

COMPETITOR ENTRY GUIDANCE

1. This guidance has been developed to enable competitors for the above event to enter the correct event and more importantly, the correct course for the Army Individual Championships.
2. Make your way on line to the Fabian4 website at <http://www.fabian4.co.uk/> and locate the UKOL Midlands Championships weekend and click on the Enter link:

The screenshot shows the Fabian4 online entry website. At the top, there is a navigation bar with 'HOME | ABOUT US | TERMS & CONDITIONS | PRIVACY | CONTACT'. Below this is a 'COMPETITORS' sidebar with links like 'Amend Entry', 'Adhoc Payment', 'ORGANISERS', 'Features', 'Testimonials', 'Tracking', 'Timing', 'Pricing', 'Create Event', 'Logon', 'Control Panel', 'Amend Entry', 'Import', 'Export', 'Statistics', 'Bulk Email', 'Address Labels', 'Bills', 'Contract T&Cs', 'SUPPORT', 'Postal Entries', 'Import / Export', 'Clear Cookies', and 'PUBLICITY', 'Ireland + Euro'. The main content area is titled 'Events' and contains a table with columns: Date, Name (click for event website - opens new window), Club, Start List, and Enter. The table lists various events, and the row for '(B/A) UKOL Midland Championships Weekend' is highlighted with a pink box and a pink arrow pointing to it. The event details are: Date: 17-03-18, Name: (B/A) UKOL Midland Championships Weekend, Club: LEI, Start List: Display, Enter: Enter.

3. Complete your registration details and then press Next>>>. If you are a member of a civilian club, select that club name.

The screenshot shows the competitor registration form on the Fabian4 website. The page title is '(B/A) UKOL Midland Championships Weekend'. Below the title, it says 'Step 2: Create a competitor profile for ALL competitors entering this event'. There is a checkbox for 'Save my competitor profile(s) for future events' which is checked. The form is titled 'Competitor 1 Profile (Delete)' and includes the following fields: Forename* (Andy), Surname* (Johnson), Gender* (Male selected), Year of Birth* (01/01/1963), SI Card Number (123456), BOF Number (554321), Orienteering Club* (HOC), IOF Country Code of Club* (GBR), Orienteering GBR Country (dropdown), Class 1st Choice (M55L), Class 2nd Choice (dropdown), Class 3rd Choice (dropdown), and Parent Split Start (checkbox). At the bottom of the form, there are buttons for '<< Back', 'Add another competitor profile', and 'Next >>>'. The footer of the page reads 'Fabian4 - A division of Fabian Computers Ltd. Company Registration No: 2265351. Copyright © 2017 Fabian'.

4. The Individual Championships are within Event 2 at Belvoir. There are a number of options which require to be selected. Please follow the instructions on the following images.

Step 3: Specify your event specific details

Help for new users

1. Some multiday/multistage events have an **Event 1, 2, 3, etc.** tick box for each event in the Competitors table section below. Select your entry class first (for all events) and then set the Event tick boxes as required.
2. Errors will appear in **red text**. Follow the instructions to clear the error.
3. Press the Re-calculate Fees button to update all the prices and to give you the final total.
4. If a competitor is not running in this event then use the **Delete** link buttons at the end of the row.
5. If you have already entered the event, and wish to purchase additional event options only, then delete all the competitors first (see 4 above).
6. If you wish to enter a different class for some events of a multiday/multistage event, and the event is configured not to allow that, you can create 2 profiles in the previous step (step 2), one profile for each class you wish to enter.

Event	Date	Event Name	Location
Event 1	17/03/2018	Middle Distance	Irchester
Event 2	18/03/2018	Midland Championships	Belvoir

Price Category	Junior Fee	Senior Fee	ECard Hire
Event 2 / Blue & Green	£5.00	£2.00	£1.00
Event 2 / Light Green - White	£5.00	0.00	£1.00
Event 1 / All classes	£6.00	1.00	£1.00
Event 2 / All age classes	£7.00	3.00	£1.00

BOF No.	BOF Status	SI Card No.	Age Category	Event	Forename	Surname	Club	IOF	GBR	Parent Split	Start	Event1 Start Time	Event2 Start Time	Start near competitor	YOB	Event 1	Event 2	Fee	Delete?
554321	NBM	123456	M55	Select	Andy	Johnson	HOC	GBR	No		Any	Any	Any		1963	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£18.00	Delete

Event Options	Unit Cost	Number/Tick	Fee
Car	£0.00	0	£0.00
4x4	£0.00	0	£0.00
Campervan /Minibus (small)	£0.00	0	£0.00

5. More actions...

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Help for new users

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Event	Date	Event Name	Location
Event 1	17/03/2018	Middle Distance	Irchester
Event 2	18/03/2018	Midland Championships	Belvoir

Price Category	Junior Fee	Senior Fee	ECard Hire
Event 2 / Blue & Green	£5.00	£12.00	£1.00
Event 2 / Light Green - White	£5.00	£9.00	£1.00
Event 1 / All classes	£6.00	£11.00	£1.00
Event 2 / All age classes	£7.00	£18.00	£1.00

BOF No.	BOF Status	SI Card No.	Event	Forename	Surname	Club	IOF	GBR	Parent Split	Start	Event1 Start Time	Event2 Start Time	Start near competitor	YOB	Event 1	Event 2	Fee	Delete?
	NBM		Select	Andy	Johnson	HOC	GBR	No		Any	Any	Any		1963	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£29.00	Delete

Event Options	Unit Cost	Number/Tick	Fee
Car	£0.00	0	£0.00
4x4	£0.00	0	£0.00
Campervan /Minibus (small)	£0.00	0	£0.00

THEN PRESS THE RECALCULATE FEES BUTTONT TO ADJUST THE FEE. IT SHOULD BE £18

6. Confirm acceptance of the terms and conditions and then press the Next>> button.

7. The next page is about eligibility to compete in the Midlands Championships. If you are in a civilian club in either the East or West Midlands Orienteering Associations areas, then you should click YES; if you are not, click NO. For either option, click the Next>> button.

The screenshot shows the Fabian online entry interface. At the top, there are logos for Fabian online entry and CompassPoint. Below the logos is a navigation bar with links for Home, About Us, and Terms and Conditions. A progress bar indicates the current step: Step 1 Contact, Step 2 Competitor profile, Step 3A Event specific details (highlighted), Step 4 Review, Step 5 Secure payment, and Step 6 Confirmation. The event title is (B/A) UKOL Midland Championships Weekend. The current step is Step 3A: Please answer the following questions. The question is: Q1* Are you (or the named person) eligible for the Midland Championships? with radio buttons for Yes and No. Below the question are two sub-questions: 2.1.1 The competition is open to anyone who is a member of British Orienteering, or a member of an IOF affiliated Federation. and 2.1.2 Eligibility for the English Area Orienteering Championship titles is defined by the Association they are a member of; Midland = WMOA, EMOA, EAOA. At the bottom of the question area are buttons for << Back and Next >>. The footer contains the text: Fabian4 - A division of Fabian Computers Ltd, Company Registration No: 2265351, Copyright © 2017 Fabian Comput

8. Review all the details before you proceed with payment. The entry fee should be £18.00

The screenshot shows the review page in the Fabian online entry system. At the top, there are logos for Fabian online entry and CompassPoint. Below the logos is a navigation bar with links for Home, About Us, and Terms and Conditions. A progress bar indicates the current step: Step 1 Contact, Step 2 Competitor profile, Step 3 Event specific details, Step 4 Review (highlighted), Step 5 Secure payment, and Step 6 Confirmation. The event title is (B/A) UKOL Midland Championships Weekend. The current step is Step 4: Review ALL details before proceeding with payment. The page displays contact details from step 1 in a table format. Below the contact details is an entry fee table. At the bottom, there is a table showing competitors entering the event, and a summary table for competitor and option fees.

Contact details (from step 1)	
First Name*	Andy
Surname*	Johnson
Address1*	
Address2	
City*	
County/Country	
PostCode*	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email Address*	

Price Category	Junior Fee	Senior Fee	ECard Hire
Event 2 / Blue & Green	£5.00	£12.00	£1.00
Event 2 / Light Green - White	£5.00	£9.00	£1.00
Event 1 / All classes	£6.00	£11.00	£1.00
Event 2 / All age classes	£7.00	£18.00	£1.00

Competitors entering this event (from steps 2 & 3)																
BOF No.	BOF Status	SI Card No.	Class	Forename	Surname	Club	IOF	GBR	Parent Split	Start	Event1 Start Time	Event2 Start Time	YOB	Event 1	2	Fee
	NBM	999999	Army Men Short	Andy	Johnson	HOC	GBR	No		Any		Any	1963	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£18.00

Competitor Fees	£18.00
Option Fees	£0.00
Total Fees	£18.00

9. Once satisfied, click Proceed with Payment button, where you will then pay for the event.
10. To review your entry details, return to the home page and select Display from the event line.

COMPETITORS

[Amend Entry](#)
[Adhoc Payment](#)

ORGANISERS

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SUPPORT

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Events

Date	Name (click for event website - opens new window)	Club	Start List	Enter
24-02-18	(A/B) British Night Championship Weekend 2018	SWOC/SBOC	Display	Closed
25-02-18	Leinster Orienteering Championships 2018	Ajax	Display	Full
25-02-18	(B) Ace of Herts - Burnham & Eoypt	HH	Display	Enter
03-03-18	(C/B) Welsh Championships Weekend (Newborough)	ERYRI	Display	Enter
03-03-18	Railway River Run 6K / 11K	Aspire Running	Display	Enter
04-03-18	(C) Aspley Heath Regional & FA League	SMOC	Display	Enter
04-03-18	Calday Grange Aquathon	Calday Grange	Display	Enter
04-03-18	Old Sodbury Scramble 2018	FOSSA	Display	Enter
04-03-18	(C) Farleton Knott	SROC	Display	Enter
04-03-18	(B) Sarum Saunter	SARUM	Display	Enter
10-03-18	20/20 Fission	Rogue Runs	Display	Closed
11-03-18	(B) CompassSport Cup Qualifier - Shouldham Warren	EAOA	Display	Enter
11-03-18	(B) CompassSport Cup Heat - Nesscliffe	WRE	Display	Enter
11-03-18	Aspire 5 Mile Winter Series - Event 1	Aspire Running	Display	Closed
17-03-18	(B/A) UKOL Midland Championships Weekend	LEI	Display	Enter
18-03-18	(C) Knole Park Regional	SAX	Display	Enter
18-03-18	Swavesey Half Marathon & 5 Miler	Swavesey	Display	Enter
24-03-18	Walcot Whopper 10K and Family Fun Runs	Aspire Running	Display	Enter



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SIMM
Swiss International
Mountain Marathon

+ 11./12.08.2018 +
Beatenberg / Switzerland

11. Inform AOA Sec that you have entered the event.