

# How do I register with Eventor?

Registering as a user in Eventor will allow you to apply for memberships, enter events and monitor your results. Note that anyone can browse the event calendar without the need to register an account. If you already have an Eventor username, go to the section below on "Applying for membership" otherwise register as follows"

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 first of the 4 options listed and then click the **Proceed** button...

**Register me**

Don't have any user account for Eventor? On this page you can create one. Begin by choosing what role you will fulfil.

☒ I am or want to be a member in a club affiliated to Orienteering Australia or one of its state associations

☐ 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

☐ I am not a member of an orienteering club

☐ I have registered myself in Eventor previously, but have forgotten my username and/or password

**Proceed** **Cancel**

3. If you use 'social networks' like Facebook, Twitter, etc., you can choose to use one of those account to log into Eventor, to save remembering another username and password.
4. Either click on one of the icons or click on 'don't associate with any social networks' to create an Eventor username and password...

**Select social network**

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.

A row of four social media icons: Facebook (f), Twitter (t), LinkedIn (in), and Google+ (G), each in a colored square. They are flanked by left and right arrow icons.

Powered by LoginRadius

**Don't associate with any social network** **Cancel**

5. Complete the registration details page and click “**Next**”. Items with a red asterisk next to it are mandatory. A blue i circle provides additional information if you hover over it.

## Register person

### Personal details

First name \*

Last name \*



Gender \*

female ▼

Nationality \*

Australia ▼

Date of birth \*

dd/mm/yyyy  

### Contact details

Email \*

Phone number (landline)

Phone number (mobile)

Street address \*

City \*

Postal code \*

State


[none] ▼

Country \*

Australia ▼

### 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

Next

Cancel

6. NOTE: By ticking the box that you would “like to receive information about orienteering from OA”, it indicates that you would like to subscribe to the Orienteering Queensland weekly E-Bulletin, which will be sent to the users nominated email address. You may wish to untick this for other family members
7. Confirm the details are correct and click “**Save**”

8. Go to the **My Pages > Edit Profile** page and on the **Competitor details** tab put in your SI number (if you have one) and then click **Save**. You can also prefill your age class if you know it.

**Eventor Australia**  
Orienteering Australia's central IT-system

Help and Support | About Eventor | Show full width |

Search event

Welcome Craig Steffens!  
Multi Terrain Bike Oriente ▾  
**Log out**

- Event calendar
- My pages
  - Edit profile
  - My members
  - My events
- Club
- Administration
- Press results

### My profile

Personal details | Contact details | Time zone | Login | **Competitor details** | Org

Information

Selected class 1

Selected class 2

Selected class 3

Sportident number

Emit number

EmiTag number

9. **If you intend joining as a family**, repeat the above process for all family members not already registered as users before proceeding to the next stage of applying for membership.
10. NOTE: For junior family members, you can give them the same password as the primary contact, as long as their usernames are unique.

## Applying for membership of Orienteering QLD and a club.

Once you and all your different family members are registered, it is now possible to apply for membership to orienteering Qld as an **individual, family or group such as a school**.

1. To register use the following instructions or view the Youtube video – [membership in Eventor](#)
2. Log in to [Eventor](#)

**Eventor Australia**  
Orienteering Australia's central IT-system

Help and Support | About Eventor | Show full width |

**Log in**

**Create user account**

[I have forgotten my login details](#)

- Event calendar
- Press results

### Event calendar

114 events were found between National event, State event, 2012 | 2013 | 2014 | 2015 | 2016

Render mode ▾ Event class ▾

**Change search criteria**

Date	Name
Mon 21st	Melbourne P4 Series 12 - 16
Tue 22nd	Pt/Ard Rovers

... either with your Social Networking account or Eventor username and password...

**TIP: if you're having a brain fade, just click on *I have forgotten my login details*.**

### 3. Go to **My Pages > My Memberships**

NOW: If you're registering for the **first time**, go to **Point 4**

If you **already have a previous year's membership** recorded with Eventor, you'll see it listed and you'll see an option to 'renew' your membership.

Organisation	Membership type	Applied	Approved	Membership fee	Pay
Orienteering Queensland	Family	16/10/2015	16/10/2015	75 AUD	Pay
Multi Terrain Bike Orienteers	2015 Family Membership	16/10/2015	16/10/2015	0 AUD	Receipt <b>Renew</b>

Click on the 'renew' link and check your membership and personal info is correct.

Eventor uses your previous year's membership details to create your renewal form for the next year. **This option will be more relevant from FY2017 onwards for most OQ members.**

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.

Select and add another person from your club if you want to include them in the renewal e.g if you're now creating a family membership from prior year individual memberships.

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

Organisation	Membership type	Applied	Approved	Membership fee	Receipt	Renew
Multi Terrain Bike Orienteers	2015 Family Membership	16/10/2015	16/10/2015	0 AUD	Receipt	Renew

Please refer to the following OA Pictorial guides for further help if you want to use the 'renewal' option

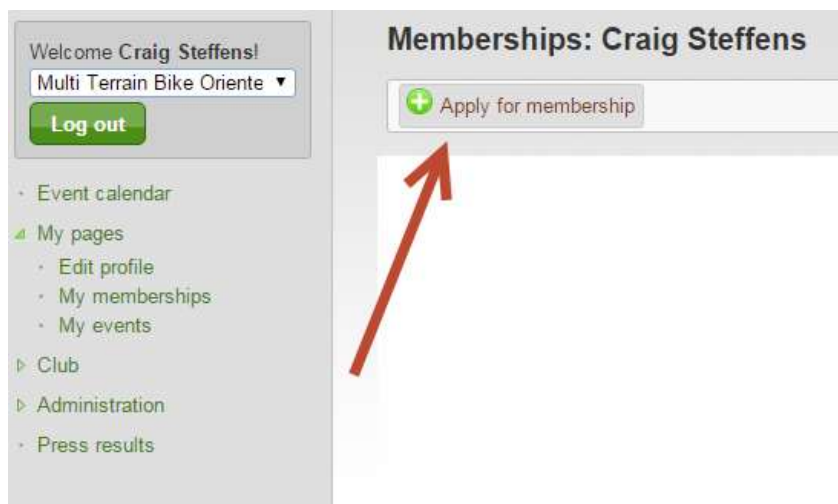
[Renewing an individual membership](#)

[Renewing a family membership](#)



If you're creating a membership in Eventor for the first time

#### 4. Select **Apply for membership**



5. Select the year, state & club. The membership categories are displayed. Click **Next** to select the categories you want. Note that you're able to apply for the Calendar year (e.g. 2016) from November 1<sup>st</sup> of the previous year (e.g. from 1/11/2015) if you're renewing. If you're an introductory member, you can apply from October 1<sup>st</sup>.
6. *TIP: in QLD you join Orienteering QLD and then choose a club, unlike some other states. You pay the one membership fee for both.*

**Apply for membership: Craig Steffens**

Year	<input type="text" value="2015"/>
State	<input type="text" value="Orienteering Queensland"/>
Club	<input type="text" value="Multi Terrain Bike Orienteers"/>

Apply for club membership only ☐

**Membership types**

**Membership types for Orienteering Queensland**

Ordinary Member (all ages) (0 AUD)  
Family - annual fee (2x 21 years and older, unlimited x 20 years and younger) (55 AUD) ⓘ  
Senior -annual fee (21 years and older) (45 AUD) ⓘ  
Junior - annual fee (20 years and younger) (35 AUD) ⓘ  
Introductory Family (2x 21 years and older, unlimited x 20 years and younger) (75 AUD) ⓘ  
Introductory Senior (21 years and older) (50 AUD) ⓘ  
Introductory Junior (20 years and younger) (35 AUD) ⓘ  
Group - annual fee (all ages) (70 AUD) ⓘ  
Associate Family (2x 21 years and older, unlimited x 20 years and younger) (20 AUD) ⓘ  
Associate Senior (21 years and older) (15 AUD) ⓘ  
Associate Junior (20 years and younger) (10 AUD) ⓘ

**Membership types for Multi Terrain Bike Orienteers**

2015 Individual Member (all ages) (0 AUD)  
2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger) (0 AUD)

7. Choose an OQ and club membership category. Clicking on the blue i symbol provides information about that category to help you decide what to choose.

*If you're applying for a **family membership** and you're setting up **your usernames and passwords from scratch**, go to **point 9**.*

*If you **already have Eventor usernames** from a previous year, and you're applying for a **family membership**, go to **point 11**.*

If you're applying for an individual membership, or a school group -

8. If applying for an individual or school group application .....

The screenshot shows a web form titled "Select membership type: Craig Steffens". It is divided into two main sections: "Membership in Orienteering Queensland" and "Membership in Multi Terrain Bike Orienteers". In the first section, the "Introductory Family" option is selected, indicated by a red arrow. In the second section, the "2015 Individual Member" option is selected, also indicated by a red arrow. Below these sections is a "Customer details" form with fields for First name (Craig), Last name (Steffens), Street address (31 Dulendella St), and City (Zillmere).

Confirm your details and click **Save**. You then choose your preferred payment option.

**NOTE:** For a School or group membership put the contact person's full name in the "First name" field, and the name of the school or group in the "Last name" field, plus the group's address.

9. If applying for a new family membership ...

If you've just gone through the process of registering all your family members, click on the "Apply for membership" option **straight after the last registration**.

The screenshot shows a web page titled "The registration is complete". It states: "The registration for Abby Test is now complete. An email with user details has been sent to the address provided." Below this text are three links: "Apply for membership" (circled in blue), "Register another person", and "Go to the start page". On the left side of the page, there is a sidebar with a welcome message for Peter Test, a "Log out" button, and links to "Event calendar", "My pages", and "Press results".

- Select the year, state & club, then click on "next".
- Select the relevant family membership category for OQ and choose 'new family' in the dropdown box. Your family members should appear in a second list box below for you to put a tick next to their names.(see the example that follows)
- If one or more of your dependants is a **full time student over 21 but below 25** years of age without a permanent source of income, tick the "Full-time student holding a valid student ID" box next to their name so the membership system will accept them as part of your family membership.

Welcome Peter Test!  
No club membership  
Apply for membership  
**Log out**

- Event calendar
- My pages
- Press results

### Select membership type: Peter Test

#### Membership in Orienteering Queensland

☐ Ordinary Member (all ages)  
☐ Introductory Senior 2015 (21 years and older)  
☐ Senior 2015 (21 years and older)  
☒ Introductory Family (2x 21 years and older, unlimited x 20 years and younger)

☐ I'm a full-time student holding a valid student ID

Other persons to include in the membership

<input checked="" type="checkbox"/> Dianne Love	<input type="checkbox"/> Full-time student holding a valid student ID
<input checked="" type="checkbox"/> Abby Test	<input type="checkbox"/> Full-time student holding a valid student ID
<input checked="" type="checkbox"/> Charlie Test	<input checked="" type="checkbox"/> Full-time student holding a valid student ID

☐ I am the last person in this family. Don't allow additional persons to be added.

#### Membership in Multi Terrain Bike Orienteers

☐ 2015 Individual Member (all ages)  
☐ 2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger)

#### Customer details

First name \*

- If no further dependants are to be added, tick the box indicating that you are the “last person in the family, and don’t allow additional persons to be added”.
- Repeat the process with your **club** membership.( see below)
- Check your customer details are correct for invoicing as well as for your main family contact and click “Next”

### Membership in Multi Terrain Bike Orienteers

☐ 2015 Individual Member (all ages)  
☒ 2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger)

☐ I'm a full-time student holding a valid student ID

Other persons to include in the membership

<input checked="" type="checkbox"/> Dianne Love	<input type="checkbox"/> Full-time student holding a valid student ID
<input checked="" type="checkbox"/> Abby Test	<input type="checkbox"/> Full-time student holding a valid student ID
<input checked="" type="checkbox"/> Charlie Test	<input checked="" type="checkbox"/> Full-time student holding a valid student ID

☒ I am the last person in this family. Don't allow additional persons to be added.

#### Customer details

First name \*   
 Last name \*   
 Street address \*   
 City \*   
 Postal code \*   
 State    
 Country \*   
 Email \*

- Confirm the membership details are correct for both OQ and State (see sample below) and click **Save**.

Help and Support | About Eventor | Show full width |  Search event  OK

Welcome Peter Test!  
No club membership  
Apply for membership

**Log out**

- Event calendar
- My pages
- Press results

### Confirm membership type choice

#### Orienteering Queensland

Introductory Family (2x 21 years and older, unlimited x 20 years and younger) (55 AUD)  
Family members: Dianne Love, Abby Test, Charlie Test, Peter Test  
I am the last person in this family. Don't allow additional persons to be added.

#### Multi Terrain Bike Orienteers

2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger) (0 AUD)  
Family members: Dianne Love, Abby Test, Charlie Test, Peter Test  
I am the last person in this family. Don't allow additional persons to be added.

#### Customer details

Peter Test  
1 Main Road  
Brisbane 4000  
Qld  
Australia  
test1@bigpond.cpm

**Previous** **Save** **Cancel**

10. Once you've completed and saved your membership, select the relevant payment method and make the payment. Use the reference number shown.

Welcome Peter Test!  
Multi Terrain Bike Orienteers  
**Log out**

- Event calendar
- My pages
- Club
- Press results

### Membership: Select payment method

[Hide order](#)

#### Order information: Membership

**Reference number**  
13179981

Product	Quantity	Price	Amount
Membership in Orienteering Queensland for year 2015 (Introductory Family)	1	55 AUD	55 AUD
Membership in Multi Terrain Bike Orienteers for year 2015 (2015 Family Membership)	1	0 AUD	0 AUD
			55 AUD

#### Customer details

Peter Test  
1 Main Road  
Brisbane 4000  
Qld  
Australia  
test1@bigpond.cpm

☒ **Pay by EFT**

Choose this option if you wish to pay by EFT either over the counter at your bank or using internet banking.

Specify the details below when paying by EFT. The reference number should be entered into the "to account description" field. Once payment has been received and reconciled your entry will be verified.

**Show invoice**

11. If you're applying for a family membership and you **already have previously registered usernames in Eventor** for your spouse and/or dependants...

- Choose the relevant Family category, and select "New Family" for both OQ and the club, even though you're the only one in it at the moment. Confirm and save your selection. (see the example below for James and Betty Bond, where James is applying for membership first).



Help and Support | About Eventor | Show full width |

Welcome James Bond!  
No club membership  
[Apply for membership](#)

- Event calendar
- My pages
- Press results

### Select membership type: James Bond

#### Membership in Orienteering Queensland

☐ Ordinary Member (all ages)  
☐ Introductory Senior 2015 (21 years and older)  
☐ Senior 2015 (21 years and older)  
☐ Introductory Family (2x 21 years and older, unlimited x 20 years and younger)  
☒ Family (2x 21 years and older, unlimited x 20 years and younger)

student holding a valid student ID

☐ I am the last person in this family. Don't allow additional persons to be added.

#### Membership in Multi Terrain Bike Orienteers

☐ 2015 Individual Member (all ages)  
☒ 2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger)

☐ I'm a full-time student holding a valid student ID  
☐ I am the last person in this family. Don't allow additional persons to be added.

**Customer details**

Help and Support | About Eventor | Show full width |

Welcome James Bond!  
No club membership  
[Apply for membership](#)

- Event calendar
- My pages
- Press results

### Confirm membership type choice

#### Orienteering Queensland

Family (2x 21 years and older, unlimited x 20 years and younger) (75 AUD)  
Family members: James Bond

#### Multi Terrain Bike Orienteers

2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger) (0 AUD)  
Family members: James Bond

**Customer details**

James Bond  
1 Agent Street  
Brisbane 4007  
Qld  
Australia  
JBond007@gmail.com

- You'll receive order details, including a reference number and customer details.

Help and Support | About Eventor | Show full width |

Welcome James Bond!

- Event calendar
- My pages
- Club
- Press results

### Membership: Select payment method

[Hide order](#)

#### Order information: Membership

**Reference number**  
13180286

Product	Quantity	Price	Amount
Membership in Orienteering Queensland for year 2015 (Family)	1	75 AUD	75 AUD
Membership in Multi Terrain Bike Orienteers for year 2015 (2015 Family Membership)	1	0 AUD	0 AUD
			75 AUD

**Customer details**

James Bond  
1 Agent Street  
Brisbane 4007  
Qld  
Australia  
JBond007@gmail.com

- Now, **log in as your spouse and dependants one at a time** and apply for membership.

Welcome **Betty Bond!**  
No club membership  
Apply for membership

Log out

- Event calendar
- My pages
- Press results

## Apply for membership: Betty Bond

Year

2015

State

Orienteering Queensland

Club

Multi Terrain Bike Orienteers

### Membership types

**Membership types for Orienteering Queensland**

Ordinary Member (all ages) (0 AUD)  
 Introductory Senior 2015 (21 years and older) (50 AUD)  
 Senior 2015 (21 years and older) (65 AUD)  
 Introductory Family (2x 21 years and older, unlimited x 20 years and younger) (55 AUD)  
 Family (2x 21 years and older, unlimited x 20 years and younger) (75 AUD)

**Membership types for Multi Terrain Bike Orienteers**

2015 Individual Member (all ages) (0 AUD)  
 2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger) (0 AUD)

Next

Cancel

- When you select the family category this time, select your first family member in the drop down box (James Bond in the example below). Repeat for the club membership.

Welcome **Betty Bond!**  
No club membership  
Apply for membership

Log out

- Event calendar
- My pages
- Press results

## Select membership type: Betty Bond

**Membership in Orienteering Queensland**

☐ Ordinary Member (all ages)  
☐ Introductory Senior 2015 (21 years and older)  
☐ Senior 2015 (21 years and older)  
☐ Introductory Family (2x 21 years and older, unlimited x 20 years and younger)  
☒ Family (2x 21 years and older, unlimited x 20 years and younger)

[select family]

[select family]

[new family]

James Bond

student holding a valid student ID

**Membership in Multi Terrain Bike Orienteers**

☐ 2015 Individual Member (all ages)  
☒ 2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger)

[select family]

I'm a full-time student holding a valid student ID

**Customer details**

First name \*

Betty

Last name \*

Bond

Street address \*

1 Agent Street

City \*

Brisbane

- If your second family member is the last, tick the "I am the last person" box", otherwise save and confirm the details, then log in as the next family member and repeat the process. In the example below, Betty is the last member.

Welcome Betty Bond!  
No club membership  
[Apply for membership](#)  
[Log out](#)

- Event calendar
- My pages
- Press results

### Select membership type: Betty Bond

#### Membership in Orienteering Queensland

☐ Ordinary Member (all ages)  
☐ Introductory Senior 2015 (21 years and older)  
☐ Senior 2015 (21 years and older)  
☐ Introductory Family (2x 21 years and older, unlimited x 20 years and younger)  
☒ Family (2x 21 years and older, unlimited x 20 years and younger)  
 James Bond

☐ I'm a full-time student holding a valid student ID  
☒ I am the last person in this family. Don't allow additional persons to be added.

#### Membership in Multi Terrain Bike Orienteers

☐ 2015 Individual Member (all ages)  
☒ 2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger)  
 James Bond

☐ I'm a full-time student holding a valid student ID  
☒ I am the last person in this family. Don't allow additional persons to be added.

#### Customer details

First name \* Betty  
 Last name \* Bond

- You can see that the family members listed are now James and Betty.

Help and Support | About Eventor | Show full width | [Search event](#) OK

Welcome Betty Bond!  
No club membership  
[Apply for membership](#)  
[Log out](#)

- Event calendar
- My pages
- Press results

### Confirm membership type choice

#### Orienteering Queensland

Family (2x 21 years and older, unlimited x 20 years and younger) (75 AUD)  
Family members: Betty Bond, James Bond  
I am the last person in this family. Don't allow additional persons to be added.

#### Multi Terrain Bike Orienteers

2015 Family Membership (unlimited x 21 years and older, unlimited x 21 years and younger) (0 AUD)  
Family members: Betty Bond, James Bond  
I am the last person in this family. Don't allow additional persons to be added.

#### Customer details

- Betty's membership details are now complete

Help and Support | About Eventor | Show full width | [Search event](#) OK

Welcome Betty Bond!  
Multi Terrain Bike Orienteers  
[Log out](#)

- Event calendar
- My pages
- Club
- Press results

### Memberships: Betty Bond

[+ Apply for membership](#)

2015

Organisation	Membership type	Applied	Approved	Membership fee	
Orienteering Queensland	Family	16/10/2015		75 AUD	<a href="#">Pay</a>
Multi Terrain Bike Orienteers	2015 Family Membership	16/10/2015	16/10/2015	0 AUD	<a href="#">Receipt</a>

Betty Bond, James Bond

- When you've finished entering all members you click on the pay link to the right. The payment reference number is the same and you get a message reminding you that an order has already been placed. ( see example below)

Help and Support | About Eventor | Show full width |

Welcome Betty Bond!

Multi Terrain Bike Orienteering

- Event calendar
- My pages
- Club
- Press results

### Membership: Select payment method

This order was placed by James Bond. To avoid double payments, please check with this person before paying.

[Hide order](#)

#### Order information: Membership

Reference number  
13180286

Product	Quantity	Price	Amount
Membership in Orienteering Queensland for year 2015 (Family)	1	75 AUD	75 AUD
Membership in Multi Terrain Bike Orienteers for year 2015 (2015 Family Membership)	1	0 AUD	0 AUD
			75 AUD

#### Customer details

James Bond  
1 Agent Street  
Brisbane 4007  
Qld  
Australia  
JBond007@gmail.com

☒ Pay by EFT

## FINAL NOTES

If paying by EFT the membership officer will need to manually process and acknowledge receipt of payment which may take up to a week.

Paying by PAYPAL/Credit card will **not attract a surcharge** fee and will automatically process the receipt of payment in the system. **This would be the preferred option.**

If paying by cheque or cash, it would preferable that the member deposit the cheque or cash straight into the OQ membership account and use their reference number rather than posting it or paying at an event.

TIP: On the **My Pages > My Memberships** page you will see a list of memberships you have applied for and their current status. Under your **Profile**, you can indicate which organisation you'd like to be your default when you log in to enter events. **Select your Club.**

Welcome Peter Test!

Multi Terrain Bike Orienteering

- Event calendar
- My pages
  - Edit profile
  - My memberships
  - My events
- Club
- Press results

### My profile

Personal details | Contact details | Time zone | Login | Competitor details | Organisations

Information

Memberships can be added and removed for clubs that are not affiliated to Orienteering Australia or one of its state associations. If you want to add yourself as a member of a club affiliated to Orienteering Australia or one of its state associations, apply for a membership here.

Mark the organisation that you want to be the default when you log in to Eventor by checking the box to the left of the organisation name. You should select the organisation that you compete for as your default organisation. This setting is only important when you are a member in two or more organisations.

#### Clubs

☒ Multi Terrain Bike Orienteers  
member

#### Add membership in a club not affiliated to Orienteering Australia

Country:

Club:

#### Organisations

☐ Orienteering Queensland  
member