

# MELBOURNE SPRINT WEEKEND

10 - 12 March 2018

## HOW TO ENTER



### General:

Event locations, Classes, Course lengths, Competition format, Entry fees and other general information can be found in Bulletin One. Information specific to the World Ranking Event can be found in WRE Bulletin One. Both are posted on Eventor and the MSW website.

Eventor: <https://eventor.orienteering.org/Events>  
Website: [www.vicorienteering.asn.au/carnivals/msw](http://www.vicorienteering.asn.au/carnivals/msw)  
Email: [MSW18@vicorienteering.asn.au](mailto:MSW18@vicorienteering.asn.au)

Please read through this document before commencing. All entries must be made via **EVENTOR**, Orienteering Australia's online entry system: [Eventor](https://eventor.orienteering.org/Events).

Each of the six races of Melbourne Sprint Weekend has been set up as a separate "event" in Eventor. However, you can enter multiple races in one transaction with a single payment, and you can enter for more than one person. SIAC sticks are available for hire, as an additional "event" – see instructions below.

**Entry deadlines:** Online entry closes on Wednesday 28 February 2018 at 11.59pm. **NO LATE ENTRIES WILL BE ACCEPTED.** Entries are not accepted until payment in full is received; no payment will be accepted after the entry deadline and any outstanding unpaid entries will be cancelled. There is no Enter on the Day available.

**Register with Eventor:** You must have a login and password. If you are entering for other people, they will also need to be registered. Go to <https://eventor.orienteering.asn.au/Register>, and click through the options on the screen. You can join an orienteering club or association here if you are not already a member.

On the *Personal Details* page, complete all asterisked fields, and provide a contact phone number. If you own a Sportident timing stick, record the number in the *Sportident number* field under *Events*.

**Check your settings:** If you are already registered, go to *My Pages*, and check your settings to ensure that your contact details and Sportident number are correct. Ensure your club and state association renewal is paid for 2018, so that your club information is recorded correctly.

If you change your Sportident number after entering, you will need to update it in Eventor, and also advise the organising team by email.

**Enter multiple races with one payment:** Make sure you are logged on. Go to Eventor's Event Calendar for **March 10-12 2018**. Place ticks in the boxes to the right of the "event" names, for each of the six races that you wish to enter and SIAC hire\* (if required). Races need to be selected individually because Eventor does not cater for multi-day events with more than five races.

\* See SIAC stick hire below.

Go to the top of the page, and click on the green "**Enter Selected Events**" button. A single Entry Screen showing each selected race will appear.

Check that your **Club** and **Sportident** number are correct, then select the **Class** you wish to compete in. Only those classes that you are eligible for are shown. *Make sure you have chosen the Class correctly for all six races and not just picked the first one in the dropdown list.* Your entry fee will be calculated depending on your Class selection.

**SIAC stick hire:** Contactless SI Air punching will be possible at all six events. However this is optional and normal Sportident sticks will also work when punched in the normal way.

Competitors who wish to use contactless punching and who do not have their own SIAC stick can hire one for the weekend. Select the "event" "Melbourne Sprint Weekend SIAC Hire" on 10 March (even if you are not competing that day), and enter. SIAC hire is a flat rate of \$5.50 for the weekend regardless of the number of races entered. The organisers will assign SI numbers to competitors who choose to hire SIAC sticks. Keep your normal SI stick number in Eventor. A charge of \$105 will apply if a hired SIAC stick is not returned at the end of the carnival.

**World Ranking Event:** All WRE entrants need to email [MSW18@vicorienteering.asn.au](mailto:MSW18@vicorienteering.asn.au) with their: Name; Class; and IOF ID number

M/W17-20E competitors should enter their normal class and will be automatically included in the WRE start list and results if they submit an IOF ID number as above.

**University Champs:** To enter the University Sprint Orienteering Champs click on available services beside Event 1, Monash University and choose "University Champs" and then click the Add button. There is no additional fee. University Sports Australia levies will be covered by Orienteering Australia.

In addition all University Sprint Champs entrants need to send an email to [ian Prosser](mailto:ian.prosser@vicorienteering.asn.au) stating their: Name; University; Student ID

**To enter additional people:** Click on one of the brown links under the entry fee summary. A screen will appear which lets you select other people; choose the person, and a new entry for them will appear under yours. Follow the steps above for each person being entered. Payment will be totalled into a single transaction.

Repeat the above steps for each person you are entering. You will not be asked to confirm and pay until you have entered each person into each event.

**Family entry** is capped at two adults and one junior; i.e. subsequent juniors are not charged. The family cap is applied automatically as part of the payment process, as long as all family members enter at the same time, and all family members reside at the same address.

Email [MSW18@vicorienteering.asn.au](mailto:MSW18@vicorienteering.asn.au) with with the names of any competitors requiring split start times for child minding by no later than the entry closing date.

**Completing your entry:** After entering all events, a summary screen of entries will appear. Check this screen carefully! You can use *Previous* to make changes; changes cannot be made after Payment has been selected.

**Payment:** Proceed to the Payment options page. Payment is accepted via PayPal or POLI. After payment has been received, your Receipt can be viewed and/or printed. You will also receive a confirming email.

If you choose not to pay straight away, you will receive reminder emails until you do so. Entry is not officially accepted until payment is received. No payment can be accepted after the entry closure date; entries not paid for by entry closure will be removed.