## **Guidelines for Entering the 2016 Australian 3-Days using Eventor**

# 2016 Australian 3-Days

The 2016 Australian 3-Days will be held in and around Canberra over the Easter weekend (Friday 25 March through to Monday 28 March 2016). All the information relating to the Carnival is <u>here</u>. This document relates only to entering the events using Eventor.

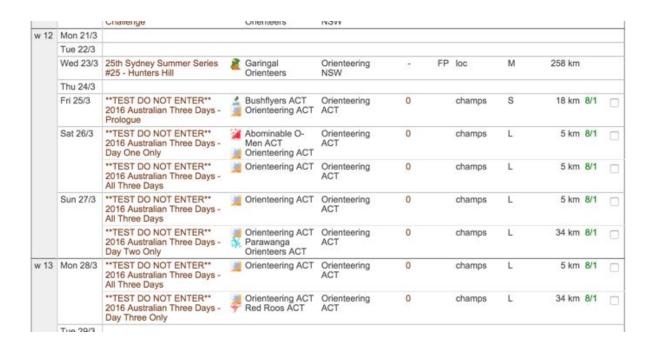
**Special Notes.** Please read the following important notes and complete any documentation relevant to your entry <u>before completing your normal Eventor entry</u>. To access the 'Documents and links' box in relation to the first four notes, go to 'Event Calendar' and click on the name of the relevant event. The 'Documents and links' box is in the right-side banner of the event information. When you have filled in the necessary information, return to the Eventor entry page by clicking on 'Enter and/or other services' in the box headed 'Entry'. You can go to the 'Documents and links' box at any time before you complete your entry but, to avoid overlooking this step, it is recommended that you do this <u>before you start</u> the main entry process.:

- If you are participating in the Family Teams Competition being conducted in conjunction with the Prologue you will need to register your team by clicking on 'Family Team Registration Form' in the Documents and links box, completing the form and submitting it.
- If you are a competitor entering an elite class you will need to provide your IOF
   Athlete ID by clicking on the 'IOF Athlete Number Form' in the Documents and links box,
   completing the form and submitting it. Competitors who do not provide their IOF Athlete
   ID will not be permitted to start in the elite class in the world ranking events. To obtain an
   IOF Athlete ID, go to IOF World Ranking > Athletes > Create user account, and follow
   instructions.
- If you would like to request split starts you will need to register your request by clicking on 'Split Starts Request' in the Documents and links box, completing the form and submitting it.
- If you <u>are entering</u> the **Australian University Championships** you will need to (a) pay the \$10 entry fee through Services <u>in the Eventor entry page</u> and (b) to register your details <u>separately</u> by clicking on 'Australian University Championships' in the Documents and links box, completing the form and submitting it.
- If you do not have your own **SI stick** you will need to hire one through selecting the appropriate 'Service' in the Eventor entry page. If 'SI Card Hire' does not appear in the Service window Click on the Down arrow and after selecting the appropriate action, Click on the Add box. If you are entering the Prologue as well as the other days you will need to hire a SI stick for each event you enter.

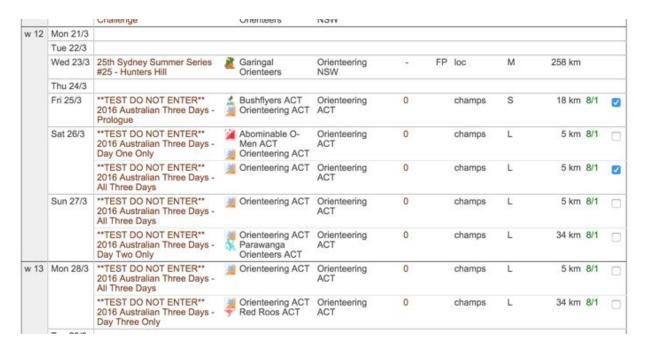
# The Eventor Entry Process for the 2016 Australian 3-Days

This document initially describes how to enter one person and then how to add more competitors. There are five events configured on Eventor:

- Prologue (this event is for both Elite competitors for whom their results will be added to their results in Australian 3-Days and other competitors for whom it is a single-day event and their results will not be added to their results in the Australian 3-Days. Anybody can enter any of the non-elite classes of the Prologue, but to have an official team in Family Teams competition, one member of the team must be entered in a class on each of the following courses: Course 1 (Men's elite, Hard1), Course 2 (Women's elite and Hard 2) and Course 4 (Easy).
- All three Days (displayed three times, but select this option only once)
- Day One
- Day Two
- Day Three



If you intend to enter all four days, then tick the boxes on the right-hand side to enter the **Prologue** and **All Three Days** 



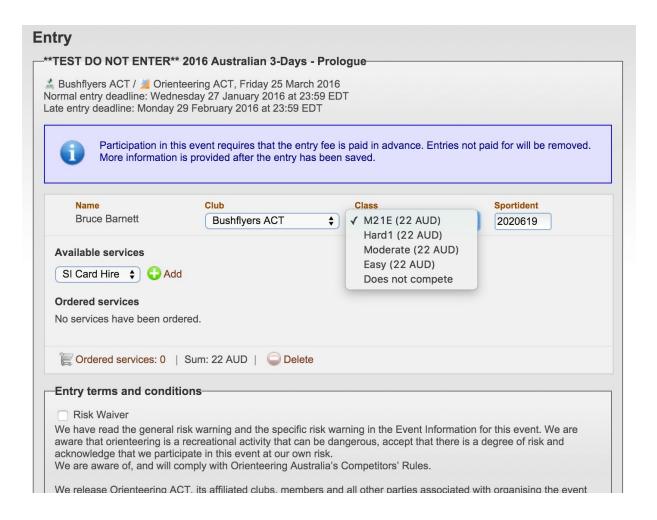
Note, that the **All Three Days** event appears on each day (the Saturday, Sunday, and Monday). You only need to tick one of the instances of the event, not all of them.

If you only wish to enter specific days, then tick the specific events you would like to enter (e.g. Prologue, Day One, Day Two, and/or Day Three). If you enter more than one day of the Australian 3-Days you must choose the same age class for each day as entering different classes over the three days is not permitted.

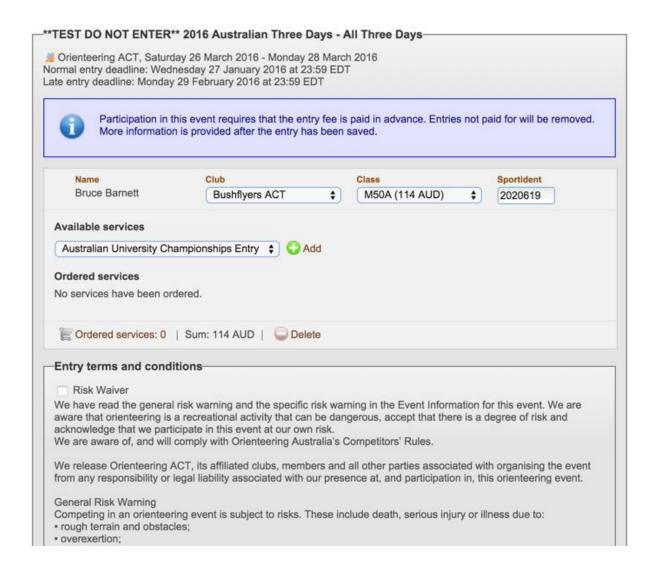
Once you have selected the events you would like to enter, click the **Enter Selected Events** button at the top or bottom of the screen.



Having Clicked on Enter the Selected Events a page will open that will have you entered in the recommended classes for your age. Please check these classes carefully and if they are not the classes you wish to enter change them before moving on. An example of the screen display is below.



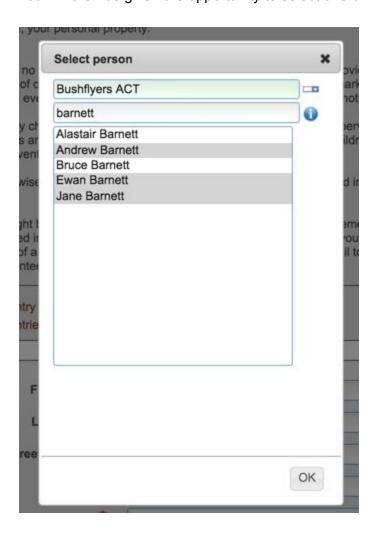
Be sure to scroll down the page, as there is a separate entry / age class selection and waiver agreement for each event which you are entering. For example, as the above competitor is entering the Prologue and All Three Days there is another entry screen further down the page for the All Three Days event.



If you wish to enter more competitors, after you have checked and confirmed your classes scroll down the page and select (in fine print one of the following options)

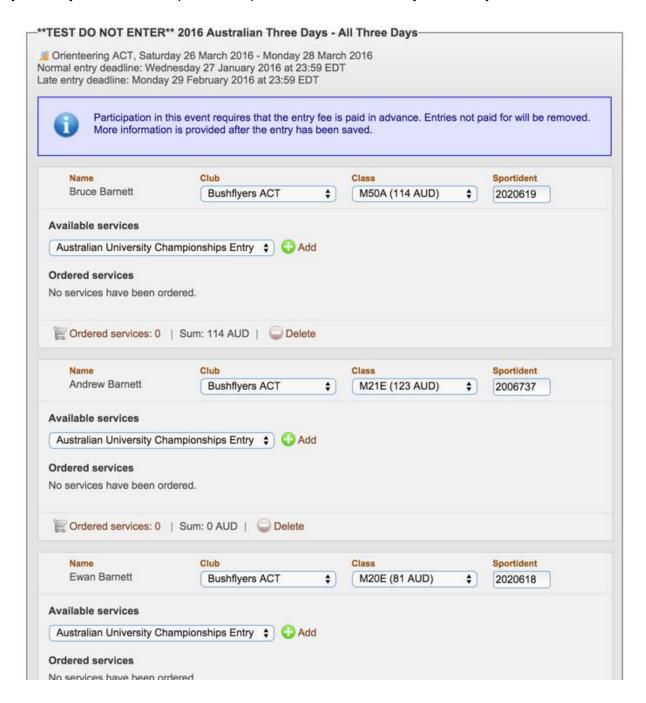
- Enter, cancel or change entry for a member in an organisation affiliated to Orienteering ACT
- Enter, cancel or change entries for multiple members in an organisation affiliated to Orienteering ACT

You will then be given the opportunity to select one or more members to enter.



If you have chosen the multiple members option ensure you select all the members you wish to enter. You can select more than one person if you hold down the Ctrl key while you select the extra competitors.

When you have selected the extra competitors they will appear in alphabetical sequence with your entry. For each competitor complete the same check as you did for yourself.



Then check the Services on offer, select the Services you wish to buy and after each selection Click on + Add. See also the Special Notes at the start of this document for more information about additional requirements/services.

If you are entering other competitors, but you do not wish to enter yourself, ensure you '**Delete**' your own entry before you '**Confirm**' the entry/entries.

When you are satisfied that you have selected the appropriate classes for yourself and any other competitors you have entered and ordered the Services you/they require, Select Next which will take you to the Confirmation Entry page where you will be asked to confirm your entry details; see the screen display below.

## Confirm entry



Check that the entry information is correct. Click Save to save the entry, or Previous if some information needs to be changed.

## \*\*TEST DO NOT ENTER\*\* 2016 Australian 3-Days - Prologue

🍰 Bushflyers ACT / 🏄 Orienteering ACT, Friday 25 March 2016

Name	Club	Class	Punching card number	Service orders	Sum	Status
Andrew Barnett	Bushflyers ACT	M21E (22 AUD)	2006737		22 AUD	New
Bruce Barnett	Bushflyers ACT	Hard1 (22 AUD)	2020619		22 AUD	New
Ewan Barnett	Bushflyers ACT	M20E (16 AUD)	2020618		16 AUD	New
Jane Barnett	Bushflyers ACT	Moderate (22 AUD)	2054787		22 AUD	New

### \*\*TEST DO NOT ENTER\*\* 2016 Australian Three Days - All Three Days

Orienteering ACT, Saturday 26 March 2016 - Monday 28 March 2016

Name	Club	Class	Punching card number	Service orders	Sum	Status
Andrew Barnett	Bushflyers ACT	M21E (123 AUD)	2006737		123 AUD	New
Bruce Barnett	Bushflyers ACT	M50A (114 AUD)	2020619		114 AUD	New
Ewan Barnett	Bushflyers ACT	M20E (81 AUD)	2020618		81 AUD	New
Jane Barnett	Bushflyers ACT	W55A (114 AUD)	2054787		114 AUD	New

### Order information: Entry

#### Reference number

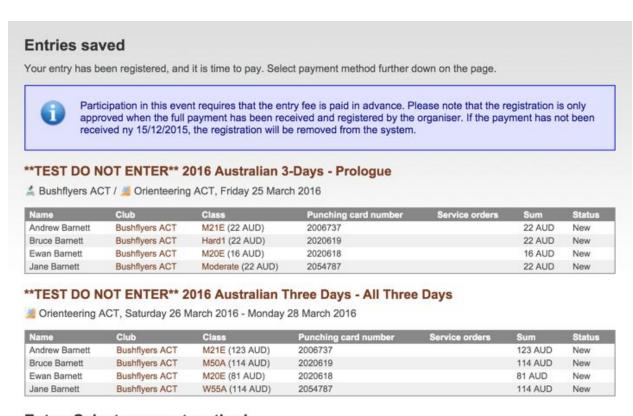
All entries and service orders are listed below.

Product	Quantity	Price	Amount
**TEST DO NOT ENTER** 2016 Australian 3-Days - Prologue: entry for Bruce Barnett in Hard1	1	22 AUD	22 AUD
**TEST DO NOT ENTER** 2016 Australian 3-Days - Prologue: entry for Andrew Barnett in M21E	1	22 AUD	22 AUD
**TEST DO NOT ENTER** 2016 Australian 3-Days - Prologue: entry for Ewan Barnett in M20E	1	16 AUD	16 AUD
**TEST DO NOT ENTER** 2016 Australian 3-Days - Prologue: entry for Jane Barnett in Moderate	1	22 AUD	22 AUD
**TEST DO NOT ENTER** 2016 Australian Three Days - All Three Days: entry for Bruce Barnett in M50A	1	114 AUD	114 AUD
**TEST DO NOT ENTER** 2016 Australian Three Days - All Three Days: entry for Andrew Barnett in M21E	1	123 AUD	123 AUD
**TEST DO NOT ENTER** 2016 Australian Three Days - All Three Days: entry for Ewan Barnett in M20E	1	81 AUD	81 AUD
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When you are satisfied the Entry data is correct Click on Save; <a href="https://example.com/however">however</a>, please ensure you are satisfied with your entry/ies as after you Save the entry/ies you cannot delete any entries. And further entries will not be included in the same order and Family discounts might be missed.



You will then be taken to the Entries saved page, which sets out your saved entries and your payment options; see the screen display below.



# **Entry: Select payment method**

Hide order

Order information: Entry

Reference number

13596184

Product	Quantity	Price	Amount
**TEST DO NOT ENTER** 2016 Australian 3-Days - Proloque: entry for Bruce Barnett in	1	22	22 AUD

At this point you can make the payment to cover the cost of the Entry Fees and/or Services or return to this point within the next two days to make the payment.