## Registering team members on Eventor

School Team Managers can enter their team members as follows:

**For Events 3 and 5**, the Sprint and Individual events, logon to Eventor, go to the event calendar and click on the event as if you were entering it..



You'll get a message indicating that you're not in the right age category. Ignore this and click on the option to enter multiple members.



In the drop down box, select your State Federation and list of state members. "Cotrol click" on each of your School team members competing.

Press OK

Eventor Au Obsertiseiting Australium contrast (Fra	stralia TES	T TEST TEST	-	RIENTEERING
Help and Support   About Events Weitorne Robert Crossilor Orienteering Queenslam (c) Loccor - Event colonitar - Min pages 1 Blute association	Show full width     Show full width     O	Select person Orienteering Queensland Craig Feuerherdt Endrew Fidge awdo Fidge Annie Filde Annie Filde Edward Filmer Christopher Firman David Firman David Filman Julie Filster		
State settings     Ownlew     Ownlew     Rules     Hembership types     Votual tegin     Votual tegin     Ownrew     Assign roles     Orgenizations     Orgenizations     Orgenizations     Ownrew     Beanch and edd	Name Histoert Crosato Sum: 0 AUD   22 <sup>4</sup> Advance There are no cleases that you be Entre: cancel or change entry Entre: cancel or change entry Entre: cancel or change entry Entre: cancel or change entry	David Flood Emile Fourie Adam Fox Imogen Fox	OK	a Opeenstand Heideening Opeanstand

For each member now shown, check /change their class and SI number. Also, ensure they show your State Federation as their club.

ALSO, don't forget to delete your original invalid entry before saving

State members.	Propert Crossilo	unenteering uueenstah		
· Overview	Sum 0 AUD   😁 Advar	nced   🝚 Delete		
Roles     Membership types	There are no classes that you	cen enter due to age, gender or membersh	ip restrictions	
- Virtual login	Hame	Club	Class	Sportident
Persona	Cayleb Fidge	Orienteering Queenstan	Senior Boys (15 AUD)	2053224
Overvlew     Assign roles	Sum: 15 AUD   😭 Adv	anced   C Delete		
Organisations				
- Overview	flame	Club	Class	Sportsdent
- Search and edit	Jaiden Fidge	Orienteering Queenslan 🗸	Senior Boys (15 AUD) 🥪	9101365
<ul> <li>Absign roles</li> </ul>			And the second	Transmission and the second second
Exenta	Sum: 15 AUD   🔄 Adv	anced I 🝚 Delete		
<ul> <li>State events.</li> </ul>				
<ul> <li>Add a new event</li> </ul>	Name	Club	Class	Sportident
<ul> <li>Assign event dates</li> </ul>	Montana Fidge	Orienteering Queenslan	Senior Girls (15 AUD)	2075086
Base classes		0		
<ul> <li>Base class groups</li> </ul>	Sum: 15 AUD   37 Adv	anced I 😡 Delete		
<ul> <li>Data exchange</li> </ul>				
Participant	Enter, cancel or change en	by for a member in an organisation a	filiated to Orienteering Queer	island
Conce	Enfec cancel or change en	tries for multiple members in an orga	anisation affiliated to Orienteer	ring Queensland
- Decrea	Switch to organisation entry	y mode		
rinançes				
ress repults				
				Save

Once the entries are saved, you should see a listing. You can go back in and make any further required changes or additions up to Aug 28th.

Crienteering Queenslan(v)	AusChamps -	Event 3 - Australian Se Dueensland, Monday 26 Septe	condary Schools Sp ember 2016	rint Championships		
Event calendar	Name	Club	Class	Punching card number	fum	Status
and the second se	Cayleb Fidge	Orienteering Queensland	Seniar Boys (15 AUD)	2063204	15 AUD	New
ay pages	Jaiden Fidge	Overteening Queensland	Senisr Boys (15 AUD)	9101365	15 AUD	Neter
State association	Montana Fidge	Drienteering Queensland	Senior Okts (15 AUD)	2075086	15 AUD	New
Overview     Roles						
Overview     Roles     Membership types     Virtual login     Persons						
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Overview     Roles     Membership types     Virtual login     Persons     Overview     Assign roles						
Overview     Roles     Nembership types     Virtual login     Persons     Overview     Assign roles     Organisations						
Overview     Roles     Nembership types     Virtual login     Persona     Overview     Assign roles     Organisations     Overview						
Overview     Roles     Kembership types     Virtual login Persona     Overview     Assign roles Organisations     Overview     Search and edit						
Overview     Roles     Membership types     Virtual login     Persona     Overview     Assign roles     Organisations     Overview     Search and edit     Assign roles						
Overview     Roles     Nembership types     Virtual login     Persona     Overview     Assign roles     Overview     Search and edit     Assign roles     Events						
Overview     Roles     Kembership types     Virtual login     Persona     Overview     Assign roles     Organisations     Overview     Search and edit     Assign roles     Events     Slate events						
Overview     Roles     Membership types     Witual login     Persons     Overview     Assign roles     Organisations     Overview     Search and edit     Assign roles     Events     State events     Add a new event						

Finish of by clicking through the payment screens. Ignore any payment requests. The States will be invoiced by Orienteering Queensland for their team entries in the 3 events.

**For Event 7**, the Relays on Sept 29th, Managers will need to enter their members on a team by team basis.

🖉 Edit 🔲 Export to c	alendar 📁 Back	
DO NOT ENTER at the conclusion	THIS EVENT - State Team Managers will enten nof the carnival.	er their teams.State associations will be invoiced
General information		Entry
Name	AusChamps - Event 7 - Australian Secondary Schools Relay Championships	Next entry deadline 28 August 2016.
Organiser	Queensland	
State	Orienteering Queensland	
Status	entries opened   Next step: Upload start list	
Date	Thursday 29 September 2016 at 9:00 EST	
Entry deadline	Sunday 28 August 2016 at 23:59 EST	
Deadline for team lineup submission in Eventor	Wednesday 28 September 2016 at 23:00 EST	
Deadline for changing	Last entry deadline	

Click on "Enter a new team"... ( or select "enter multiple new teams" if preferred )



## Select a "class"...and click on "Next"



## Click on and read the "information" button.

Event				
AusChamps September Entry deadli Deadline foi	s - Event 7 - Australian 2016 ne: Sunday 28 August r team lineup submiss	Secondary Schools Rel: 2016 at 23:59 EST ion in Eventor: Wednesc	ay Championships, '— Oriente Jay 28 September 2016 at 23:(	eering Queensland, Thursday 2 00 EST
ſeam				
	Class	Senior Boys (45 AUD	0	
	Team number	1		0
	Organisation	፦ Orienteering Quee	ensland	
		Create combina	tion team	
eam line	up			
eam meml	bers must be present	in the member archive.		
Leg	Name		Sr	portident
Leg 1	C Pick compe	titor		
Leg 2	O Pick compe	titor		

Select your members for each leg of the team number and class displayed by clicking on the "pick competitor" drop down and selecting the school member the same way you did for the Sprint and Individual events.

ream	Select person	rson 🗙				
	Organisation	Orienteering Queensland	~	abl	0	
	Person	Rick Anderson	~	abi	0	
	Orț	Lachlan Ferguson Scott Ferguson Craig Feuerherdt Andrew Fidge Cayleb Fidge	^			
		Jaiden Fidge			OK	
Team lineup		Edward Filmer			1	
Team members	must be present in th	Christopher Firman David Firman		-		
Leg	Name	David Flood Emile Fourie			Sportident	
Leg 1	Pick competitor	Adam Fox		Ŧ		
Leg 2	O Pick competitor	Jake Fox Xavier Fox				
Leg 3	O Pick competitor	Neil Gannon Adrian Garbellini				

After selecting the 3 members and saving, you'll see the team listed.

Relay entry: AusChamps - Event 7 - Australian Secondary Schools Relay Championships

Event			
Lyont			
AusChamps - Event 7 -	Australian Secondary Schools	s Relay Championships, 🗁	Orienteering Queensland, Thursday 29
September 2016	00 August 0040 -1 00-50 507		
Entry deadline. Sunday Deedline for teem lines	28 August 2016 at 23.59 ES1	dow 0.0 August 2016 at 22:00	FOT
L/eauline for team inter	ip submission in Eventor, sun	uay zo August zo to at zo.ot	CO1

## Senior Boys: Orienteering Queensland 1

Entered by Robert Crosato today at 15:46 EST | Entry fee: 45 AUD

Leg	Name	Sportident
1	Jaiden Fidge	9101365
2	Jack Hill	2053203
3	Daniel Gray	9101517



Edit

You'll be able to go back in and change your team formats at a later date. The final date for team changes is currently set at Sept 28<sup>th</sup>, the day before the relay. This may change.