Translation Guide

1. Navigate to the backend of the website to "Events"
   Important: Please make sure that you are in the English-language backend (screenshot "Event list" point 1)!
2. Here you can see the translation status under your country flag (pen, arrow, plus and gear icon). Please click on your local event and translate it (Screenshot „Event list" point 2).
   Here is a short explanation:
   1. **Pen**: Translation is up to date
   2. **Arrows**: The event needs to be updated
   3. **Plus**: No automated translation has been created for this yet.
      An automated translation only takes place when an event is live and no longer "scheduled".
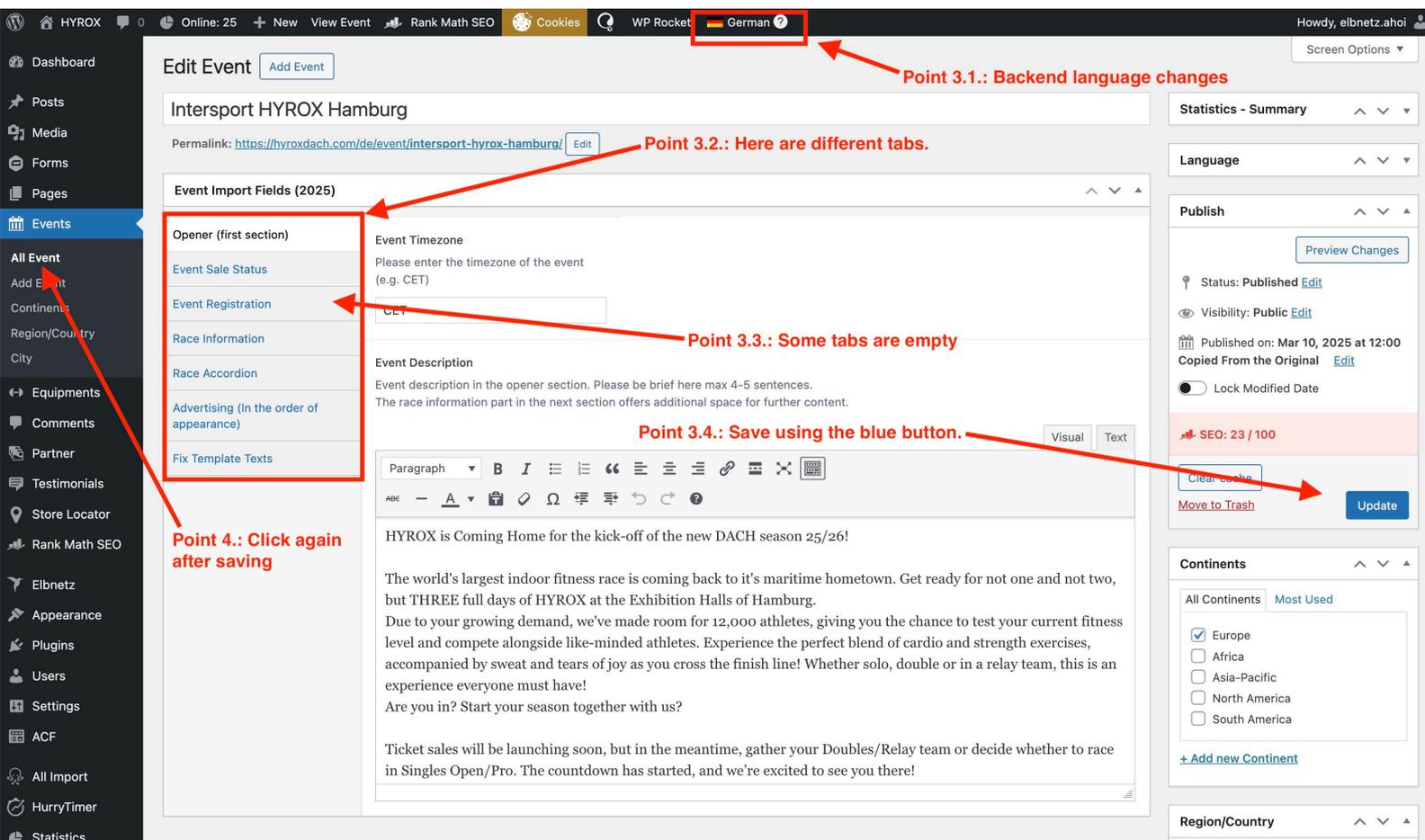   4. **Cogwheel**: This means that the translation has not yet been completed.

Screenshot „Event list"

3. You will now be taken to another translation screen (screenshot "Event translation"). If you are also an event manager, you will certainly recognize it from the backend of maintain.hyrox.com.
    1. In the single event view, it is normal for the backend language to change. We will switch it back in step 5.
    2. the event has **several tabs** that you have to go through.
    3. Yes, **some tabs are empty** (e.g. Event Registration), this is intentional, so don't get confused. We have hidden the areas that are automatically copied and therefore no translation is necessary. Changes in these areas must be made via maintain.hyrox.com.
    4. After you have gone through all the tabs and translated what you need, you still have to **save**. To do this, click the **blue button** on the right (depending on the event status, it may be called „Update" or „Schedule").
4. Please click on "Events" again to return to the event list.
5. Important: Now click on the English language at the top (screenshot "Event List," point 1) to get back to the correct backend.
    It is really important that you always return here!

Screenshot „Event list"

If this view is not displayed, you have landed in a different translation table. Please let us know at hyrox@elbnetz.com, including **which event and on which website** you wanted to translate, and we will take a look at it.