

Entering Teams for the Victorian Relay Championships 2017– Instructions for Club Team Managers.

Event: Victorian Relay Championships at Darebin Parklands on Sunday 5th March 2017. Start time 11.00am

Team entries for the Victorian Relays must be made in Eventor, by a single representative from each club. Teams are made up of three competitors from the same club.

Entry fee is \$20 per adult, \$10 per junior (u-21). Payment amounts and instructions will be forwarded to clubs after the Team Lineups entry closing date. Payment cannot be made via Eventor for this event.

Closing date for Team Structure entries (ie number of teams per class from your club) is Wednesday 22nd February 2017. Maps will be printed on this basis.

Closing date for final Team Lineups (ie names and running order of teams) is Wednesday 1st March 2017. Changes after that time are not encouraged and should be notified directly to ndalheim@bigpond.net.au ASAP.

Team structure entries:

- Ensure that you have ENTRY MANAGER rights for your club – check with your club's Eventor Administrator.
- From the Eventor calendar, choose the Victorian Relays event on Sunday 4 February 2017. From the Entry box, click on "Enter teams / Submit team lineups"
- From the next screen, choose Enter Multiple New Teams
- Nominate the NUMBER of teams for your club, in each class - 1, 2, 3, 4, or 5 (mixed).
- You will also need to nominate the Team Manager and provide a contact phone number.
- You can enter names now, or save the teams without entering any names. These can be entered at any time up to the Team Lineup closing date.
- **Team structure entries close on Wednesday 22nd February.**

Team Line-ups

- The names and running order of team members can be entered and changed at any time until the **Team Lineup closing date (Thursday 2nd March 2017).**
- To enter or change names and running order, log on to Eventor and open the Relay event.

Click on ENTER TEAMS/SUBMIT TEAM LINEUPS.

Click on the Edit button beside each team. Then choose the name of the team member for each leg. Team members must be registered in Eventor (ie current members of your club), or you will not be able to enter them.

- MIXED teams should be entered in the following order: Leg 1 Short, Leg 2 Long, Leg 3 Medium. All Mixed teams will compete in the same order.
- Check with your team members that they will be using the Sportident stick that is registered in Eventor. Any SI stick changes must be advised to the organiser asap, so that the Event file can be updated (it is not sufficient to simply change it in Eventor).

Loan of SI sticks: please endeavour to lend SI sticks from your club stock, and enter the SI stick numbers when doing the entries. If you need to hire SI sticks from Orienteering Victoria, a hire fee of \$3 per stick will be charged, and the organisers will allocate the SI number.

On the day:

Team managers must come to Registration to collect team lists, bibs/safety pins, and any hired Sportident sticks. Registration will be open 1 hour prior to the Start.

A briefing for all competitors will be held 15 minutes prior to the Start (ie. at 10.45am)

Further information:

An event information sheet containing course details, directions etc, is available on Eventor,

Enquiries:

Please contact Nicola Dalheim on 0408314217 or ndalheim@bigpond.net.au