

Updated 4th November 2018 Ken Thompson IT Manager Orienteering SA itmanager@sa.orienteeing.asn.au

Members from all metropolitan clubs (OH, YA, TT, TJ and WA) are able to register and pay online using either electronic funds transfer with polipayments (preferred as costs are less for Orienteering SA), paypal or their credit card. **Eventor Login:** <https://eventor.orienteeing.asn.au/Login>

In the case of country clubs (SB, LI and TEO) you will have the option of paying by manual EFT, cheque or cash. Country clubs also have a paper membership form but are encouraged to register online as it will save their treasurer/secretary a lot of work having to enter your information into the system manually.

Casual Registrations (nonmembers) Casual Registration is a non-member option and best suits those wanting to try out orienteering or those who compete on an occasional basis. Entry fees, for almost all events, are higher for non members. Please do not use Eventor to take up this option. Simply filling in all your details on an event registration form & putting CR in the club box is all that is needed. The club or group organising the event will register you as a casual on Eventor.

Scenario 1 Quick Guide: Renewing Individual and Family Membership in Eventor

Eventor uses your previous year's membership details to create your renewal form for the next year.

If you had family membership the previous year, Eventor will prompt you to renew your family membership and all members of the family can be renewed in a single payment.

If you had individual membership in the previous year you can renew your own membership and can optionally include family or other members of your club in a single payment.

- Go to the Australian Eventor Site: <http://eventor.orienteeing.asn.au>
- Login and then select My pages > My memberships
- Click on the 'renew' link and check your membership and personal info is correct
- Select and add another person from your club if you want to include them in the renewal
- Select 'Next' on the bottom of the screen, then 'Save', then 'PayPal' or 'Poli'
- Complete the payment in PayPal or Poli and then check your receipt and memberships

If you want to renew the membership of another club member without renewing your own, in the 3rd step above click 'Manage memberships for another person' instead of the 'renew' link.

Pictorial Guides are available on the Orienteering SA Website (go to About Orienteering -> Join Now)for both individual and family group renewals if you require them.

Scenario Two: You have not previously registered in Eventor and wish to become a member

You need to Register yourself, select a club and if you are a family to do the same for all family members

- Go to the Eventor Web site using the following link:
- Choose "Create User Account" from the list of options.
- Choose "I am or want to be a member in a club affiliated to Orienteering Australia or one of its state associations"
- Follow the prompts for the rest of the process.
- After registering the first person you should see **The Registration is Complete** on the screen
- Select Apply for Membership
- Select Current Year -> Orienteering SA and then select the appropriate club or Casual Registrations if you do not wish to be a member. Follow the prompts.
- Family Membership is a valid option for an adult couple plus any children under the age of 20 living at the same address.
- If you are part of a family choose new family from the drop down menu under both Orienteering SA & Club of choice..
- Follow the remaining prompts
- Log off and follow the same process for each family member.
- When registering the last person in a family select "I am the last person in this family. Don't allow additional persons to be added." You can unselect this option if you need to at a later stage.

Scenario Three You have previously registered in Eventor but have not joined a club yet and wish to.

If you already registered with Eventor simply log on and go to My pages -> My memberships -> Click on Apply for Membership -> Select current year and follow the prompts. Refer to the notes above under Scenario Two if you are part of a family.

Scenario Four You have previously registered for Eventor and wish to take up family membership adding other family member(s) to this membership

Just follow these steps:

1. Log on to Eventor as yourself.
2. Click on Apply for Membership (top left of screen in green)
3. Follow the prompts and make sure you click on a family option in both Orienteering SA and your club of choice
4. In both cases also click on new family in the drop down menu
5. Follow prompts & click next -> Pay -> Logout

To add another person (Assuming they are not already registered. If they are they can log on & select family membership & add themselves to your family -> steps 5 onwards below)

1. Choose "Register Me" from the list of options.
2. Choose "I am or want to be a member in a club affiliated to Orienteering Australia or one of its state associations"
3. Follow the prompts. Because all previous member were uploaded into the system you may find that some fields will pre fill. Give them a separate username & password (the password can actually be the same if you wish but not the username)
4. After registering you should see **The Registration is Complete** on the screen
5. Stay logged on as this person. Click on Apply for membership
6. Follow the prompts and make sure you click on a family option in both Orienteering SA and your club of choice.
7. In the drop down menu select the name of the main contact person so that the extra person is linked in the family membership. Do this for both the Orienteering SA membership & your club of choice.
8. If this is the last family member you are entering there is an option to click a tick box to show this is the last to be entered. If you tick this your family will no longer appear in the drop down menu. (If there were more members to add you would have to log off & repeat steps 1-9)
9. Follow the remaining prompts. You will note that you are not asked for another payment as this has already occurred!

Scenario Five: I am the contact person for a school and want my school to join a club. Normally you just join or re-new in the normal way **using your name in the First Name Field and the schools' name in the Surname field**. Another option is to get the club secretary to do it for you. A hard copy form is also available on the Clubs & Membership page or Schools page on our website.

Getting Help:

Simply Click on Need help? At the bottom right of each screen or click on the link :

<http://support.orienteeing.asn.au/>

Club Eventor Contacts:

OH Craig Colwell 83398457	TT Fi Pahor 0439 88 9475
TJ Jan Hillyard 8381 4696	WA Frank Tomas 8278 6449
YA Ruth Nicolson 8339 5247	TEO Veronica Walters 0406 875428
LI Brian Ashton 86822817	SB Ruth Hancock 86491735

General Contact: Ken Thompson itmanager@sa.orienteeing.asn.au