

## How to Register as a Casual and Enter an Event in Eventor using a PC

Please use the following step-by-step instructions to:

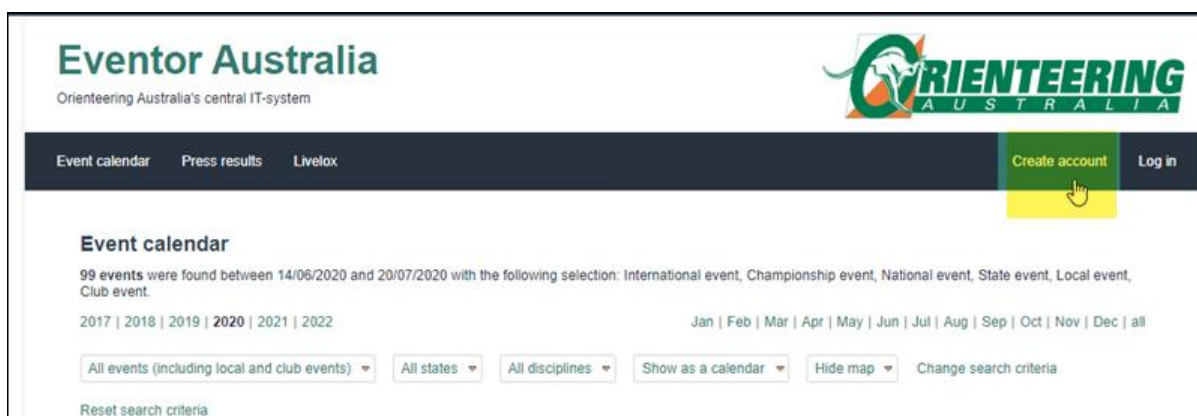
1. register with orienteering Australia as a casual orienteer, and
2. enter your chosen orienteering event

**An apology and request** – this process is complicated. Please follow these instructions carefully and work through all 13 steps. Orienteering Australia is working on simplifying it.

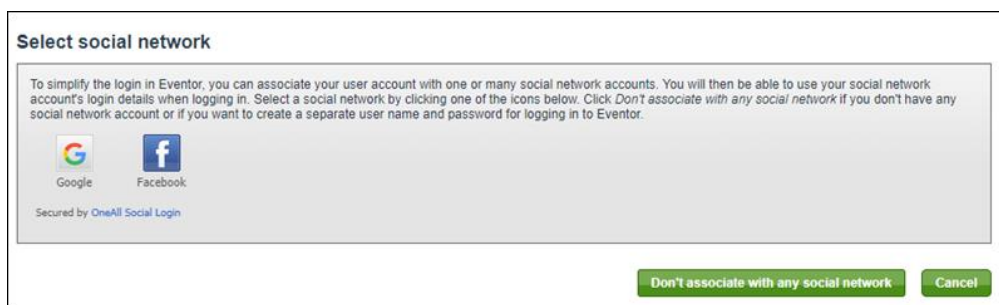
If you are orienteering as a Group, only the group leader needs to go through this process. Other group members can record their COVID-19 contact details when they arrive at the event.

The Eventor website is located at <https://eventor.orienteering.asn.au/Events>

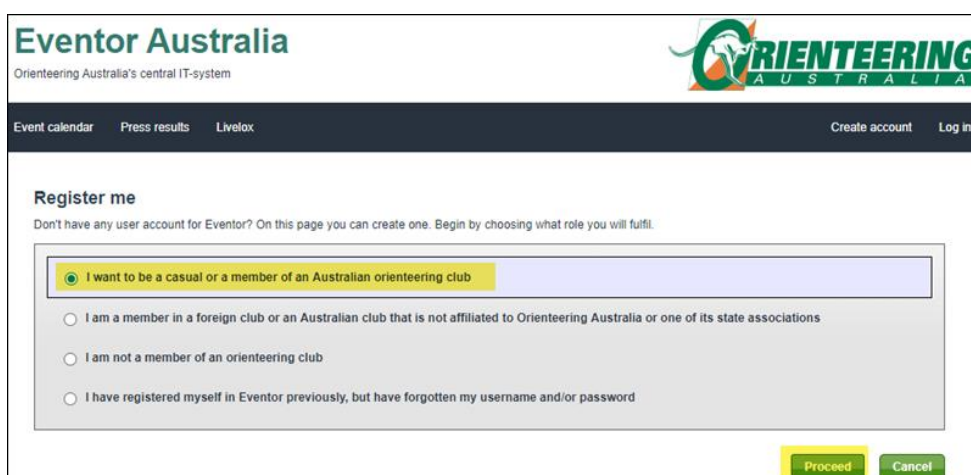
### Step 1: Select 'Create Account'



### Step 2: Select 'social network' if you want to use it to login, otherwise select 'Don't associate...'



### Step 3: Select 'I want to be a casual or a member of an Australian orienteering club' then 'Proceed'



**Step 4: Enter all details, tick 'I understand and accept terms', press 'Next'**

### Register person

**Personal details**

First name \* John

Last name \* Blizzard

Gender \* male

Nationality \* Australia

Date of birth \* 01/01/1999

**Contact details**

Email \* john.blizzard@nowhere.com

Phone number (landline) 62 345 478

Phone number (mobile) 0411 222 333

Street address \* 12 Main Road

City \* Hobart

Postal code \* 7000

State Tas

Country \* Australia

Emergency contact Jane Blizzard 0411 222 444

Please include phone number for contact tracing purposes.

**Login details**

Username \* john.blizzard

Password \* \*\*\*\*\*

Repeat password \* \*\*\*\*\*

**Information and partners**

I would like to receive information about orienteering from Orienteering Australia.

I would like to receive any offers from Orienteering Australia and its co-partners.

**Storage of personal details**

The personal details that you provide here will be saved in Eventor's database, that is administered by Orienteering Australia. Your name and club affiliation will be shown publicly on the Internet in startlists and result lists for any competitions you participate in. The date of birth and your neighbourhood of residence are visible when searching for duplicates. Other personal details are only available for yourself, your club's administrator and Eventor's system administrator, as long as you do not express your consent to the details being available publicly.

I understand and accept the above conditions

Next Cancel

**Step 5: Check details and press 'Save'**

### Register person: Confirm details provided

Check that the details below are correct. Proceed by clicking Save, or click Previous to correct the details.

Name	John Blizzard
Year of birth	1999
Gender	male
Nationality	Australia
Email	john.blizzard@nowhere.com
Address	12 Main Road, Hobart 7000, Tas, Australia
Username	john.blizzard
Password	*****

Previous Save Cancel

**Step 6: Select 'Apply for club membership or register as a casual orienteer'**

**Eventor Australia**  
Orienteeing Australia's central IT-system

Event calendar Press results Livelox My pages John ▾

**The registration is complete**  
Welcome John! The registration is now complete and you have been logged in. An email with your user details has been sent to the address you provided.

- » Apply for club membership or register as a casual orienteer
- » Register another person
- » Go to the start page

**Step 7: Select Year, select State and from Club select 'Casuals <your state>'. Press 'Next'**

**Eventor Australia**  
Orienteeing Australia's central IT-system

Event calendar Press results Livelox My pages John ▾

**Apply for membership: John Blizzard**

Year: 2020  
State: Orienteeing Tasmania  
Club: [select]  
Membership types: [select]  
Membership types for Orienteeing Tasmania: Member (all ages) (0 AUD)

Club options: Australopors, Esk Valley, Pathfinders, TAS Foresters, **Casuals Tas**, Wellington Ranges

Next Cancel

**Step 8: You are now registered as a casual in your state and can enter specific orienteeing events. Return to the event calendar and follow the remaining 5 steps to enter your chosen event**

**Eventor Australia**  
Orienteeing Australia's central IT-system

Event calendar Press results Livelox My pages John ▾

A casual registration has been created. To become a full member of a club within Orienteeing Australia, please use the 'Apply for membership' option below.

**Memberships: John Blizzard**

Apply for membership Manage memberships for another person

Organisation	Membership type	Applied	Approved	Membership fee	
Orienteeing Tasmania	Casual	23/06/2020		No membership types set up	Delete
Casuals Tas	Casual	23/06/2020		No membership types set up	Delete

**Step 9: If you are proceeding directly from step 8 above you will already be logged in to the Eventor database and can proceed directly to step 10. If for some reason you are not logged in, select 'log in' and enter using the user name and password that you created previously. Before entering you should be familiar with the various classes of entry for the event. The Sydney Summer series offers a range of classes based on age, plus categories for group entry. Details can be found at <https://sydneysummerseries.com.au/>**

Please note: the family discount for orienteering club members will be applied automatically at checkout. If you are a casual entrant requiring a family discount please approach the registration desk at the event for assistance in entering.


### Log in


Provide your login details to log in to Eventor.  
If you don't have a user account, you need to register.

**I'm logging in with my social network account**

Use this login field to log in with a social network account that you previously have associated with your Eventor user account. Select a social network to log in with by clicking one of the icons below.

2020/07/20 All social network logins are working.

  
Google


  
Facebook

Secured by OneAll Social Login

Remember me

**I'm logging in with my personal Eventor user name and password**

Use this login field to log in with your personal Eventor user account.



Username

Password

Remember me

Log in [I have forgotten my login details](#)

**Step 10: Scroll down the event calendar to the date of the event you wish to enter and select the check box to the right of the event. Scroll to the bottom of the page and select 'Enter selected events'**

w 41	Mon 5/10	FLINDERS RANGES DAY 3 - SA Middle Distance Championships - Prelinna	 Onkaparinga Hills Orienteering Club	Orienteering SA	15	club	M	1188 km	20/9	<input type="checkbox"/>
		Orienteering NSW Duo 2020 Frenchs Forest	 Garingal Orienteers	Orienteering NSW	6	FM loc	M	9 km	4/10	<input checked="" type="checkbox"/>
		ACT Street Series: Coombs-Wright	 Orienteering ACT	Orienteering ACT	0	P loc	L	-	4/10*	<input type="checkbox"/>
	Tue 6/10	Night Nav - Rosalie BCC	 Ugly Gully Orienteers	Orienteering Queensland	-	FP club	L N	723 km		
	Wed 7/10	Sydney Summer Series #1 West Pymble	 Big Foot Orienteers	Orienteering NSW	0	FP loc	M	0 km	31/12	
		Newcastle Street Series Warmup #1	 Newcastle Orienteering Club	Orienteering NSW	-	FP loc	M	-		
	Thu 8/10	Gap Creek East, Mt Coot-tha, Bush	 Orienteering Queensland	Orienteering Queensland	-	club	L	720 km	7/10	
	Fri 9/10									
	Sat 10/10	Bendigo Twilight - Marong Forests	 Bendigo Orienteers	Orienteering Victoria	-	club	L	-		

2017 | 2018 | 2019 | 2020 | 2021 | 2022

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | all

Enter selected events

**Step 11: For the class field, select the course you would like to run in. If you have an SI stick, enter the number if it isn't here already. If you are registering as a casual and don't have an SI stick, you will be issued with one at the event.**

**Club members who want to hire a SI stick or anyone who wants to order additional maps can order these by selecting the Available Service and adding it to their order.**

**If you wish to redeem Active Kids cards or Garingal Gobies, please select the appropriate service.**

**You can enter another club member(s) by using the relevant link at the bottom of the Eventor page.**

**Read and check the 'Entry terms and conditions and select 'Save'**

The screenshot shows a registration form for Andrew Lumsden. The 'Name' field is filled with 'Andrew Lumsden'. The 'Club' dropdown is set to 'Big Foot Orienteers'. The 'Class' dropdown is set to 'SVM (12 AUD)'. The 'Sportident' field is empty. Under 'Available services', 'SI Hire' is selected and added. Under 'Ordered services', 'SI Hire' is listed with a quantity of 1 and a price of 4 AUD. A summary bar shows 'Ordered services: 1 (4 AUD) | Sum: 16 AUD'. The 'Entry terms and conditions' section has a checked checkbox for 'I confirm that I have read the information flyer on COVID safety and the information below. I agree to comply with the conditions and restrictions described therein.' At the bottom, there are links for 'Enter, cancel or change entry for another member', 'Enter, cancel or change entries for multiple members', and 'Switch to organisation entry mode'.

**Step 12: Check details are correct; check to accept payment terms and conditions, and proceed to payment.**

The screenshot shows the 'Entry step 2 of 3 - Confirm' page on the Eventor Australia website. The page header includes the Eventor Australia logo and the Orienteering Australia logo. The navigation bar shows 'Event calendar', 'Press results', 'LiveloX', 'My pages', 'Club', 'Administration', and 'Amanda - Big Foot Orienteers'. The main content area is titled 'Entry step 2 of 3 - Confirm' and contains a blue box with an information icon and the text: 'Check that your order is correct. Confirm order terms and conditions. If you need to add or change anything click on Change the entries. Finally, click on Confirm and go to payment.' Below this is the event title 'Orienteering NSW Duo 2020 Frenchs Forest' and the date 'Garingal Orienteers, Monday 5 October 2020'. A table lists the entry details for Amanda Mackie: Name (Amanda Mackie), Club (Big Foot Orienteers), Class (DUO (15 AUD)), Punching card number (8697824), Service orders, Status (New), Sum (15 AUD), and Payment (Upon entry). The 'Payment information' section states 'All entries and service orders to be paid are listed below.' and shows a table with one entry: 'Orienteering NSW Duo 2020 Frenchs Forest: entry for Amanda Mackie in DUO' with a quantity of 1, price of 15 AUD, and amount of 15 AUD. The 'Customer details' section lists Amanda Mackie's address and contact information. At the bottom, there is a checkbox for 'Order terms and conditions' which is checked. Three buttons are at the bottom: 'Confirm and go to payment' (circled in red), 'Change the entries', and 'Cancel'.

**Step 13: Pay by PayPal following the site instructions.**