

Guidelines for Entering the 2017 Queensland Orienteering Championships using Eventor

The Carnival is set up as a multiple two day event on Eventor.
The following notes describe how to enter one person and then how to add more competitors.

When you first log into Eventor, be sure to choose your club and not your state association under the welcome banner.



Find the Qld Champs events on the calendar (under the month of Sept) and click on the box to the right of event 1. That will give you entry to both events

Date	Name	Organisers	States	Cmp	CC	D	Cl	F	ED	T	Dist	ED
w 35	Fri 1/9											
	Sat 2/9	Hobart area - Night-O	Australopers	Orienteering Tasmania	-		loc	M	N			
	Sun 3/9	Waterworks - Southern Sunday local	Australopers	Orienteering Tasmania	-		loc	M				
w 36	Mon 4/9											
	Tue 5/9											
	Wed 6/9											
	Thu 7/9											
	Fri 8/9											
	Sat 9/9	Queensland Championships, amiens-Event 1	Bullecourt Boulder Bounders Orienteering Queensland Range Runners Orienteering Club	Orienteering Queensland	0		champs	L			149 km 27/8	<input checked="" type="checkbox"/>
	Sun 10/9	Queensland Championships, amiens-Event 2	Bullecourt Boulder Bounders Orienteering Queensland Range Runners Orienteering Club	Orienteering Queensland	0		champs	L			151 km 27/8	<input type="checkbox"/>
w 37	Mon 11/9											

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 class for your age **for both days**. See the example below.

Please check the class carefully and change it if required. The drop down box shows you what classes you can enter for your age.

NOTE: The "Races" box down the bottom shows "All" which means you're entering both days. You can change this to event 1 or event 2 if you only want to enter on **one** of the days. Just click on the Races box.

NOTE: The price doesn't automatically change in the classes box, but it will change when you Go to the next page to confirm your entry

Queensland Championships

Bullecourt Boulder Bounders / -> Orienteering Queensland / -> Range Runners Orienteering Club, Saturday 9 September 2017 - Sunday 10 September 2017
 Normal entry deadline: Sunday 27 August 2017 at 23:59 EST
 Late entry deadline: Wednesday 30 August 2017 at 23:59 EST

i Participation in this event requires that the entry fee is paid in advance. Entries not paid for will be removed. More information is provided after the entry has been saved.

Name	Club	Class	Sportident
Robert Crosato	Range Runners Oriente	M55+AS (50 AUD for a	2068455

Available services

SI Stick Hire

Select if SI Card hire is required (\$2 per entrant per event)

Ordered services

No services have been ordered.

Races: all | Ordered services: 0 | Sum: 50 AUD | |

Entry terms and conditions

In entering this Orienteering event, I/we recognize that the sport of orienteering has certain inherent risks due to its conduct in the natural environment. Included in these risks are injury due to rough terrain and obstacles and the effects of heat, cold and exhaustion. I/we are also aware there is no personal accident insurance on my participation in the sport and that I/we take part at my/our own risk.

Enter, cancel or change entry for a member in an organisation affiliated to Orienteering Queensland
 Enter, cancel or change entries for multiple members in an organisation affiliated to Orienteering Queensland
 Switch to organisation entry mode

Ordered services

No services have been ordered.

Races

Select the races to enter.

Amiens-Event 1 (09/09/2017)
 Amiens-Event 2 (10/09/2017)

Also check your SI stick number. If you want to hire an SI Stick, click on the +add button under "Available services". To hire a stick for both days, change the number to 2 (\$4)

Available services

SI Stick Hire

Select if SI Card hire is required (\$2 per entrant per event)

Ordered services

SI Stick Hire 4 AUD

Be sure to scroll down the page and tick the "Entry terms and conditions" box.

If you wish to enter more competitors (usually other family members), after you have checked and confirmed your own classes, scroll to the bottom of the event and select one of the following options:-

- Enter, cancel or change entry for another member
- Enter, cancel or change entries for multiple members

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 after your entry. For each competitor complete the same check as you did for yourself.

Name	Club	Class	Sportident
Helen Hill	Orienteering Queenslan	W35A (50 AUD for all r	2053213
Available services SI Stick Hire + Add			
Ordered services No services have been ordered.			
Races: all Ordered services: 0 Sum: 50 AUD Advanced Delete			
Name	Club	Class	Sportident
Jack Hill	Orienteering Queenslan	M20A (30 AUD for all r	2053203
Available services SI Stick Hire + Add			
Ordered services No services have been ordered.			
Races: all Ordered services: 0 Sum: 30 AUD Advanced Delete			
Name	Club	Class	Sportident
Lucy Hill	Orienteering Queenslan	W16A (30 AUD for all r	2053205
Available services SI Stick Hire + Add			

Add in any SI Hire required for each member.

If you are entering other competitors, but you do not wish to enter yourself, ensure you '**Delete**' your own entry before you click on "**Next**" and '**Confirm**' the entries at the end. Likewise, if an entrant is only doing one day, change their Races box accordingly before you click on "**Next**"

When you are satisfied that you have selected the appropriate classes for yourself and any other competitors you have entered, select '**Next**' which will take you to the Confirmation Entry page where you will be asked to confirm your entry details; See the screen example below

Entry step 2 of 3 - Confirm



Check that your order is correct. Confirm order terms and conditions. If you need to add or change anything click on "Change the entries". Finally, create invoice and pay by clicking on "Confirm and go to payment"

Order information

All entries and service orders are listed below.

Product	Quantity	Price	Amount
Queensland Championships: entry for Robert Crosato in M55+AS	1	50 AUD	50 AUD
Queensland Championships: entry for Helen Hill in W35A	1	50 AUD	50 AUD
Queensland Championships: entry for Jack Hill in M20A	1	30 AUD	30 AUD
Queensland Championships: entry for Lucy Hill in W16A	1	30 AUD	30 AUD
Queensland Championships: entry for Mitch Hill in M35A	1	50 AUD	50 AUD
			210 AUD

When you are satisfied the Entry data is correct Click on "Confirm and go to payment".

Order terms and conditions

I have read and accepted the terms and conditions.

Confirm and go to payment

Change the entries

Cancel

After you "Confirm" the entries you cannot go back and delete them. To do so, you'll need to contact the event administrator... preferably before you make payment.

Entries saved, step 3 of 3 - Payment

Your entry has been registered, and it is time to pay. Select payment method further down on the page.



Participation in this event requires that the entry fee is paid in advance. Please note that the registration is only approved when the full payment has been received and registered by the organiser. If the payment has not been received by 21/06/2017, the registration will be removed from the system.

Queensland Championships

Bullecourt Boulder Bounders / > Orienteering Queensland / Range Runners Orienteering Club, Saturday 9 September 2017 - Sunday 10 September 2017

Name	Club	Class	Races	Punching card number	Service orders	Sum	Status
Robert Crosato	Orienteering Queensland	M55+AS (50 AUD)	all	2068456		50 AUD	New
Helen Hill	Orienteering Queensland	W35A (50 AUD)	all	2053213		50 AUD	New
Jack Hill	Orienteering Queensland	M20A (30 AUD)	all	2053203		30 AUD	New
Lucy Hill	Orienteering Queensland	W16A (30 AUD)	all	2053205		30 AUD	New
Mitch Hill	Orienteering Queensland	M35A (50 AUD)	all			50 AUD	New

At this point you can make the payment or return to this point within the next few days to make the payment.

NOTE: If you are entitled to a family discount on the total amount payable, click on "Pay Later" and contact the event administrator, Rob Crosato at membership@oq.asn.au who will adjust your invoice amount accordingly before advising you to make payment.

Select payment method

Show order

Pay by card at PayPal

Choose this option if you want to pay by credit card at PayPal's payment website.



Pay by EFT

Choose this option if you wish to pay by EFT either over the counter at your bank or using internet banking.

Pay later

Change the entries

Add more entries

To the event calendar

To the entry overview

NOTE that up to midnight 30/8/17, you can go in and change your class, include additional entries or add SI Hire. Eventor will guide you through to an additional PayPal payment. Note, however, that after 27/8/17, additional entries will incur a late fee of \$10 per entrant.

However, if the changes result in a refund, you'll get the following message:

Entries saved, step 3 of 3 - Payment



The entry change resulted in a refund. Please contact the organiser (contact details are given below) and specify reference number 13195789.

Orienteering Queensland Inc.
PO Box 114
Spring Hill QLD 4004

You'll then need to contact the Event Administrator to organise a refund.

If you elect to 'Pay Later', your entry on Eventor will show a payment box as per below

Event information: Queensland Championships

 Edit  Export to calendar  Back



For more information see: www.oq.asn.au/2017-qld-champs and attached flyer when available
Prices for the two days: Seniors \$50/74, Juniors \$30/\$44, Sub-Juniors (12 and under) \$20/\$30, Family rate \$140/\$200

General information

Name	Queensland Championships
Organisers	 Bullecourt Boulder Bounders  Orienteering Queensland  Range Runners Orienteering Club
State	Orienteering Queensland
Status	entries opened Next step: Upload start list
Date	Saturday 9 September 2017 at 13:00 - Sunday 10 September 2017 at 13:00 EST
Normal entry deadline	Sunday 27 August 2017 at 23:59 EST
Late entry deadline	Wednesday 30 August 2017 at 23:59 EST
Event form	individual

Entry



You entered M55+AS today at 21:57 EST.

Enter on the day is available for a limited number of classes.

- Change entry and/or services
- Organisation entry
-  All entries (5)
-  Entries in M55+AS (1)
-  Entries for Orienteering Queensland (5)
-  Entries per class for Orienteering Queensland (5)

Payments

14921589 (210 AUD): [Click to pay](#)

By clicking on the "Click to Pay" hyperlink, you will be taken back to the payment options screen. If you've been given a **family discount adjustment**, the adjusted amount will show up in PayPal, If you're paying by bank transfer, pay the adjusted amount as advised.

If you have any problems with the entry process, don't hesitate to contact Rob Crosato at: membership@oq.asn.au or phone 0746981538 or 0427107148.