

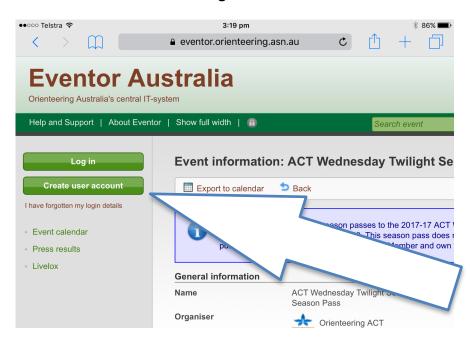


## How to register on Eventor

This season we will be using Eventor for all ACT Orienteering event entries. Using Eventor will reduce the workload on our volunteers who have previously had to manually enter all our Map Mates competitors details into our scoring system, which is a big job!

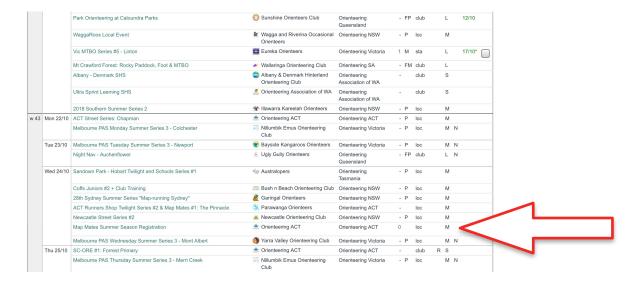
Unfortunately not all people find Eventor easy to use which is why we have created this 'how to' guide.

To register your child for Map Mates on Eventor your child will need an individual Eventor 'user account'. If your child already has an Eventor user account please login using your child's login and password. If your child does not have a user account, you can create one by pressing the 'Create user account' and following the instructions.

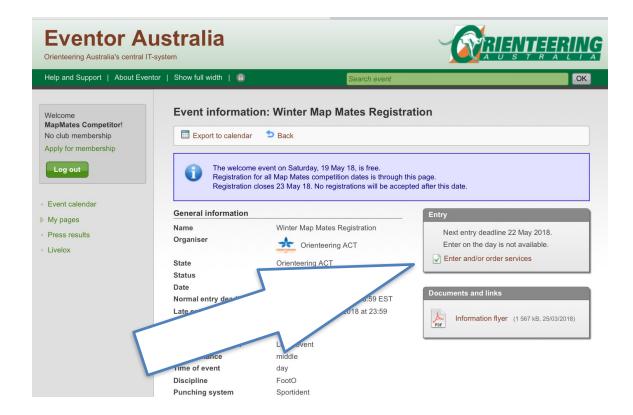


Please complete all 'user account' details. If your child has their own individual 'Sportident' (SI) Stick, please enter the number when you create their account. If not, you can purchase a discounted SI Stick when you register for Map Mates on Eventor.

The process of logging in to Eventor may take you back to the 'Event calendar' page. If this happens you can get back to the correct page by either pressing the embedded link below or scrolling down through the events to Wed, 24 October. The event you want looks like this (see red arrow).



To register select the 'Enter and/or order services' in the grey 'Entry' box on the right hand side of the screen:



By selecting 'Enter and/or order services' you will be registering your child for the Map Map Mates competition.

You have a choice of classes under which to register your child. These can be changed each week at the events once the competition starts, but it is important to make sure they are registered correctly as either a junior male or junior female.

If you are unsure of which class to place your child please enter them as either:

'BLMJ' - Blue: Men: Junior or 'BLWJ' - Blue: Women: Junior.

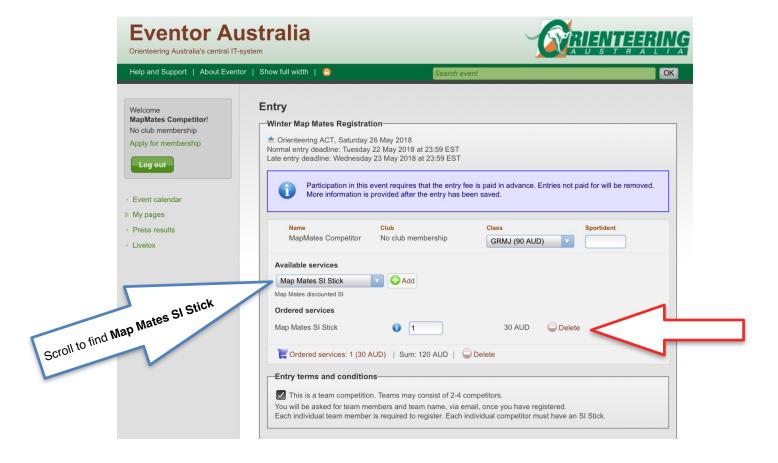
These can be selected by scrolling through the 'Class' (see red box below).



If your child has a Sportident (SI) Stick please add the number in the box (see arrow above). If they don't own an SI Stick, that they can exclusively use during the season, one can be purchased at a discounted Map Mates price through the 'Available services' area (see below).

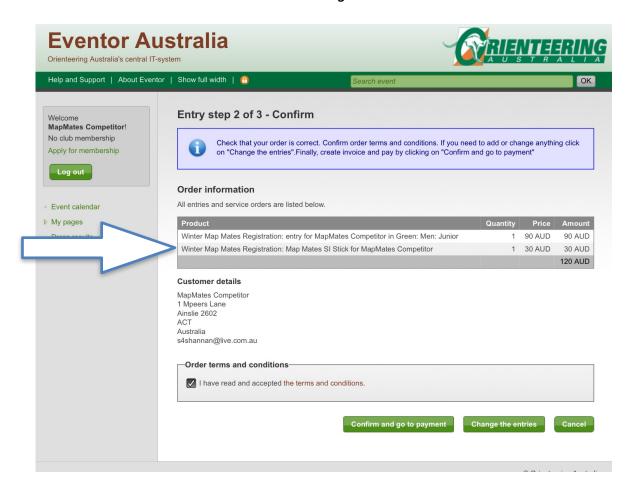
## Purchasing an SI Stick

To purchase an SI Stick, select 'Map Mates SI Stick' from the drop down box under the 'Available services' section and tap the 'Add' button. You should now have 'Mates Mates SI Stick' listed under 'Ordered services' (see Red arrow).



Once you have confirmed the registration details, ticked the terms and conditions check box and added a contact phone number, press the 'next' button at the bottom of the page.

This page will allow you to confirm your child's registration details. If you ordered an SI Stick you will see this under 'Order information' (see blue arrow below). If you don't see the SI Stick under the 'Order information' please select 'Change your entries' which will take you back to the previous page. On this page please make sure you select the 'add' button next to the selection box, under available services.



## Finalising your registration

Check your order and child's details. Tick the box to accept the order terms and conditions and press 'confirm', this will take you to the payments page which is Step 3 of 3. Follow payment instructions to finalise your Map Mates registration.

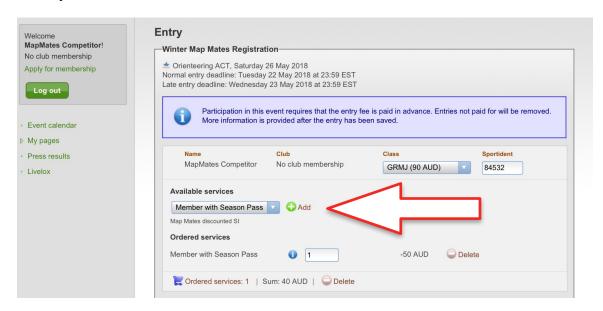
After completing your registration you will receive an email asking for your child's Map Mates team name and the names of their team mates.

If you have registered by 15 October 18, your child will receive their Map Mates registration pack and SI Stick (if ordered) at the free Welcome Event on 17 October 18. Otherwise they will receive their registration pack at the first competition event on 24 October 18.

Please ensure that all of your child's team has registered by 21 October 18. No Map Mates registrations will be accepted after this date.

## Orienteering ACT members

If your child is a Member of Orienteering ACT and has a pre-purchased a season pass, either as an individual or as part of a family, they can receive a discounted Map Mates registration. To do this you will need to select 'Member with Season Pass' on the first page (see red arrow below) under 'Available services'.



This will result in the total cost being only \$40 for Map Mates registration. This can be checked on the confirmation page (see below).

