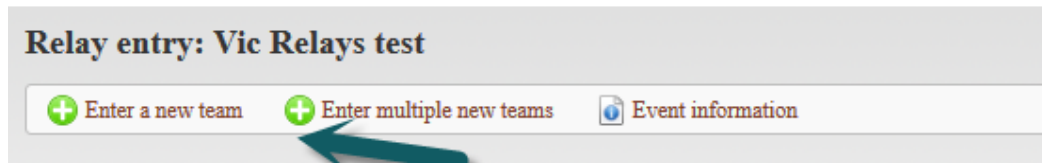


GUIDELINES FOR ENTERING RELAY TEAMS VIA EVENTOR

1. Teams for the **Victorian Relays on Sunday 13 October** must be entered by the club on behalf of its members.
2. **The club relay coordinator (who will enter the teams on Eventor) must be allocated the role of *Entry Manager* in Eventor.** A club administrator can allocate this role. (via Club-Roles in Eventor).
3. Canvass your members and select teams in the usual way. Get their SI stick numbers and preferred running orders. (Read the information about the relays: 5 Groups – A (8km), B (6km), C (4km), D (2km) and E a mixed relay with a long (B), medium (C) and short (D) leg.) Write down your team members in running order (except for Group E which should be in the order of long, medium, short for data entry).
4. The *Entry Manager* then logs on to Eventor and selects the Vic Relays (13 October). From the first page, you can select to enter all your teams at the one time. **SELECT *Enter multiple new teams*.**



5. This then opens a page where you indicate how many teams you wish to enter for each Group.

Class	Number of teams
A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>
E-Mixed	<input type="text"/>

6. The next screen gives you boxes to enter your teams, in order, starting with Group A.


For each team you will need to enter the name of your club contact person (same person for each team) and a contact phone number. (Copy and paste down the page for each team.)

Team

Class A (45 AUD)

Team number




Club

 Create combination team


Team leader name and mobile phone

Team lineup

Team members must be present in the [member archive](#).

Leg	Name	Sportident
Leg 1	 <i>Pick competitor</i>	<input type="text"/>
Leg 2	 <i>Pick competitor</i>	<input type="text"/>
Leg 3	 <i>Pick competitor</i>	<input type="text"/>

For each team, when you click on Pick Competitor, you get the following box:

Select person 

Club

Person

Select the name from the club list (click on the 'cigar', then on the down arrow to get the list of names, and select the name you want.) Note you can only enter people who are in Eventor as members of your club!

The names on the team list should be in the desired running order.

Then continue down the page with each succeeding team. After you've finished the A Group, you'll be offered the B group and so on to E. (Remember E should be in the order long, medium, short.)

If the member's SI number is in Eventor, it will be populated here automatically. If not, you will need to enter the SI number. If left blank, we will allocate a hire stick. Cost of hire stick: \$3 each. This should be added to the amount you owe for the team entries.

Just follow the prompts. If you find you have too many teams selected, just put in your contact details and save the blank team.

[The option 'Create a Combination Team' is intended to allow you to have a mixed-club team but it's not clear in Eventor how you would select runners from the other club. Best not to select that option!]

- Once you've done all that, you get a list of the teams you have entered. Check through it. If you need to make changes (or to delete a team), tick the Edit box and then the 'change' box at

the bottom of the page. The heading on that page indicates the amount the club will owe for these entries.

This page looks like this:

In total 8 entered teams for Yarra Valley Orienteering Club. Entry fee sum: 345 AUD.

A: Yarra Valley Orienteering Club 1

Entered by Jackie Dempster today at 18:21 EST | Entry fee: 45 AUD

☐ Edit

Leg	Name	Sportident
1	Blair Trewin	1931330
2	David Colls	204168
3	Russell Bulman	

Team leader name and mobile phone: Jackie Dempster 0429802583

B: Yarra Valley Orienteering Club 1

Entered by Jackie Dempster today at 18:21 EST | Entry fee: 45 AUD

☐ Edit

Leg	Name	Sportident
1	Tim Dent	2042973
2	Alex Tarr	204082
3	Barry McCrae	1931301

Team leader name and mobile phone: Jackie Dempster 0429802583

B: Yarra Valley Orienteering Club 2

8. The **closing date for team entries is 9pm on Monday 7 October** so we can organise map printing. We can't take any new team entries after that time. So by this date we need to know **how many teams** in each Group you are entering and paying for.

Please note that this is the day after the Australian Championships finish in Canberra – it would be good if you were well organised before members disappear to Canberra for the Championships!

9. The next **final date is 10pm Wednesday 9 October**. By this date/time you should finalise **the runners' names, SI numbers, and order of runners** (except that for E teams the order you provide is for long, medium short legs). After that date we will finalise the computer files.

We will only consider *emergency* changes after 9 October.

EVENTOR PROBLEMS?

Your Club Eventor Administrator may be able to assist if you have problems allocating the Event Manager role, or other problems entering teams into Eventor. If you need further assistance, contact Kathy Liley at kliley@netspace.net.au Note however that Kathy will be in Canberra for the Australian Championships carnival in the week prior to the Relays closing date, so it would be a good idea for you to check all this out before the last minute!

Ruth Goddard is also available for queries: ruthg@netspace.net.au