

Schools Entry – sprint and long championships

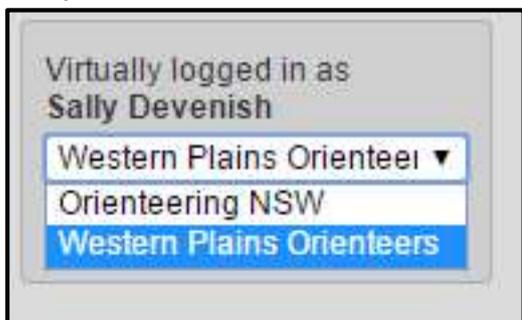
(Adapted from Orienteering NSW 2017.)

Note: As your entries for the sprint and long champs should be identical it is only necessary for managers to enter the sprint teams. They will be copied into the long championships event.

Step 1

Contact your State Eventor Coordinator and ask to have the role of Entry Manager assigned to you at State level.

Step 2.



Log into Eventor.

In the log on panel if you click on the downward arrow you will now have at least two options your club and your state association.

Select the state association

Step 3

Tue 2/10	AOC2018 Australian Schools Sprint Championships STATE TEAM MANAGERS ONLY Event 4	Orienteering SA	Orienteering SA	0	nat	S	20 km	26/8	<input checked="" type="checkbox"/>
	AOC2018 Heaps Good TriAdelaide 3 Day Event 5, race 1	Orienteering SA	Orienteering SA	166	nat	S	20 km	26/8	<input type="checkbox"/>
Wed 3/10	AOC2018 Heaps Good TriAdelaide 3 Day Event 5, race 2	Orienteering SA	Orienteering SA	181	nat	L	49 km	26/8	<input type="checkbox"/>
	AOC2018 Australian Schools Long Championships STATE TEAM MANAGERS ONLY Event 6	Orienteering SA	Orienteering SA	0	nat	L	49 km	26/8	<input type="checkbox"/>
Thu 4/10	AOC2018 Heaps Good TriAdelaide 3 Day Event 5, race 3	Orienteering SA	Orienteering SA	175	nat	I	46 km	26/8	<input type="checkbox"/>

Go to the calendar and select the first schools event only (2/10). And click on **enter selected events** (but only select one event)

Step 4

The first thing you will notice is that you are too old to enter so – **delete** yourself.

Click on **“Enter, cancel or change entries for multiple members”**

Step 5



You will then have a drop down menu which will offer you all members of your association to choose from. You can also search for each person. If you cannot find a person it is likely that they are not a member. This will need to be remedied before they can be included in your team

Select the first team member

then hold down the CTRL key as you make each selection.

When all selected click **OK**.

You can select a few press **OK** and then select a few more.

Step 6

Australian Orienteering Carnival 2017 - Event 3a - Australian Schools Individual Championships

Orienteering NSW, Tuesday 26 September 2017
Entry deadline: Friday 1 September 2017 at 0:00 EST

Name	Club	Class	Sportident
Alvin Craig	Orienteering NSW	JB	516150
Advanced Delete			
Serena Doyle	Orienteering NSW	JG	9101317
Advanced Delete			
Oliver Freeman	Orienteering NSW	JB	1398391
Advanced Delete			
Sophie Jones	Orienteering NSW	JG	1395367
Advanced Delete			
Tia Marsh	Orienteering NSW	JG	251276
Advanced Delete			

Entry terms and conditions

Risk Waiver
We have read the general risk warning and the specific risk warning in the Event Information for this event. We are aware that orienteering is a recreational activity that can be dangerous, accept that there is a degree of risk and acknowledge that we participate in this event at our own risk.

You will now have a large entry screen with each member shown. Eventor will have already assigned a class to each entry. **Please check this closely. Make sure each team member is in the right class.**

You must click on the **risk waiver**.

When you are happy press **save**.

(Note: names used here are for demonstration only and are not necessarily in the NSW Schools Team)

Step 7 Review

Entries saved

Australian Orienteering Carnival 2017 - Event 3a - Australian Schools Individual Championships

Orienteering NSW, Tuesday 26 September 2017

Name	Club	Class	Punching card number	Status
Alvin Craig	Orienteering NSW	Junior Boys	516150	New
Serena Doyle	Orienteering NSW	Junior Girls	9101317	New
Oliver Freeman	Orienteering NSW	Junior Boys	1398391	New
Sophie Jones	Orienteering NSW	Junior Girls	1395367	New
Tia Marsh	Orienteering NSW	Junior Girls	251276	New

Change the entries | Add more entries | To the event calendar | To the entry overview

Check the list.

If all is correct simply exit.

If you need to add or make changes, click on the relevant button.

Relay Entry

Virtually logged in as Sally Devenish

Western Plains Orienteer ▼
Orienteering NSW
Western Plains Orienteers

Step 1 Log into Eventor. In the log on panel if you click on the downward arrow you will now have at least two options your club and your state association.

Step 2 Enter the schools event (4/10)

ONLY EVENT	SA
Thu 4/10 AOC2018 Heaps Good TriAdelaide 3 Day Event 5, race 3	Orienteering SA 175 nat L 46 km 26/8
AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7	Orienteering SA 0 nat R L 46 km 26/8

Step 3

Commence entry process

Here you can enter 1 team at a time or multiple teams. It is up to you

If you select **Enter multiple new teams**.

You need to enter how many teams of each class you want to enter. We expect that states will be entering 1 or 2 teams in each class. So enter '1' or '2'.

Relay entry: AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7

Event
 AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7, Orienteering SA, Thursday 4 October 2018
 Normal entry deadline: Sunday 26 August 2018 at 23:59 CST
 Late entry deadline: Sunday 2 September 2018 at 23:59 CST

Class	Number of teams
SeniorGirls	<input type="text"/>
SeniorBoys	<input type="text"/>
JuniorGirls	<input type="text"/>
JuniorBoys	<input type="text"/>

If using **Enter a new team** (one team at a time) If you have additional runners in each class create another team and add the left overs in the second team.

Relay entry: AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7

Event
 AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7, Orienteering SA, Thursday 4 October 2018
 Normal entry deadline: Sunday 26 August 2018 at 23:59 CST
 Late entry deadline: Sunday 2 September 2018 at 23:59 CST

Class

Class:

Step 4

Put in the runners in order.

(This can be changed later.)

Select the team members.

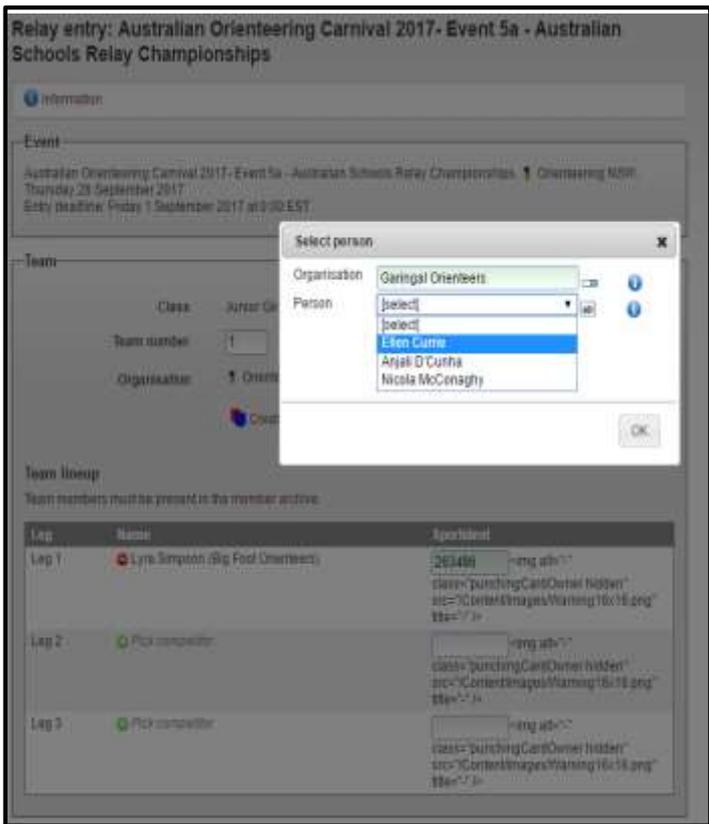
Click on **Pick competitor** for each leg.

Relay entry: AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7

Event
 AOC2018 Australian Schools Relay Championships STATE TEAM MANAGERS ONLY Event 7, Orienteering SA, Thursday 4 October 2018
 Normal entry deadline: Sunday 26 August 2018 at 23:59 CST
 Late entry deadline: Sunday 2 September 2018 at 23:59 CST

Class

Class:



You will get the select person screen.

You can select either by association list or club (if know it).

If you start typing the team members name a list will appear.

Eventor will insert the SI numbers if they are within Eventor.

(Only people eligible for that class will be listed.)

Work your way through each team and click **save** if you are doing them one at a time.

You will then be offered the opportunity to make changes – click on **edit** for the teams you want to change and then **edit selected teams**

You add additional teams using **Enter a new team**



Step 5

Review your teams- in this example you will notice that NSW has a 2nd senior boys’ team with only 1 runner- that is OK.

Step 6

Remember to save and you are finished! You can go back in and edit your teams until the closing date.