Karrak Karnival
2014 Australian Championships Carnival
How to use the Eventor On-line Entry system

Many of you will now be familiar with the Eventor On-line Entry process, but for those unfamiliar the document below will make the task less daunting and easier.

Introduction
1. Read and become familiar with this document.
2. Know the Program of events. http://www.2014ausochamps.com
   There are 9 events with two sets of paired events. The Schools Individual is paired with Kocky's Overture. And the Schools Relay is paired with Kockies' Chorus. Competitors must enter only one or the other of the paired events, **not both.**
3. Ensure that you and anyone else that you want to enter are Registered with Eventor, and all of you are linked through being in the same club or association. If not you will probably not be able to include them in your entry.
4. Before you start the entry process, be sure you know the events you (and your family or group) want to enter and the Services you will require.
5. During the process, check each page for anything you might have missed before moving to the next page.

Prior to starting the Eventor Entry Process.

Are you registered with Eventor?   If you (and those you also wish to enter) are not already registered with Eventor you will need to do so before you can enter events. Registration only takes a few minutes and sets up your details for entering future events. Please remember to include you SI tag number in your personal profile using the **My Settings** option and look in the **Events** tab. If you replace your SI tag it is easy to change the tag number during event entry.

Entry Process
When you are registered and ready to enter you will need to:
1. Log in to Eventor.
2. **Recommended Entry Process.** Use the Event Calendar to find the events you and/or your family members want to enter; note the first event is the West Australian Long Distance Championships on Sept 27th.
   Tick the box to the right of every event that you and/or your family want to enter.
3. Return to the top of the Event Calendar page and select Enter Selected Events and check/confirm :
   • Your Club details, as your State Association may appear instead of your club. Use the pull-down to change the selection to your club.
   • The Class you wish to enter. (The classes to courses document for each event can be downloaded from a panel on the right of the Eventor screen titled **Documents**) The class box will offer the nominal class for your age, but you can select other eligible options if you use the pull-down arrow.
   • The SI Number will be the number you have registered. Edit this box if your SI number has changed.
   .
4. **Family Discounts**
   The 'Family' must enter concurrently using the same Entry page, so that the first member of the Family must fill out the entry for themselves and then click on **Enter/Cancel entry for a member of YOUR CLUB** and enter all members of the family before moving to the **Next** page; see below.

This of course means that all members of a family must be members of the same club. Failure to do this has been one of the major problems with the Family Discount not working.

The discount is automatically applied by only charging three people, usually two adults (seniors) and the most expensive junior or sub-junior fee. Extra adults can be included in the entry, but they will not be included in the discounted entry fee and will therefore be charged at senior rates.

5. Move down the page to **Available Services** and consider whether you need to select one or more of the following options in order:
   - SI tag Hire $5.00 - for competitors who do not have a SI tag and wish to hire one. This payment is required for each event for which hiring is needed.
   - Karrak Karnival Running Shirt - This Service is only available from the **Australian Long Distance Championship** event pages. Look at the General Information Document found on the right of each event entry page for details of sizes and costs.
   - **Budget Camping -** This service is only available in the **WA Long Distance Championships** event pages. For details look at the General Information Document found on the right of each event entry page.

6. **More Entries**
   Do you want to enter more people in this event? If so click on **Enter/Cancel entry for another member ' OR Enter/Cancel entry for multiple members.**

7. Repeat Steps 3 and 4 for all additional competitors.

8. When you are certain that you have entered all the members you wish to enter and ordered all the Services you require select **Next** to move to the next page

9. If you are certain all the details for Entries and Services are correct select **Save** and you will move to the payment page.
   Make sure **all details** are correct before saving as changes made after saving will probably require a separate payment even if payment for the first transaction is not complete.

10. On the Payments page you will have the following options:
    - Pay the amount owing using the **Paypal button.** This will work using your credit card even if you don't have a Paypal account.
    - **Change the entries**
    - **Add more Entries**
    - **To the event calendar**

11. After you have saved an entry, you will be able to make payment subsequently by either clicking on the link in the automated email from Eventor or by selecting the event and clicking on Awaiting Payments. As indicated in paragraph 8 above, Eventor creates a separate account/invoice for each saved payment. If you have used the process to select all the events you and your family wish to enter, you should only need to make one payment. However if you or you family have entered events separately and saved the payments separately, separate payment will be required.

NB. Early bird entries close at 23.59 WST on 30th June 2014.
   All entries close at 23.59 WST on 31st August 2014.

   Cancellations notified before entries close will receive a 90% refund (the retained 10% is for unrecoverable Eventor fees and bank charges). Cancellations must be via email to the carnival organisers 2014auschamps@gmail.com You cannot cancel through Eventor.

10 April 2014