

# How do I register on Eventor as a non-member and enter?

All contestants who wish to remain as non-members can still register as a user on Eventor before entering an event. There's no cost or obligation involved and **you'll only have to do this the once.** .

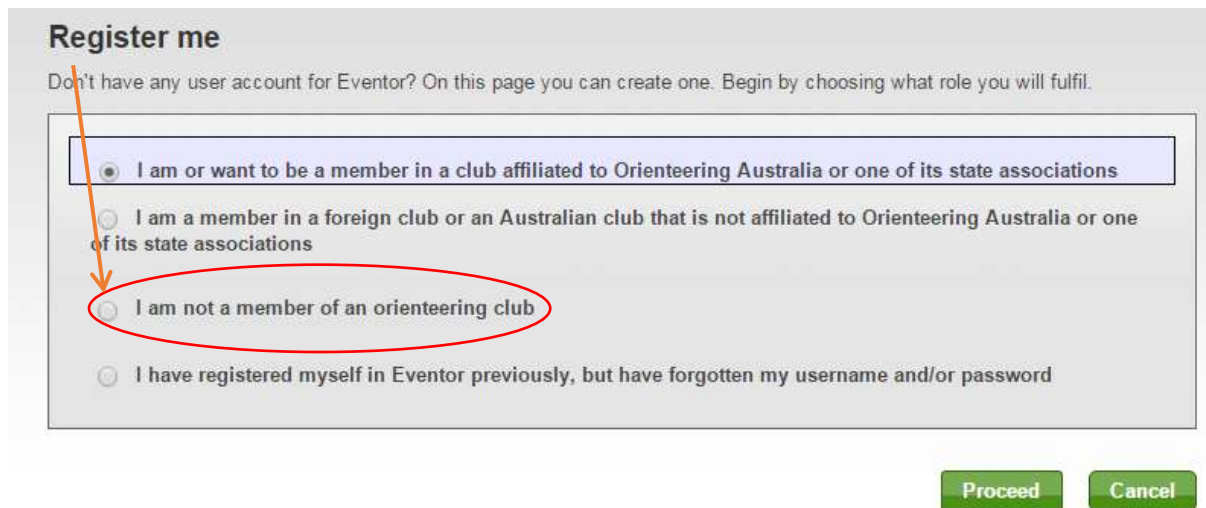
It will make it easier for the organisers to process your entry, as well as for yourself for future events.

To register use the following instructions or view the YouTube video – [Registering in Eventor](#)

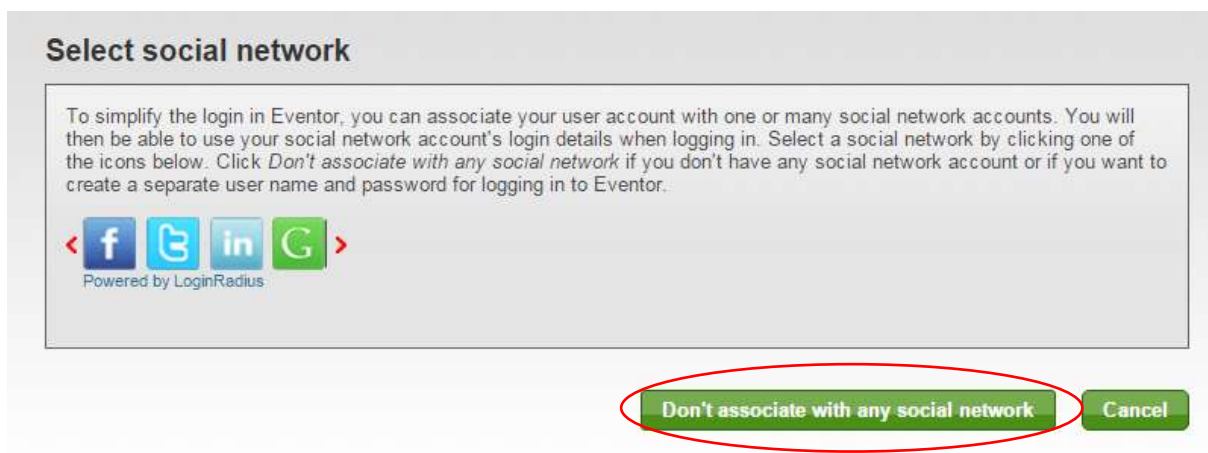
1. Go to the [Eventor](#) web site and select “**create a user account**”




2. Select the **third** of the 4 options listed and then click the **Proceed** button...

A screenshot of the 'Register me' form. The title is 'Register me' and the text below reads: 'Don't have any user account for Eventor? On this page you can create one. Begin by choosing what role you will fulfil.' There are four radio button options: 1. 'I am or want to be a member in a club affiliated to Orienteering Australia or one of its state associations' (selected). 2. 'I am a member in a foreign club or an Australian club that is not affiliated to Orienteering Australia or one of its state associations'. 3. 'I am not a member of an orienteering club' (circled in red). 4. 'I have registered myself in Eventor previously, but have forgotten my username and/or password'. At the bottom right are 'Proceed' and 'Cancel' buttons.

3. A window will come up asking if you want to use 'social networks' like Facebook, Twitter, etc., to log into Eventor. Ignore this for the moment and click on “**Don't associate with any social network**” to proceed.

A screenshot of the 'Select social network' dialog box. The title is 'Select social network'. The text reads: 'To simplify the login in Eventor, you can associate your user account with one or many social network accounts. You will then be able to use your social network account's login details when logging in. Select a social network by clicking one of the icons below. Click *Don't associate with any social network* if you don't have any social network account or if you want to create a separate user name and password for logging in to Eventor.' Below the text are icons for Facebook, Twitter, LinkedIn, and Google+. At the bottom are 'Don't associate with any social network' and 'Cancel' buttons. The 'Don't associate with any social network' button is circled in red.

4. Complete the registration details page, as shown in the example below. Items with a red asterisk “\*” next to it are mandatory. A blue  circle provides additional information if you hover over it.

### Register person



**Personal details**

First name \*

Last name \*

Gender \*

Nationality \*

Date of birth \*   

**Contact details**

Email \*

Phone number (landline)

Phone number (mobile)

Street address \*

City \*

Postal code \*

State

Country \*

5. You'll need to create a username and password in the “**Login Details**”. An email address or name is recommended. Each of your family members registering must have a **unique** username, although their passwords can be the same to make it easier.

**Login details**

Username \*  

Password \*

Repeat password \*

**Information and partners**

I would like to receive information about orienteering from Orienteering Australia.

I would like to receive any offers from Orienteering Australia and its co-partners.

**Storage of personal details**

The personal details that you provide here will be saved in Eventor's database, that is administered by Orienteering Australia. Your name and club affiliation will be shown publically on the Internet in startlists and result lists for any competitions you participate in. The date of birth and your neighbourhood of residence are visible when searching for duplicates. Other personal details are only available for yourself, your club's administrator and Eventor's system administrator, as long as you do not express your consent to the details being available publicly.

I understand and accept the above conditions

6. NOTE: Ticking or not ticking the box that you would “like to receive information and offers from Orienteering Australia and its partners”, has no consequence. Best to leave it unticked unless you decide to become a club member, in which case you’ll be put on a mailing list.
7. Ticking the box about “storage of personal details’ is mandatory to proceed.
8. Double check the registration details are correct and click “Next”
9. In the next window, click “Save”

### Register person: Confirm details provided

Check that the details below are correct. Proceed by clicking Save, or click Previous to correct the details.

Name	Johnny Appleseed
Date of birth	23/06/2000
Gender	male
Nationality	Australia
Email	Jappleseed@gmail.com
Address	15 Essex Street, Brisbane 4358, Qld, Australia
Username	JAppleseed@gmail.com
Password	*****

Previous
Save
Cancel

10. You will get a message indicating that your registration is now complete, as per below

### The registration is complete

Welcome Johnny! The registration is now complete and you have been logged in. An email with your user details has been sent to the address you provided.

- » [Apply for membership](#)
- » [Register another person](#)
- » [Go to the start page](#)

11. If you click on “**Go to the start Page**”, you’ll now be logged in and you can enter events.
12. If you have other family members to register, click on “**Register another person**” and go through the same process of setting them up with a username and password.

13. To enter an event online, make sure you’re logged in under your Eventor Username and proceed as follows:

14. In the Event Calendar, click on the event you want to enter in the box to the right.

Sat 15/6	OY6 - Middle Champs - Maidenwell	Ugly Gully Orienteers	Orienteering Queensland	0	club	M	11/6*	<input type="checkbox"/>
Sun 16/6	OY7 - Bush - teelah	Range Runners Orienteering Club	Orienteering Queensland	-	club	L		
Mon 17/6								

15. If the event is open, you’ll see an entry box to “click” on to the right

**Entry**

Next entry deadline in 7 days.

Enter on the day is available:

Enter and/or order services

Organisation entry

16. The following sort of screen will appear with your name, club (if a member), preferred age class and SI card number if you registered one.

Participation in this event requires in some cases that you pay the entry fee when making the entry. More information will be provided in the last entry step.

Name: Robert Crosato   Club: Range Runners Orienteering Club   Class: M55A (16 AUD)   Sportident: 2068455

**Available services**  
SI Hire  + Add  
SI Hire

**Ordered services**  
No services have been ordered.

Ordered services: 0 | Sum: 16 AUD | Advanced | Delete

**Entry terms and conditions**  
 In entering this Orienteering event, I/we recognise 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.  
Privacy Statement: You may be photographed during this event. If you do not agree to having your photograph published, please advise the event organiser.

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

Callouts:  
- "Choose SI hire here plus other services on offer" points to the SI Hire dropdown.  
- "Choose your 'class' (or course) from the drop down box." points to the Class dropdown.  
- "This must be ticked to progress." points to the terms and conditions checkbox.  
- "These options are available to members only" points to the member-specific entry options.

17: Click "Save". If your entry needs to be changed, you can still do so at this point.

Welcome Johnny Appleseed!  
No club membership  
Apply for membership  
Log out

Event calendar  
My pages  
Press results

**Entry saved**  
Qld Schools Championships  
Orienteering Queensland / Range Runners Orienteering Club, Saturday 30 July 2016

Name	Club	Class	Punching card number	Service orders	Sum	Status
Johnny Appleseed	No club membership	Senior Boys (14 AUD)		1	14 AUD	New

Change the entry   Add more entries   To the event calendar

18. You will then be taken to the payment options screen.

19. If you have other family members to be entered, as a non-member, you'll need to log in as each one and go through the same process and enter them separately. ( Members are able to enter their other family members using the multiple entry options)

20. Take note of family rates for members/non-members and follow the event flyer instructions of how to take advantage of these.