

ORGANISERS GUIDE TO UPDATING THE BOF MINI-SITES

British Orienteering

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HOW TO ACCESS THE MINI-SITES

In the first instance, Andy Yeates will be in touch with the Major Event Organiser to ask who should be added as an Editor(s) for the mini-site.

Multiple individuals can have access to update the mini-site, meaning that it does not necessarily have to be left to one person to add information.

You will be asked to provide the email addresses of all the individuals you wish to be given editing access. Alex Welch will then manually add these on the back end of the BOF database. Once this has been done, follow the steps below to gain access:

- Log in to your account on the British Orienteering website
- Select 'My account'
- Scroll down to Mini sites
- The Major Event site should now be showing; click on it

BEFORE YOU GET STARTED...

Please review the information available on our website, which includes timelines for updating content and information about event branding.

All event branding is produced in-house by our Marketing & Communications Lead, to ensure that the branding is kept consistent across all of our events.

MARKETING & COMMUNICATIONS PLANS

Once you have a clearer idea of when you want to open entries for your event, and have set up the relevant mini-site, please get in touch with our marketing department, who will help you formulate a communications plan prior to, and after the event.

GUIDANCE ON ADDING INFORMATION

The mini-site should contain all of the relevant information regarding the Major Event. Avoid publishing this information elsewhere, and use the mini-site as your primary source for updates to avoid conflicts.

We have adapted the sites for editors to be able to publish images alongside the information on pages. Please use only images from the image gallery available on our website, Rob Lines' Flickr account, or high-resolution images taken by your club. Avoid using AI-generated images or cartoonised images. These types of images take away the authenticity of the sport.

Ensure that information is clear and use headings to separate text. When you first log in, we will have provided template headings to guide what information you should include and where.

When it comes to final event information, we would strongly suggest using a bulletin-style template. This will make it easier to print the information from the website directly.

Note that website domains will not be moved over from the previous event, until the core information has been updated. For anything that still needs to be added but is not yet available, please list this as ‘TBC’.

WHAT YOU SEE WHEN YOU LOGIN



The above image is what you should see when you log in. Click ‘Edit’ to go to the individual pages to modify the content.

WHAT TO INCLUDE ON THE HOMEPAGE



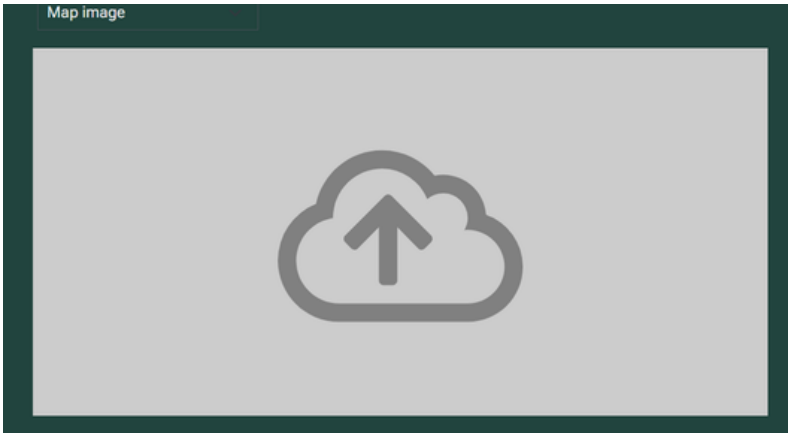
SUMMARY

This is what the homepage of the mini-site will look like. We are using the British Middles template to demonstrate, but other mini-sites will have different colour backgrounds. Add a couple of sentences below the title of the event by simply clicking in the first content box. Keep it short and sharp. Remember this is your introduction to draw competitors to enter.

Edit the text under Date, Location and Entries. **Please be specific about when entries are set to open** (Eg., Entries open 1 December 2026). Once that time frame has passed, you can simply state that entries are open.

To add a link to the icons, you will need to click on the individual boxes that currently say ‘no link’ and select the relevant page you want to redirect them to. E.g., for Entries, click ‘Entries’ from the dropdown menu.

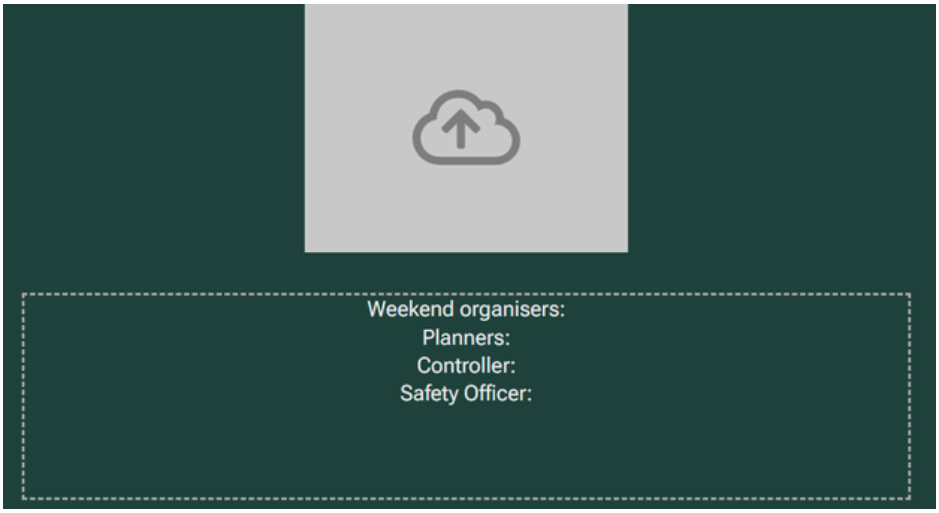
ADDING A MAP IMAGE



To add a map image, we recommend using a Google Earth screenshot of the area where you are planning to host your event. The box above is an image grid content block. Simply click on it to upload your image, and it will appear on the page. We recommend you use a high-resolution image 1200 x 400px.

INTRODUCE YOURSELVES

You will see that there is is a box to add your club's logo. We recommend that you upload the logo on a white background and that the image size is at least 500 x 500 px. Be sure to add in the relevant names of Organisers/Planners/Controllers and the Safety Officer.



WHAT YOU CAN'T DO ON THE HOMEPAGE

- Edit the banner images that appear on the homepage. If you would like to include your own images, please speak to Alex Welch.
- Remove the Date/Location/Entries icons
- Edit the images of the Date/Location/Entries icons
- Change the colour background of the site pages

IMPORTANT THINGS TO CONSIDER

- The homepage should be kept clear of excessive wording. Think of it as the 'cover page' of your event.
- Avoid adding multiple additional text boxes on the homepage, you can include this information under the other tabs on the mini-site that are provided.

KEY DATES AND LINKS PAGE

We have added a new tab to the mini-sites to clearly signpost the most important information and links. There is an icon on the homepage that you can link to this page (see page 5).

KEY DATES

Here are examples of the key dates/times you should be including on the mini-site:

DAY DD/MM/YY (TBC)	Entries open
DAY DD/MM/YY (TBC)	Price date 1
DAY DD/MM/YY (TBC)	Price date 2
DAY DD/MM/YY (TBC)	Entries close
DAY DD/MM/YY (TBC)	Final details online (& as a pdf)
DAY DD/MM/YY (TBC)	Start times published
DAY DD/MM/YY (TBC)	0800 Parking opens
DAY DD/MM/YY (TBC)	1000-1300 Starts
DAY DD/MM/YY (TBC)	1500 Courses close
DAY DD/MM/YY (TBC)	1515 Prizegiving

LATEST NEWS

Publishing updates on minor and major changes to the event is extremely important. For example, once start lists are available, you could use this section to inform competitors.

KEY LINKS

The links below should be added, ideally as soon as the minisite is launched, even though most will not be live yet. **This means competitors know where to look when you have added the hyperlinks, eg for Live Results.**

- Entries
- Final details
- WRE Bulletins
- Start Lists
- Live results
- Final results
- Routegadget
- Photos

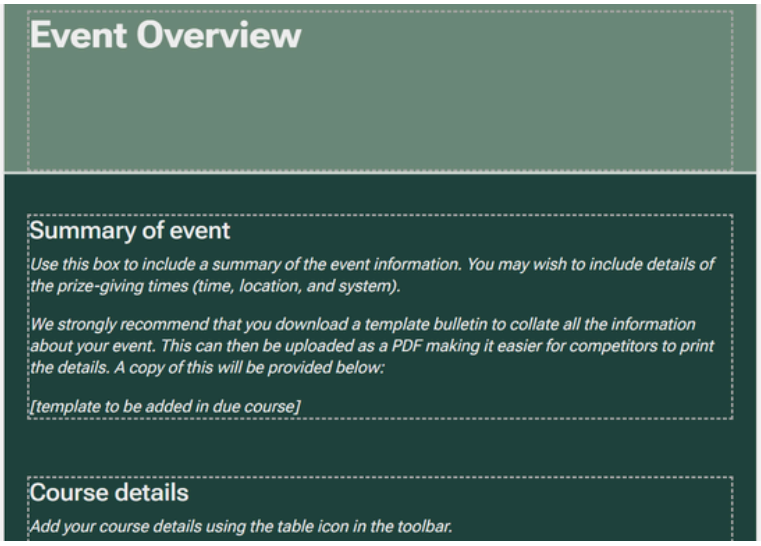
EVENT DETAILS PAGE

The image below shows what you should be able to see when you click into the event overview page.

We have provided guidelines in italics for each page, to ensure that all of the basic information is provided.

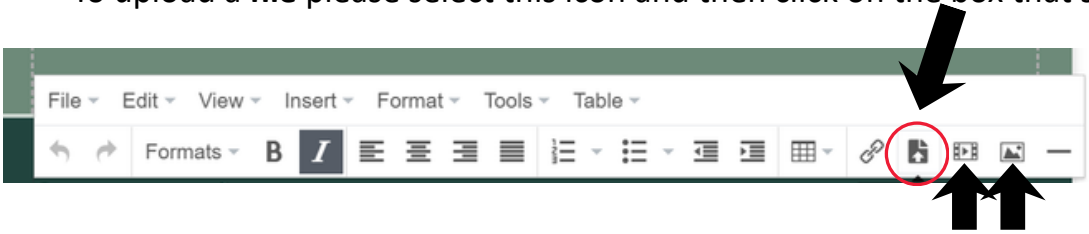
EDITING A CONTENT BLOCK

To edit a content *text* box, simply click into the block of existing text. When you click into a text box the toolbar should appear where you can modify things such as headings (click 'formats') and add any relevant links (using the paper clip icon)



The image below is what the toolbar should look like.

- To upload a **file** please select this icon and then click on the box that says 'upload'



You can add a link to a YouTube video via the icon next to the file upload button, or an image using the image icon.

MOVING/DELETING CONTENT BLOCKS

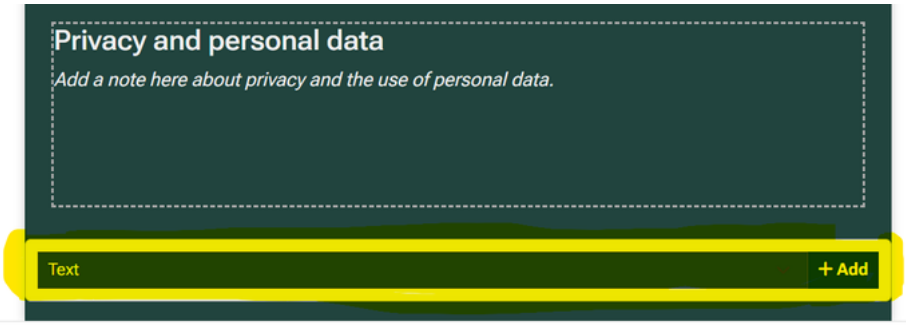
To move a content block, hover over the block and two arrows pointing up and down should appear. Click the appropriate one to move a content block. You can do this as many times as you need to down or up a page. To delete a content block, just click X.

Please be aware that once you delete a content block and save the page, the content block will disappear. Double check that you really want to remove any relevant information before deleting.



ADDING A CONTENT BLOCK(S)

Scroll down to the very bottom of the page where the last existing content block is. You should see the below:



Click the box highlighted in yellow and select one of the three options to add a new content block (Text, Image/Image Grid)

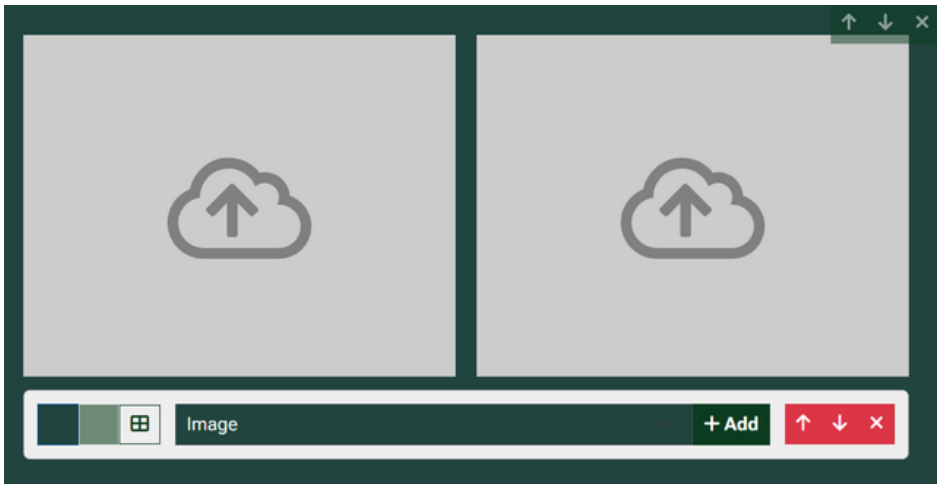
- Text boxes (general text; can add files, videos and some images; however, an image grid formats images so that they look appropriate across all devices (web/laptop/phone).
- Text/Image (Aligns an image with text. Avoid using it if you only have one or two lines of text, as there will be an empty space beneath depending on the image size. To avoid this happening, you may have to manually adjust the size of your image)
- Image grid (great for adding multiple or singular images)

ADDING MULTIPLE IMAGES

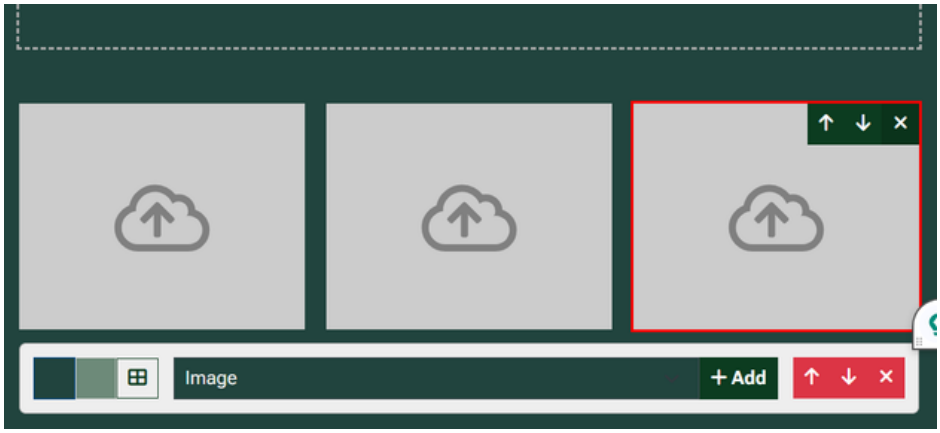
To add multiple images, select the image grid option as a content block.



Click the add button and another box will appear. You can add multiple boxes, however we recommend 3 max per line as the images will shrink according to format and size.



To remove **one or more** of the image boxes, hover over them and click X. To delete all of the images, you will need to make sure you hover over the bottom right-hand corner of the content block and click 'X'.

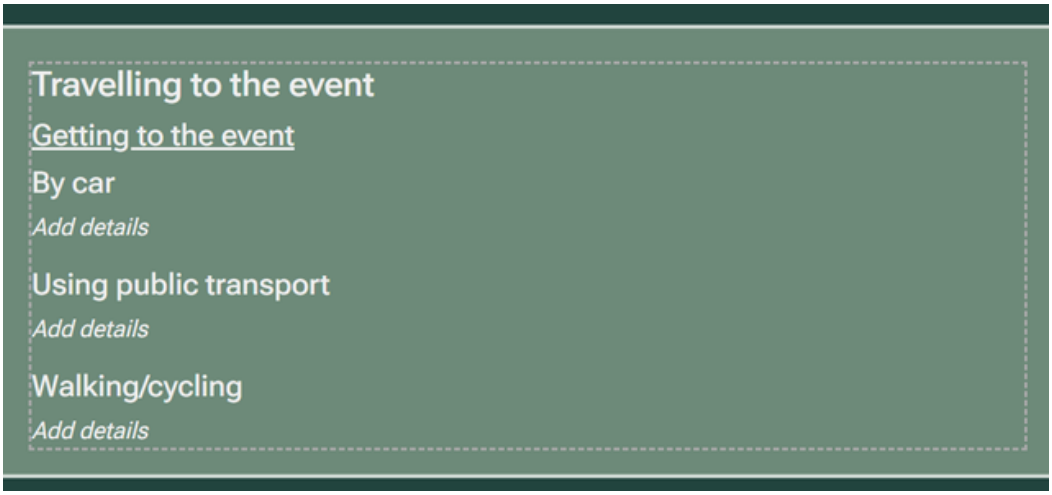


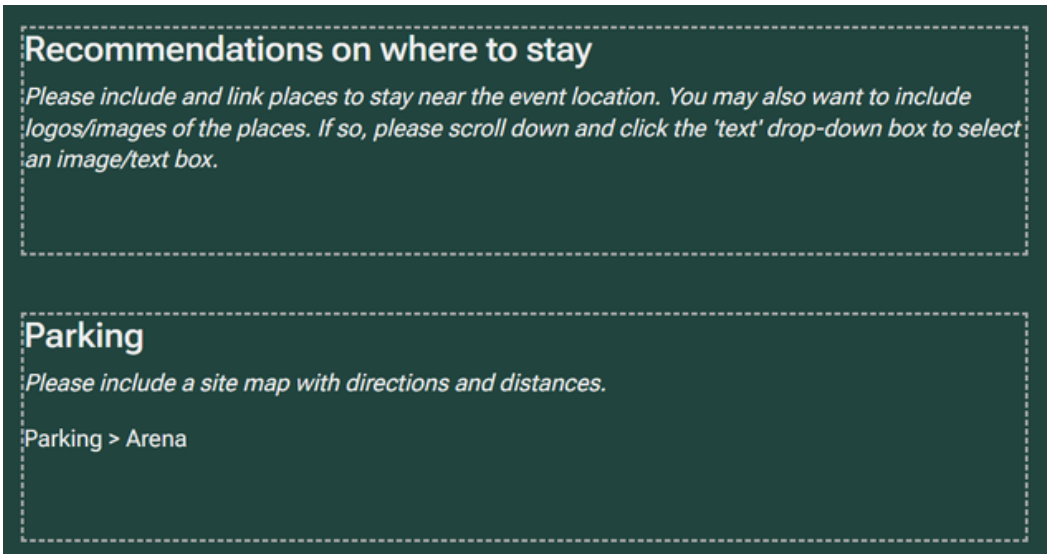
TRAVEL & ACCOMMODATION

Given that Major Events are hosted all over the country, with competitors travelling from afar, we strongly recommend you include clear instructions on travelling to the venue and arena.

Please provide clear directions to where parking will be located. Ideally, you will have a site map that you can upload a picture of.

In addition, consider including some recommendations of where people can stay nearby to the event location if applicable. The template below shows information we strongly suggest you should be including.

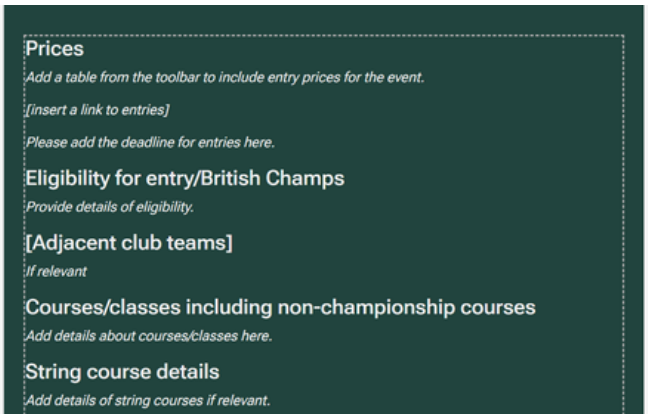




ENTRIES PAGE

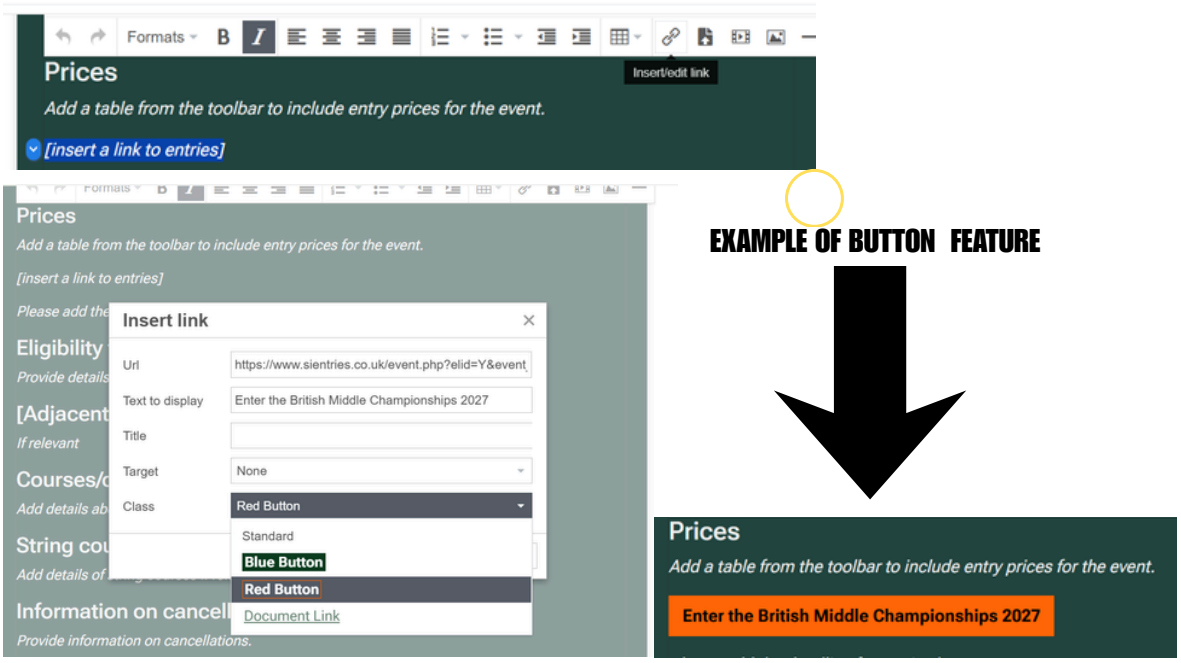
The Entries section of the website has been designed to keep people updated on pricing structures and ultimately, where they will look to go to enter the competition.

Please ensure that you follow the guidelines we have created. An example of them can be found below:



ADDING A BUTTON HYPERLINK

We have created a button feature so that the link to enter a competition stands out. To add a button, highlight the text (Eg., 'Enter the British Middle Championships 2027') and navigate to the toolbar, selecting the paper clip icon. Enter the URL, and click one of the button options. *Note the colour may vary depending on the mini-site).



RESULTS PAGE

The Results page on the website should be updated as soon as possible. Ideally, as soon as there is a link available, even if this is prior to the event. We recommend using the button feature to display the results boldly.

LIVE RESULTS

Some clubs choose to put a placeholder link to SPORTident even before the preliminary results appear on the day, meaning that it's a more seamless process for competitors to access their results. As soon as the results page is available, even if prior to the event taking place, we recommend adding it.

FINAL RESULTS & ROUTEGADGET

Once the final results are available, please provide a link to them.

PHOTOS

We are often lucky enough to have at least one official photographer at the event. If your club has access to other photographers, they are welcome; however, they will need to liaise with the organisers prior to the event.
Please ensure that photographers are following our guidance on Celebrating Juniors Safely and our Photography, Videos & Live-streaming Guidance.

MERCHANDISE*

Not every event will have merchandise. If your Major Event does, we recommend you liaise with the Communications & Marketing Lead to advertise this as widely as possible well in advance of the event.

- **We have disabled the menu tab for merchandise and will only add this if you are selling merchandise at your event.**
- Use the image grid content block to display photos of your merchandise clearly.
- Provide clear information on deadlines to order and when competitors will receive their merchandise. Stipulate where they can collect merchandise from the event if applicable.

GETTING READY TO LAUNCH THE SITE

Before we move the old website to the new domain, it is important that you have reviewed and are happy with all of your updates. You will still be able to edit the pages once the new website is displayed.

HOW TO PREVIEW THE SITE

To preview the site, you can click 'view site' from the list of tabs at the top of the page.

ONCE YOU ARE HAPPY...

Get in touch with the Marketing & Communications Lead, who will switch over the domains from the previous year's event to yours.

DON'T FORGET TO KEEP THE WEBSITE UP TO DATE

It is the organising club's responsibility to keep the mini-site up to date. Please refrain from publishing details on your own website or elsewhere to avoid misinformation. Competitors should only go to one source.

AFTER THE EVENT

After the event, the website will remain as it is for a minimum period of a month. We can then grant access to the next club/association that will be hosting the event the following year.

Note that website domains will not be moved over until the core information has been updated. For anything that still needs to be added but is not yet available, please list this as 'TBC'.

PRINTING

Because of the colour schemes, it may be hard to print certain pages of the website. We have implemented a feature that allows competitors to print pages on a white background with black text, however, we recommend adding all final details and information in a Word document template, which is available on our website. This can then be downloaded and printed.

WHAT TO DO IF YOU HAVE AN ISSUE

We have tried to include as much information is this guide as we can. However, if you still require support, please get in touch with Alex Welch, Marketing & Communications Lead.