

Entering Teams for the 2019 Victorian Relay Championships

- Instructions for Club Team Managers -

Event: Victorian Relay Championships at Mt Lofty near Redesdale and Lake Eppalock April 7, 2019

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, \$12 per junior (u-21) with a Family Maximum of \$52.

Payment totals and instructions will be forwarded to clubs after the Team Line-ups entry closing date.

Payment cannot be made via Eventor for this event.

Closing date for **Team Structure** entries: **Friday 29 March** 2019 at 11:59pm.

Maps will be printed from this information.

Closing date for final Team Line-ups: **Wednesday 3 March** 2019 at 11:59pm.

Changes after that time cannot be made without notifying the organiser, Robert Edmonds, and can't be guaranteed.

Payment: Clubs will need to arrange the payment of entry fees either by direct deposit to the Nillumbik Emus account or by cheque and/or cash. If paying by electronics transfer, the account's details are - **Nillumbik Emus BSB 063112 A/C 10321951** Please send a receipt to the organiser.

STEP 1 - Team structure - closes Friday March 29 at 11:59pm

- 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 April 7, 2019
- From the Entry box, click on "Enter teams / Submit team line-ups"
- 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).
- Nominate yourself as Team Manager and provide your contact phone number.
- Names can be entered at any time up to the Team Line-up closing date. You can enter names now or save the Team Structure information without entering any names.

STEP 2 - Team Line-up - closes Wednesday April 3 at 11:59pm

- You must enter the names and running order of team members before this deadline.
- Those details can be changed at any time until this deadline.
- 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.
- Choose the name of the team member for each leg and edit as required.

PLEASE NOTE

- Team members must be registered in Eventor (i.e. current members of your club) or you will not be able to enter them.
- Enter MIXED teams in the following order:
 - Leg 1 = Short
 - Leg 2 = Long
 - Leg 3 = Medium

All mixed teams will compete in this order.

SI sticks

- Enter an SI stick number against each team member if at all possible

- **If your club holds SI sticks, please allocate and lend them to club members who need one.**
- If a team member needs to hire an SI stick, leave the number blank and we will allocate one. There will be a hire fee of \$3 per stick.
- For team members whose Sportident stick is registered in Eventor, double check that's the one they will be using.
- SI stick changes of any kind must be advised separately to the organiser asap, so that the Event file can be updated (it is not sufficient just to change it in Eventor).

On the day:

- Registration opens - 10am.

Team managers must come to Registration to collect team lists, bibs/safety pins, and any hired SportIdent sticks.

- Briefing for all competitors - 10.45am

Further information:

A separate event information sheet with course details, directions etc, is available on Eventor.

In the case of incomplete teams, the organisers in conjunction with club representatives can confer to make up adhoc teams; teams made up of members of more than one club.

Please contact the organiser if you would like us to offer a string course or similar activity for youngsters in your club.

Organiser:

Robert Edmonds rob.edmonds@bigpond.com

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