



Event Crew Documents & Forms

Everything You Need to Know to Run a QOC Event

We'd like to make it as easy as possible for all our volunteers to know what to do and to enjoy our tradition of running friendly, well-organized events. The following documents include guidelines and tips we encourage our volunteers to read and understand in advance.

- [Event Director Handbook \(Jan. 2018\)](#) [1]: while now outdated in several respects, this is the most inclusive guide to directing an event and it includes the Registration Crew Handbook and the Beginner Instruction Guidelines
- [Registration Crew Handbook \(Jan. 2018\)](#) [2]: as an individual document so that registration volunteers can get just what they need
- [Condes User Guides](#) [3]: This is the site to head to for guides to using Condes, the program most often used by QOC course setters.
- [Beginner Instruction Guidelines \(April 2017\)](#) [4]: an individual document so that volunteer instructors can get just what they need
- [Volunteer Schedule Template \(Jan. 2018\)](#) [5]: Excel spreadsheet to help event directors keep track of which volunteer is scheduled to do what & when
- [QOC Accounting Spreadsheet](#) [6]: Excel workbook with embedded macros to use for event accounting (updated June 2019)
- **IOF Guidelines for Course Planning**: these docs are written for planning large events, but they have many examples and principles that apply just as well to course setting high-quality local events:
 - [IOF Guide to setting Classic \(Forest\) courses](#) [7]
 - [IOF Guide to setting Sprint courses](#) [8]
 - [Swedish MTBO Course Setting Handbook](#) [9]

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Links:

- [1] https://qocweb.org/sites/default/files/QOC_Event_Director_Handbook_Jan_2018.pdf
- [2] https://qocweb.org/sites/default/files/QOC_Registration_Crew_Handbook_Jan_2018.pdf
- [3] <https://condes.net/support/documentation/>
- [4] https://qocweb.org/sites/default/files/Beginner_Instruction_Guidelines_April_2017.pdf
- [5] https://qocweb.org/sites/default/files/QOC_Volunteer_Schedule_Template_Jan_2018.xls
- [6] <https://qocweb.org/sites/default/files/QOCAccountingSpreadsheet.xlsx>
- [7] https://qocweb.org/sites/default/files/Guidelines-for-Course-Planning_Forest_IOF.pdf
- [8] https://qocweb.org/sites/default/files/Guidelines-for-Course-Planning_Sprint_IOF.pdf
- [9] https://qocweb.org/sites/default/files/Swedish_Handbook_Course_Setting_MTBO.pdf
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