**zip code and city**

**country**

**insert variant billing address**

---

**person responsible for your registration**

**first name**

**family name**

**e-mail address**

**enter e-mail address again**

**phone no.**

**variant billing address**

**name**

**street and house no.**

**zip code and city**

**country**

This person doesn't have to participate in the event. A local contact person will be named to continue the booking.

The detail of the variant billing address is optional in the standard view and can be activated by clicking on the checking box „insert variant billing address“.

start	university	basic data	sport manager	end booking
-------	------------	------------	---------------	-------------

### registration - basic data

**team information**

**name of your team**

Please don't enter your university's name, but the name of your team.

**person responsible for your registration**

**first name**

**family name**

**e-mail address**

**enter e-mail address again.**

**phone no.**

This person doesn't have to participate in the event. A local contact person will be named to continue the booking.

**variant billing address**

**name**

**street and house no.**

**zip code and city**

**country**

As a Team from Konstanz / Kreuzlingen, please insert your private address instead of the address of the university. Official competition teams should insert the address of the respective Academic Sports Service.

next



# Sport manager

## Overview at the begin

start university basic data sport manager end booking

### registration - sport manager

administrate participants ->Page

arrival/departure ->Page

delegation dinner ->Page 9

give a comment ->page

accept booking deadline ->Page 10

important information ->Page

select pay option ->Page

view cost overview ->Page 11

Pay now ->Page

**Non-obligatory details**

## Overview if all data are correct

start university basic data sport manager end booking

### registration - sport manager

administrate participants

arrival/departure

delegation dinner

give a comment

accept booking deadline

important information

select pay option

view cost overview

Pay now

The „pay now“-Button will be unlocked as soon as all important entries are accurate.

## Overview after finishing the booking

start university basic data sport manager end booking

### registration - sport manager

administrate participants ->Page 21

arrival/departure ->Page

delegation dinner ->Page

give a comment

accept booking deadline

important information

select pay option

create account (pdf) ->Page

Cancellation / additional booking ->Page 21

## Arrival and departure

### Standard view

### arrival/departure

For your arrival we need some additional information. Please fill in the form below.

arrival:  -  :  h  
**latest possible arrival: 18.05.2013 - 09:00 h**

departure:  -  :  h

We will arrive by:

Please pick us up at Constance, central station.  
 Please bring us back to Constance, central station.

If you have any questions belonging transportation or routes from airports, please use the comment option in the sport manager.

We arrive on track 4, Train-No.: RB12345

We willingly help organizing manners of transportation, but please keep in mind that this could cause additional costs at outside companies.

After sending off the accounting it is impossible to change any of the data. In this case please send an email to [eurokonstantia@uni.kn](mailto:eurokonstantia@uni.kn)

Please contact us, if you want to indicate a different time of arrival.

Please pay attention to the latest possible time of arrival, as it is possible there are already qualifiers running at that time.

Your team is invited to join the opening ceremony. The actual date will be announced in time.

### Special: Uni Konstanz / HTWG Konstanz / PHTG Kreuzlingen

### arrival/departure

Please mark here how many members of your team will take part in the opening ceremony on 01.01.2012 - 12:00  
01.01.2013 - 12:00 h according to the playing schedule your team has to be available for tournaments from

number of people:

For the teams from Konstanz we only need to know how many people from your team will take part in the opening ceremony, whose date will be announced in time.

## Delegations Dinner

**delegation dinner**

Hereby we´d like to invite cordially up to two representantives of your university (for example professors or coaches) to our delegation dinner on 19.05.2013 from 19:00 to 21:00 h! Please choose your participants if your team shall be represented.

please choose if desired  Max Mustermann

In case this is unlocked, two representatives are able to take part in our delegation dinner. These two have to be registered as delegates in the process of the participants administration. Of course they can take part in the tournament as well. We shall take care the delegation dinner does not with any competition!

## Give a comment for our team

**give a comment**

If you want to send a message along with your registration please use the field below.

At this point You can easily address any question, comment or suggestion to us. We will then get in touch with you.

Please contact us directly via e-mail or telephone regarding important questions relevant for the successful conclusion of your registration.

## Accept the booking deadline

### accept booking deadline

Please mind the following booking deadlines:

**Early-Bird**

- end of the booking period: 01.03.2013 - 12:00 h
- end of the payment period: 09.03.2013 - 00:00 h

**regular booking**

- end of the booking period: 06.05.2013 - 12:00 h
- end of the payment period: 14.05.2013 - 00:00 h

I have read the booking deadlines and agree

Here you can find important dates for the booking periods. In order to get the Early-Bird discount (provided it is available) it is important to conclude your registration and pay within the indicated booking deadline.

It is possible to name persons, who are not yet confirmed, e.g. A or B and substitute them for their real names later. Please note, that only the first and last name can be changed, not any other detail.

## Important information

### important information

Here you can find the most important information assembled for you:

- Every package includes the starting fee for one discipline. To participate in additional disciplines you need to pay a charge of 15 € per discipline and participant.
- After completing an accounting (choosing a payment method and clicking the Pay-Button) you can only change participants (e.g. in case of illness). New teams and cancellations can only be performed by an administrator from this point of time and will lead to extra costs.
- Per discipline we charge a deposit of accommodation of 50 € (for sleeping in your own or one of our tents). It has to be paid by cash at our office of tournament when you arrive and will be returned by cash if there is nothing to complain about, at the end of the tournament

I have read the information and agree

## Select payment options

### select pay option

Please choose payment method.

bank transfer

save      cancel

Depending on the selected university, there will appear different payment methods, from which you can choose.

## Cost overview before finishing the registration

### view cost overview

packages players	numbers	single p. €	total sum €
Mid-Budget	2	99	198
High-Budget	4	60	240
packages delegates and fans	numbers	single p. €	total sum €
Low-Budget (incl. discount)	1	74	74
Mid-Budget (incl. discount)	1	84	84
High-Budget (incl. discount)	1	45	45
other items	numbers	single p. €	total sum €
early bird rebate	9	10	-90
<b>provisional total sum €</b>			<b>551</b>

At the moment the security charged locally BY CASH adds up to 50 €

OK

This cost overview is not a final bill, but only a provisional estimate of all costs.

The deposit is made up of the number of registered teams multiplied by the amount of the deposit, which can be viewed at „Important Information“ .

# Administrate persons

## Overview at the beginning

start    university    basic data    sport manager    end booking

### registration - administrate people

**local person in charge**  
no people yet

**players**  
no people yet

**delegates**  
no people yet

**fans (no team membership)**  
no people yet

**operations**

- create new person
- create new team
- back to sport manager

**Addressed...**

- edit
- remove
- turn into person in charge
- turn into delegate
- turn into fan
- turn into player
- add to a team

**available packages**

- Low-Budget
- Mid-Budget
- High-Budget

**Problems**

- No local person in charge has been determined yet
- You have not created a team yet

**edit announced teams**  
no teams yet

Later all participants will be listed here, according to their status.

There are up to four different roles, depending on the chosen university.

- 1. Local person in charge:** Serves as a contact for us during the event; is able to be a coach, player or delegate.
- 2. Player:** Plays in one or more teams; can also be a coach.
- 3. Delegate:** Can be a player, and in case it is unlocked participate in the delegation dinner, can be a coach; e.g.: university representative, team doctor, representative of the university press
- 4. Supporter:** Accompanying person who neither participates in the tournament, nor is a representative.

Supporters, delegates and local person in charge receive a discount to the amount of the entry fee (noted in the package)

These options can be applied to single or several selected persons.

**available packages**

Low-Budget

**price: 89 €**

The low-budget-package includes

- free camping in your own tent on a camping ground you will be assigned to (bring tent, camping mat and sleeping bag).
- Breakfast on Saturday, Sunday and Monday.
- Snack buffet and packed lunch on Saturday, Sunday and Monday.
- Cooked meals in the evening on Saturday and Sunday.
- Admission for rock concert & ClubNight in Constance, Event T-Shirt, tournament participation (one discipline) incl. local first aid, free WLAN. Every additional discipline is charged with 15€.

Please notice: All meals are prepared without pork.

Fans of your Team automatically get a discount of 15 Euro.

Mouse roll-over opens an infobox

## Overview after data is complete

start
university
basic data
sport manager
end booking

### registration - administrate people

**local person in charge**

checkbox	first name	family name	package	Veg.	team-memberships
<input checked="" type="checkbox"/>	Bettina	Musterfrau	Mid-Budget	yes	Lacrosse female 1

**players**

checkbox	first name	family name	package	Veg.	team-memberships
<input type="checkbox"/>	M...			no	Lacrosse female 1
<input type="checkbox"/>	M...			yes	Lacrosse female 1
<input type="checkbox"/>	M...			no	Lacrosse female 1
<input type="checkbox"/>	Silvia	Musterfrau	High-Budget	no	coach: Lacrosse female 1 Lacrosse female 1

**delegates**

checkbox	first name	family name	package	Veg.
<input type="checkbox"/>	Kathrina	Musterfrau	High-Budget	no
<input type="checkbox"/>	Chris	Mustermann	Mid-Budget	no

**fans (no team membership)**

checkbox	first name	family name	package	Veg.
<input type="checkbox"/>	Frank	Mustermann	High-Budget	no
<input type="checkbox"/>	Sebastian	Mustermann	Low-Budget	yes

**operations**

create new person ->Page

create new team ->

back to sport manager

**Addressed...**

edit ->Page

remove ->Page

turn into person in charge

turn into delegate ->Page 16

turn into fan ->Page

turn into player ->Page 17

add to a team ->Page

**available packages**

Low-Budget

Mid-Budget

High-Budget

**Problems**

no problems could be determined

**edit announced teams**

Lacrosse female 1 X

Problems will be stated here. After all problems have been resolved, personnel administration will be marked „correct“ and the registration can be concluded.

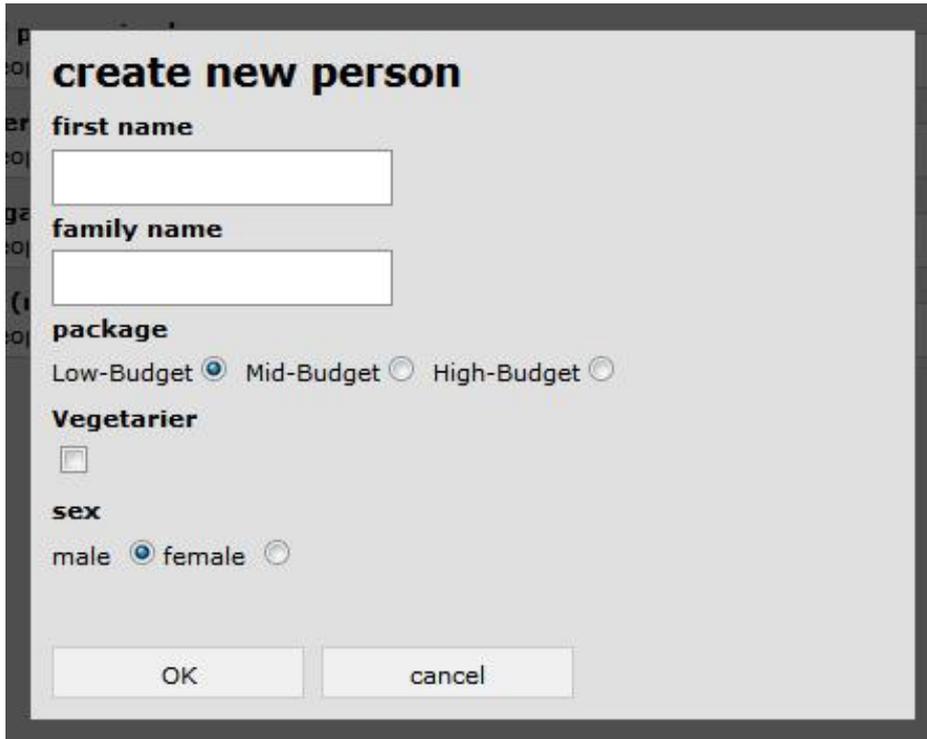
Select a person by clicking. Several persons can be selected simultaneously.

Shows team function of a person and whether he/she is a coach

You'll get to the team administration by clicking on the name of team. (-> Page 21)

Delete the whole team.

## Create a new person



**create new person**

**first name**

**family name**

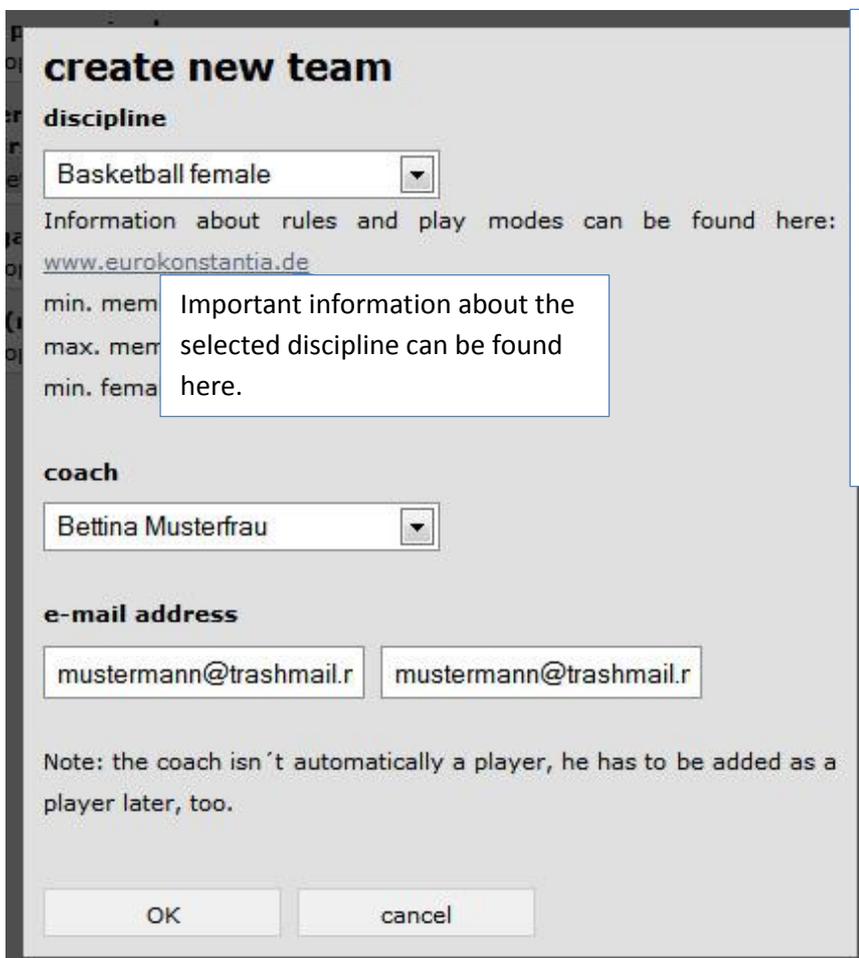
**package**  
Low-Budget  Mid-Budget  High-Budget

**Vegetarier**

**sex**  
male  female

If you create a new person after saving the previous one, the same kind of package will automatically be selected for the new one, but of course can be changed again.

## Create new team



**create new team**

**discipline**  
Basketball female ▼

Information about rules and play modes can be found here:  
[www.eurokonstantia.de](http://www.eurokonstantia.de)

min. mem  
max. mem  
min. fema

**coach**  
Bettina Musterfrau ▼

**e-mail address**

Note: the coach isn't automatically a player, he has to be added as a player later, too.

In order to create a new team, at first please choose the discipline, then define a coach, whose e-mail address you insert twice, to avoid mistakes. Important information, such as schedules, will be sent to this e-mail address.

One person is allowed to be a coach for several teams.

If a certain discipline is already booked up, please contact our organisation team.

## Edit persons

**edit people**

**Bettina Musterfrau**

**first name**

**family name**

**package**  
Low-Budget  Mid-Budget  High-Budget

**Vegetarier**

**sex**  
male  female

**Chris Mustermann**

**first name**

**family name**

**package**  
Low-Budget  Mid-Budget  High-Budget

**Vegetarier**

**sex**  
male  female

For quicker editing, you can select several persons at once.

## Turn person into person in charge

**turn people into person in charge**  
Are you sure of turning the following people into people in charge?

**Bettina Musterfrau**  
e-mail address  
mustermann@trashmail.r   mustermann@trashmail.r  
phone no.

OK   cancel

There has to be one local person in charge. He/She will be our contact for all our questions regarding your team during the event and arrival/departure. Please make sure to give the correct phone number and e-mail address.

Of course the local person in charge is able to be a coach, player or delegate as well.

The local person in charge only has to pay the reduced entry fee, if he/she doesn't participate in any discipline.

## Turn person into delegate

**turn people into delegate**  
Are you sure of turning the following people into delegates?

**Kathrina Musterfrau**  
e-mail address  
  

**Chris Mustermann**  
e-mail address  
  

Usually delegates hold representative positions at their university, e.g. representative of the Academic Sports Service. They could also be team doctors, press representatives, players or coaches.

Delegates can take part in the delegation dinner (if offered) and be a coach or a player of one or more teams. In case they do not participate in any competition, they only have to pay the reduced entry fee.

To avoid mistakes, please enter your e-mail address twice.

Several persons can be named delegates at once.

## Turn person into supporter



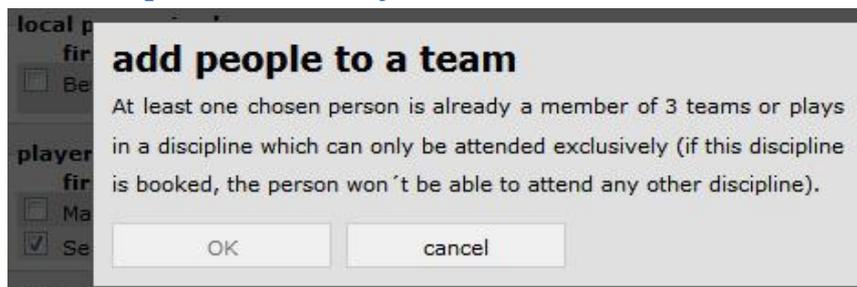
Supporters are only accompanying. They neither participate in any competition, nor have representative tasks and they only pay the reduced entry fee.

## Add person to a team



Only teams, which correspond to the selected persons' criteria are displayed at this point. In case your created team does not show up, remember to assign specific criteria necessary for the discipline (sex, registered discipline, not a supporter) to the selected person.

## Error: A person can only be in one team



If any of these error messages show up, either one person you want to add to a team is already in a team and wants to enter a blocked discipline, or the person is already registered at a blocked discipline, so he/she cannot participate in an additional discipline.



A discipline gets blocked, if participating in a second discipline would overlap the schedule of the first one (e.g.: football and handball). Disciplines, whose schedules are designed for double registrations are e.g. volleyball and beachvolleyball.

Accidentally registered and now blocked persons can be deleted

via "edit teams" function (-> Page 21).

## Edit team

**edit team**

**discipline**

Lacrosse female

Information about rules and play modes can be found here:  
[www.eurokonstantia.de](http://www.eurokonstantia.de)

min. member: 6  
max. member: 12  
min. female: 6

**coach**

Marina Musterfrau

**e-mail address**

mustermann@trashmail.r mustermann@trashmail.r

Note: the coach isn't automatically a player, he has to be added as a player later, too.

**present players:**

- Bettina Musterfrau
- Kathrina Musterfrau
- Maja Musterfrau
- Margot Musterfrau
- Marina Musterfrau
- Silvia Musterfrau

OK cancel

Coaches can be changed right here.

By clicking „X“ the person will get deleted from the team without safety check. This person still remains in the persons overview.

## Finish booking

### Overview and terms and conditions

start	university	basic data	sport manager	end booking
-------	------------	------------	---------------	-------------

#### registration - Finish booking

I accept the terms and conditions [\(view\)](#)

<b>basic data</b> Musteruniversitaet Musterstrasse 12b 123457 Musterhausen Musterland	<b>variant billing address</b> Michaela Mustermann Musterstrasse 1b 123456 Musterdorf Musterland
<b>person responsible for your registration</b> Mustermann, Max mustermann@trashmail.net 1234567	<b>local person in charge</b> Musterfrau, Bettina mustermann@trashmail.net

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packages players	number	single p. €	total sum €
Mid-Budget	2	99	198
High-Budget	4	60	240

packages delegates and fans	number	single p. €	total sum €
Low-Budget (incl. discount)	1	74	74
Mid-Budget (incl. discount)	1	84	84
High-Budget (incl. discount)	1	45	45

other items	number	single p. €	total sum €
early bird rebate	9	10	-90

---

**total amount €** **551**

Here you can find an overview of the entered contact data, selected packages and granted discounts.

As soon as You tick the box „accept terms and conditions“ the pay-button will be unlocked and you can finish your registration.

### After finishing the booking

start	university	basic data	sport manager	end booking
-------	------------	------------	---------------	-------------

#### Booking finished

Thank you for your registration. Please transfer the amount invoiced to the account named in the bill. We sent you an email with all important information. If you did not receive any mail, please check your spamfolder.

After finishing the registration you will receive an e-mail containing all important information and the bill (PDF-file). Please check your junk-mail as well.

Afterwards you can go back to the sport manager. Some of the functions are now blocked.

## Receiving a mail after finishing the booking

Betreff Eurokonstantia 2012 - Registration finished

14:03

An Max Mustermann <testmail@trashmail.me> ☆

Andere Aktionen ▾

Hello Max Mustermann,

You just finished your registration for the 7th Eurokonstantia.

We attached the invoice for you.

We would be glad, if you would evaluate our service. In order to do use the link below:

<http://www.██████████13/index.php?page=eval&voteid=██████████>

You can manage your registration using the link below:

<http://www.██████████13/index.php?skey=██████████>

If the link does not work, just use the key below and enter it in the continue-field the mainpage

██████████

Please keep the key secret. It is like a password: Everybody with this key has access to your registration and all your data! Please close the browser after every session!

Sincerely yours,

Eurokonstantia-Team

1 Anhang: Bill\_2██████████.pdf 45.7 KB

Speichern ▾

The e-mail you will receive varies dependent on the selected packages.

Of course you have the possibility to call up your registration at any time.

Furthermore we will give you the opportunity of rating our service within a short survey, consisting of six questions. We would appreciate any kind of personal feedback! Thank You very much!

## Possibilities to edit after finishing the booking

### Edit persons

**éditer des personnes**

**Bernd Mustermann**

**Prénom**  
Klaus

**Nom**  
Mustermann

**Paquet**  
Low-Budget  Mid-Budget  High-Budget

**Végétarien**

**Sexe**  
masc.  fem.

OK Annuler

You can substitute persons even after finishing the registration. This is important in case a person is unable to attend the event or if at that time not all of the persons are certain. Please note, that only first- and surname can be changed! On top of that, the mobile phone number and e-mail address of the local person in charge can be changed as well.

### Arrival, departure, delegation-dinner

Here you can change your arrival or departure team until the end of the registration time.

### Print invoice

You can download your invoice as a .pdf.

### Cancellation an additional booking

**Information about cancellation and additional booking**

Für Fragen bezüglich Storno und Anmeldung zusätzlicher Teams wenden Sie sich bitte an unser Team:

Petra Borchert  
Tel. +49(0)7531 882759  
eurokonstantia@uni.kn

OK

After finishing your registration major modifications can only be made as agreed with our organisation team, e.g. register a new team. According to the terms and conditions this could lead to higher cost.

## Imprint

Copyright: Felix Schuler.

Translation: Nicholas Johnson

Questions durin booking?: [eurokonstantia@uni.kn](mailto:eurokonstantia@uni.kn)

Technical questions: Felix Schuler [info@felix-schuler.de](mailto:info@felix-schuler.de)