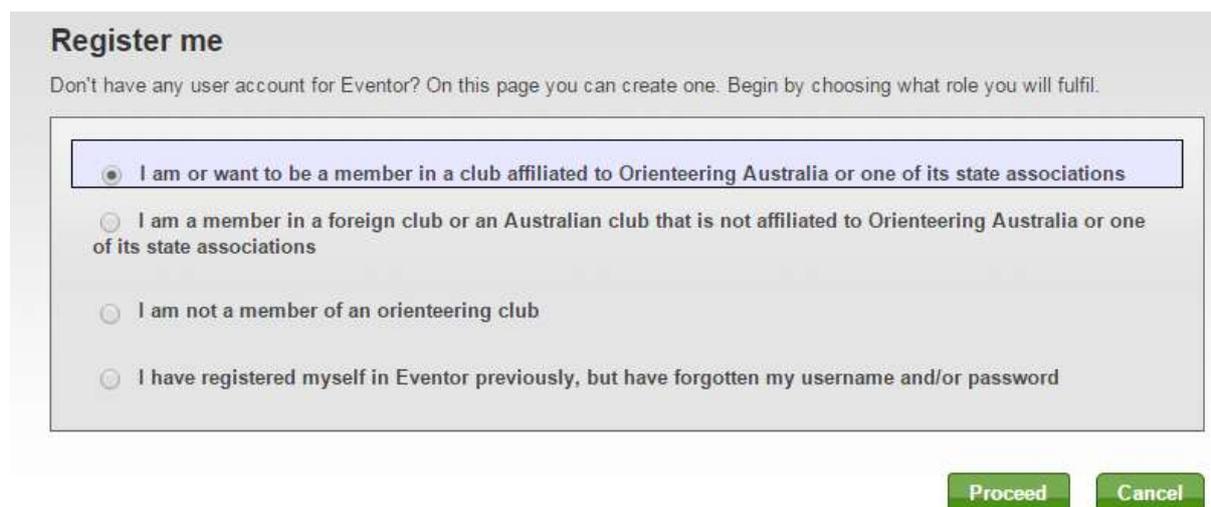# How do I include the rest of my family in my membership?

FIRSTLY.. EACH of your family members must have their own Eventor Username and Password.

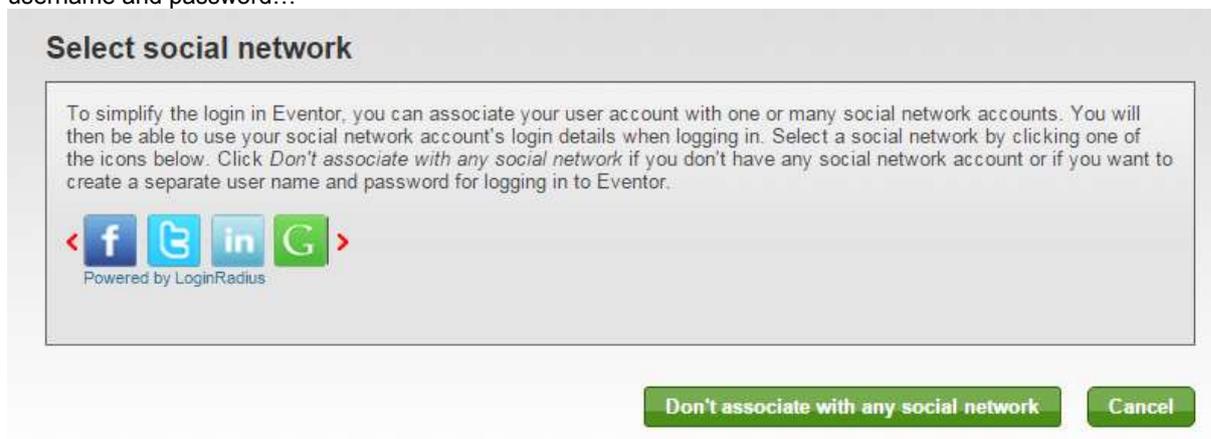1. Go to the Eventor web site and select "**create a user account**"

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 betw
National event, State event,

2012 | 2013 | 2014 | **2015** | 2

Render mode ▾   Event clas

Change search criteria

Date	Name
w 39	Mon 21/9	Melbourne PA Series 12 - K

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.

‹ f t in G ›

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 their SI number (if they have one) and then click **Save**. You can also prefill their age class if you know it.

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

Applying for membership of Orienteering QLD and a club.

Once all your additional family members are registered, you can now apply for membership on their behalf.

1. Log in to Eventor,

Login as your first additional family member, using their Eventor username and password…

2. Go to **My Pages** > **My Memberships**
3. Select **Apply for membership**

4. Select the year, state & club (which will be the same as yours), then click "next".

- Select the relevant family membership category for OQ ("Intro family" or "family") and choose 'select family' or 'select group''' in the dropdown box. Your family name should appear in the box below for you to select.(see the example below for the "Bond" family)

- NOTE: If the family member is a **full time student over 21 but below 25** years of age without a permanent source of income, also 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, as an additional adult.

- Repeat the above process for club membership which will show below the OQ membership.

- If this family member is also 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.

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

- Betty's membership details are now complete

- When you've finished entering your **last** family member, if you haven't paid your member fees yet, go to **My Pages** > **My Memberships** page and you will see a list of memberships you have applied for and their current status.

- you click on the pay link to the right The payment reference number will be the same as yours and you get a message reminding you that an order has already been placed. (see example below). You're right to now pay.
- If you've already paid your membership fees, this will show as"receipt" and no further payment in required.

- LASTLY :For each of your family members, after you've confirmed their membership…

    On the **My Pages** > **Edit Profile** page, there's now a tab labelled "'**Organisations**". where you can indicate which organisation you'd like to be your default when you log in to enter events. **Select your Club as opposed to Orienteering Queensland**.