



How to Enter an Event as a First Timer

This is a two step process.

1. Register your details on Eventor (the online system for entry and payment for all orienteering events). You will only need to do this once. For entry to future events you will only need to do step 2.
 2. Enter your chosen event.
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Step 1 - Register on Eventor

Follow the instructions at [How to Register and Add Yourself as a State Casual in Eventor](#) . This will register you as a Casual member which is free.

Step 2 - Enter the event

Go to [Eventor](#) and **log in**.

Go to the date of the event on the *Event Calendar* and **click on the event link**.

Read the information at the top of the screen and other information if available under *Documents and Links*. This will help you select a course.

Click on ***Enter and/or order services*** in the *Entry* box on the right.

Click on the drop down list under *Class* to **select you course**.

If eligible for FREE ENTRY (first timer) click on the drop down list under *Available Services* and select "Free Entry" and click the *+Add* button. This will cancel the fee for your chosen course.

Read the ***Entry terms and conditions*** and tick the box to accept.

Click ***Next*** to go to the *Confirm* page.

Check your entry details are correct. Tick to accept the *Order Terms and conditions* and click ***Confirm and go to payment***.

Make your **payment** if required.

You are now entered for the event. Your entry will now be listed on the Event Calendar and your name will be on the *All Entries* list and on the entry list for your chosen course.