

# How do I create a family membership in Eventor?

FIRSTLY... **You and EACH** of your family members must have their **own** Eventor Username and Password. You only need to do this the initial time you're setting up on 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 Orienteeing Australia or one of its state associations

I am a member in a foreign club or an Australian club that is not affiliated to Orienteeing Australia or one of its state associations

I am not a member of an orienteeing club

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

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. **HOWEVER**, recent events has shown that you're best to set up an account on the **Eventor website FIRST**, before setting up a facebook login later on, especially for families.
5. So,click on "Don't associate with any social networks" to create an Eventor username and password.
6. 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 *	<input type="text"/>
Last name *	<input type="text"/>
Gender *	female ▼
Nationality *	Australia ▼
Date of birth *	dd/mm/yyyy  

### Contact details

Email *	<input type="text"/>
Phone number (landline)	<input type="text"/>
Phone number (mobile)	<input type="text"/>
Street address *	<input type="text"/>
City *	<input type="text"/>
Postal code *	<input type="text"/>
State	[none] ▼
Country *	Australia ▼

### Login details

Username *	<input type="text"/>	
Password *	<input type="password"/>	
Repeat password *	<input type="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.

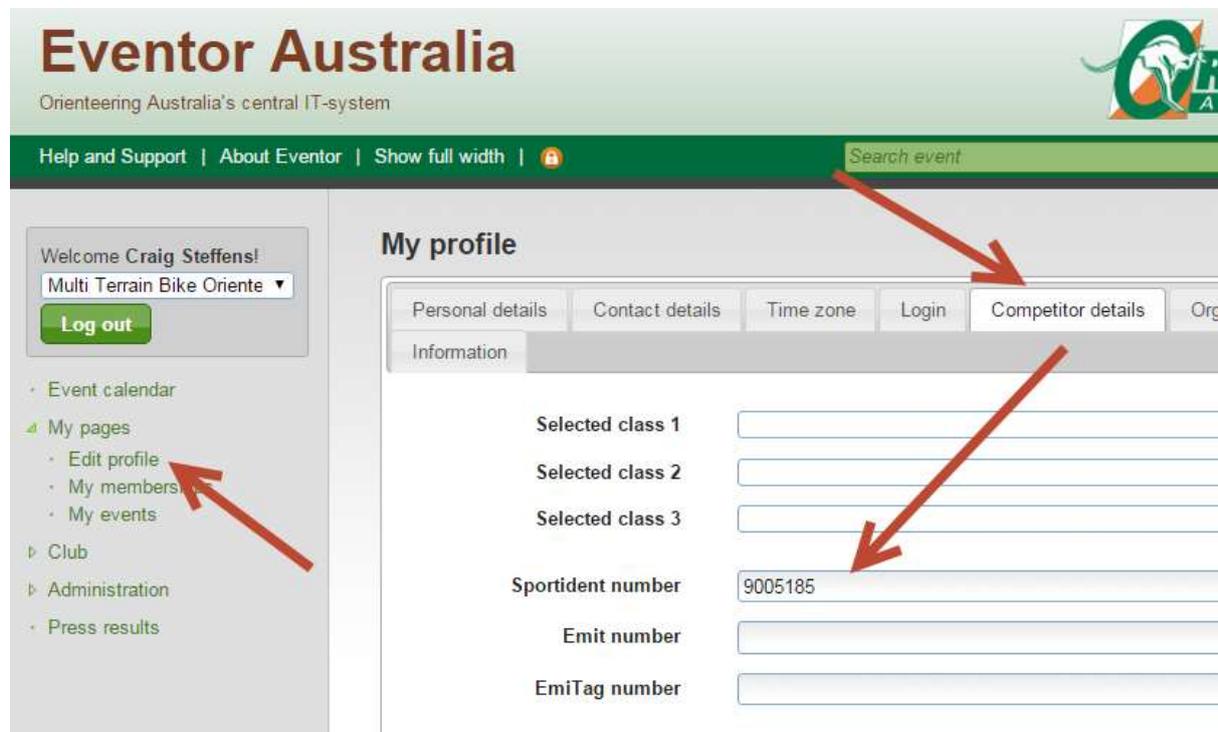
- I understand and accept the above conditions

Next

Cancel

7.

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



11. Log out and repeat the above process for all family members not already registered as users before proceeding to the next stage of applying for membership.

12. **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 family members are registered as Users of Eventor, you can now apply for membership for yourself and for them.

1. Log in to [Eventor](#).



Log in as yourself using your Eventor username and password...

**NOTE: if you can't remember your Eventor username or password, just click on "I have forgotten my login details" and follow the prompts.**

2. Go to **My Pages > My Memberships**
3. Select **Apply for membership**
4. Select the year, state & club, then click "next".

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

**Log out**

- Event calendar
- My pages
- Press results

### Apply for membership: Betty Bond

Year:

State:

Club:

**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)

- Choose the relevant Family category, and select “New Family” or “New group” 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

**Log out**

- 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!**  
Multi Terrain Bike Orienteers

- 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

- Event calendar
- My pages
- Press results

### Apply for membership: Betty Bond

Year:

State:

Club:

#### 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)

- This time, when you select the relevant family membership category for OQ (“Intro family” or “family”) 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).

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

#### Customer details

First name \*   
 Last name \*   
 Street address \*   
 City \*

- 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.

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)  
  
 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)  
  
 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 \*   
 Last name \*

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

- Betty's membership details are now complete

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

- 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 is required.

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

- 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.

- **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.**

The screenshot shows the 'My profile' page with the 'Organisations' tab selected. The page is divided into several sections:

- Welcome Peter Test!** with a dropdown menu for 'Multi Terrain Bike Oriente' and a 'Log out' button.
- My pages** sidebar with links: Event calendar, My pages, Edit profile, My memberships, My events, Club, and Press results.
- My profile** header with tabs: Personal details, Contact details, Time zone, Login, Competitor details, and Organisations.
- Information** section: A paragraph explaining that memberships can be added and removed for clubs not affiliated to Orienteering Australia or its state associations, and a note to mark the default organisation.
- Clubs** section: A list of clubs with a radio button selected for 'Multi Terrain Bike Orienteers' (member).
- Add membership in a club not affiliated to Orienteering Australia** form: Fields for Country (Australia) and Club ([select]), with an 'Add' button.
- Organisations** section: A radio button selected for 'Orienteering Queensland' (member).

For any enquiries on the above process, email the membership officer on [memberships@oq.asn.au](mailto:memberships@oq.asn.au)