



CO₂ CALCULATOR

INSTRUCTION *MANUAL* 3

Create Production

1. Click on **NEW PRODUCTION** at the bottom right hand side of your homepage.

When you click on it, you will get two options: **Event** and **Sports**.

2. Select **THE APPROPRIATE CATEGORY**.

The screenshot displays the FIS CO2 Calculator interface. At the top, it shows 'Organisation: FIS', 'Productions: 5', and 'Emissions: 15.53 tonnes CO2'. A 'Generate Report' button is located in the top right. Below this, the 'Productions' section shows '7' items with a total of '62.04 tonnes CO2-eq'. A 'New at top' dropdown menu is also present. A filter bar includes 'Search t...', 'Project manager', 'Department', 'Category', 'Sharing', 'Shared with', 'Type', and 'Status'. Three production entries are listed:

- FIS CO2-calculator** (Sports): Budget / Estimate 0.0 tonnes CO2-eq. Start date: 01.10.2024.
- My next FIS event** (Sports): 0.0 tonnes CO2-eq. Start date: 24.09.2024.
- NSA** (Event): 0.0 tonnes CO2-eq. Start date: 23.09.2024.

At the bottom right, a 'New production' button is highlighted with a blue circle labeled '1'. A dropdown menu is open, showing 'Event' and 'Sports' options, with a blue circle labeled '2' pointing to the 'Sports' option. The footer indicates 'Made by Green Producers Tool'.

SPORTS PRODUCTION

Fill in the information about your project.

The boxes marked with an asterisk (*) are mandatory; the others are optional.

You can return to this page **at any time** to change the project information.

- 3. Fill in the **TITLE** of the event.
 - 4. Choose between **PRODUCTION** or **BUDGET**.
 - 5. Fill in the **DEPARTMENT** if relevant.
 - 6. Select the **START DATE** for the project: the date when you started working on the project.
 - 7. The **END DATE** is optional; you can return to this page and fill it in later if desired.
 - 8. Choose which **COUNTRY** you will carry out the project in. If you choose only Norway, you must also select a **MUNICIPALITY**.
- Note: You can select multiple countries if, for example, you are carrying out parts of the event elsewhere.*
- 9. Select the of **ORGANISATION TYPE**.
 - 10. Fill in the **CONTACT INFORMATION**
 - 11. Enter the number of **RACES**.
 - 12. Select what **DISCIPLINE** it is.
 - 13. The **BUDGET** and **CURRENCY** are optional.
 - 14. The number of **SPECTATORS**, and **ACCREDITATIONS** are optional.
 - 16. Click on **SAVE AND PROCEED**.

← New Sports Production

3 → Event name *

4 → Production type *
Production

5 → Department

6 → Production start date *
09.10.2024

7 → Production end date

8 → Country *

9 → Organisation type *

10 → Contact person name

10 → Contact person email

10 → Contact person phone number

11 → Number of qualification races

11 → Number of competition races

12 → Type of discipline *

13 → Total budget

13 → Currency

14 → Number of spectators

14 → Number of accreditations

15 → Save and proceed

EVENT PRODUCTION

Fill in the information about your project.

The boxes marked with an asterisk (*) are mandatory; the others are optional.

You can return to this page **at any time** to change the project information.

3. Fill in the **TITLE** of the event.

4. Choose between **PRODUCTION** or **BUDGET**.

5. Fill in the **DEPARTMENT** if relevant.

6. Select the **START DATE** for the project: the date when you started working on the project.

7. The **END DATE** is optional; you can return to this page and fill it in later if desired.

8. Choose which **COUNTRY** you will carry out the project in. If you choose only Norway, you must also select a **MUNICIPALITY**.

Note: You can select multiple countries if, for example, you are carrying out parts of the event elsewhere.

9. Select the of **EVENT TYPE**.

10. Select the of **VENUE TYPE**.

11. The **BUDGET** and **CURRENCY** are optional.

12. Fill in the number of **PARTICIPANTS**, and **GUESTS**.

13. Click on **SAVE AND PROCEED**.

The image shows a mobile application form titled "New Event Production" with a back arrow at the top left. The form contains the following fields and callouts:

- 3:** Title *
- 4:** Production type * (dropdown menu showing "Production")
- 5:** Department
- 6:** Project start date * (calendar icon, showing "09.10.2024")
- 7:** Project end date (calendar icon)
- 8:** Country *
- 9:** Type of event *
- 10:** Type of venue *
- 11:** Budget
- 11:** Currency (dropdown menu)
- 12:** Number of participants/guests *
- 13:** Save and proceed button

You have now created a project.

12. Click on the **THREE DOTS** in the top right corner to view the menu for your project.

13. Click on **EDIT PRODUCTION** to return to the information page where you can edit, remove, or add information.

14. Click on **MANAGE USERS** to add or remove users from this project.

15. Click on **COPY** to create a duplicate of the project.

16. Click on **SHARE PRODUCTION** to share the project with selected organizations.

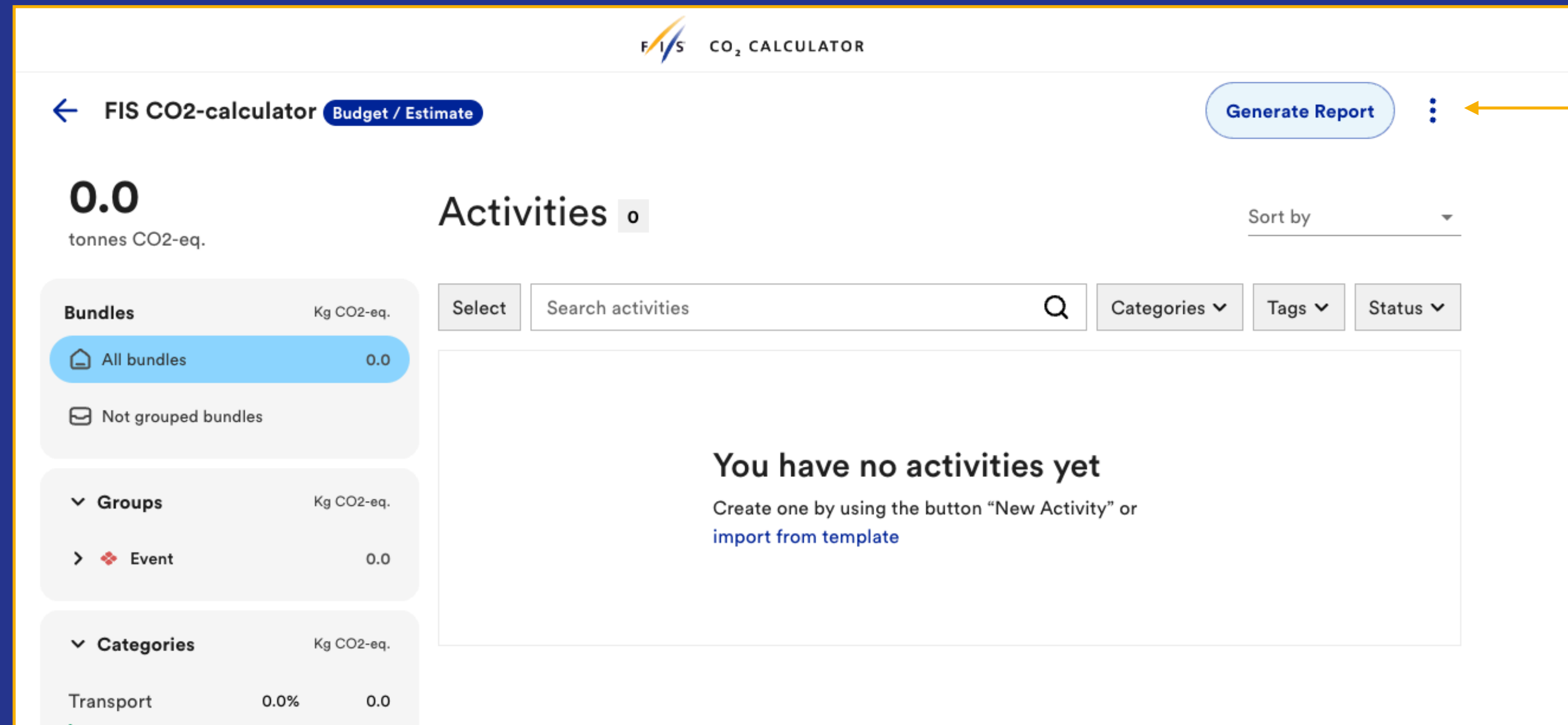
17. Click on **IMPORT FROM TEMPLATE** to download one or more templates.

(Please see the separate guide on templates)

18. Click on **CREATE A TEMPLATE FROM PRODUCTION** to create a template from this production.

(Please see the separate guide on templates)

19. Click on **ARCHIVE PRODUCTION** to complete the production.



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