



# Entry Guide for Long Championships

**Date: 22<sup>nd</sup> September 2013**

## **FOR FULL OAWA Members :**

- Ensure you are logged in to Eventor
- Select to enter the event(s) – check one or more of the boxes on the Event list for the events and use the “ENTER SELECTED EVENTS” button.
- Check your selected club and class. You will be shown only classes you are eligible to enter
- Check or enter your SI Tag number  
(make sure the one entered and shown in Eventor is the one you wish to use for this event)
- Add extra people if you want to enter and pay for more than yourself. To do this use the option

“Enter/Cancel entry for another member”

Check details for each entry as per above.

If you wish to claim a family discount make sure you enter ALL the people who will qualify for your family entry at the one time.

Note: that ALL the people you enter must have an Eventor profile established BEFORE you start so you can select and enter them.

- **Add SERVICES**

**Entry Fees are set to the Adult and Junior Member fees. The following adjustment can be claimed.**

- **SI Tag Hire Fee:**

If you require an SI Tag, and are a Full member of OAWA, you MUST add this service. Select SI Hire Fee to reserve and pay for a hire SI tag to be allocated for the event.

- **Adult Con.Card Holder rebate (full member)**

This service lets you adjust your fee if you are eligible to claim a concession rate as a government concession card holder. Once applied your required payment will be adjusted.

- **FAMILY MAXIMUM**

This service lets you lodge a claim for a FAMILY Maximum on entry fees. If you are due a refund it will be paid at the event if your calculated and paid entry fee is over the family maximum for your entry/membership status.

- Check and save your entry and
- Proceed to payment and process via the PayPal button

## **Casual Members & Non Members**

**BEFORE YOU START:** Make sure you register and create a profile in Eventor. *You do not need to be a full member of OAWA or a club to have a profile in Eventor.* Once you have this profile you can login and enter the event.

FOLLOW the steps above to process your entry.

**ADDITIONALLY: ADD the appropriate Casual Member Adult Surcharge or Casual Member Junior Surcharge FEE for each Casual member on your entry**

**NOTES:** Casual and Non-members have SI tag hire included in their entry fee and are not required to add the service to activate this additional fee.

- **Adult Con.Card Holder rebate (casual member)**

This service lets you adjust your fee if you are eligible to claim a concession rate as a government concession card holder. Once applied, your required payment will be adjusted.

A Family maximum is available to casual members but at a higher maximum level. The same process applies as above and the maximum should be claimed at entry and will be refunded on the day.