How to Enter an Orienteering Event using Fabian 4

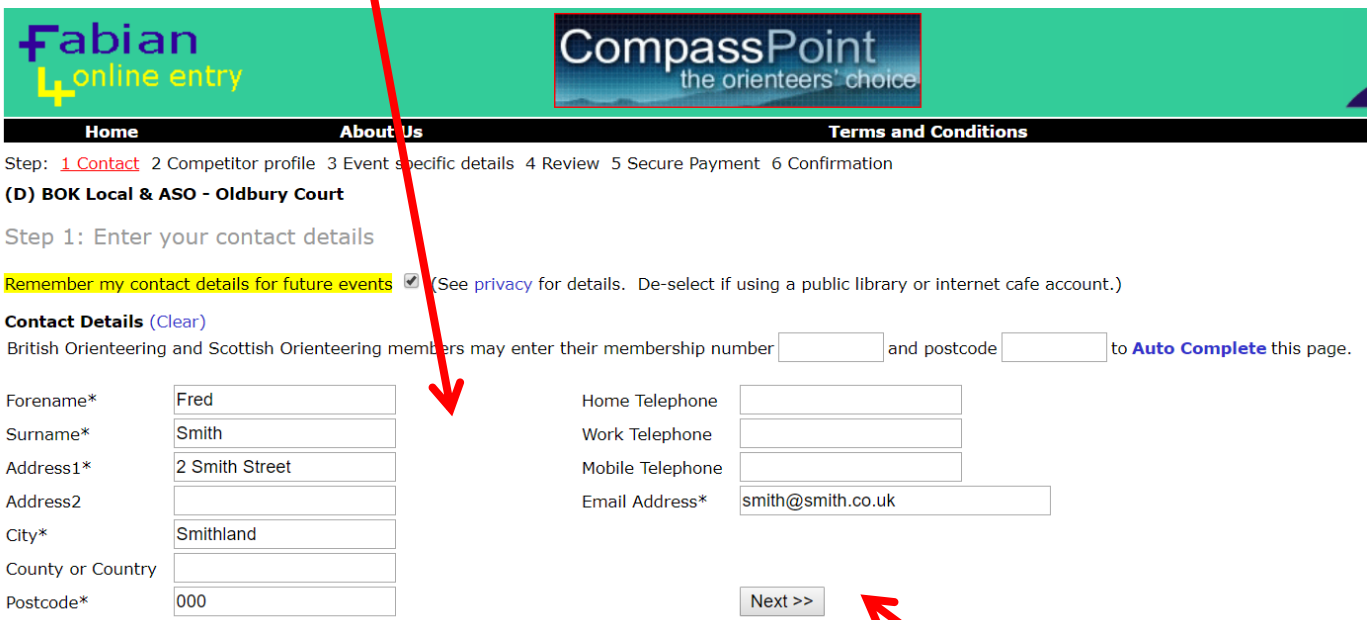
Go to www.fabian4.co.uk

If you click on the name of the event you wish to enter it will take you to the event website

To enter – click **Enter** next to the event you wish to enter.

If you click on **Display** you will see who has already entered

It will then prompt you to enter the name and address of the competitor who wishes to enter.



Then select **Next**

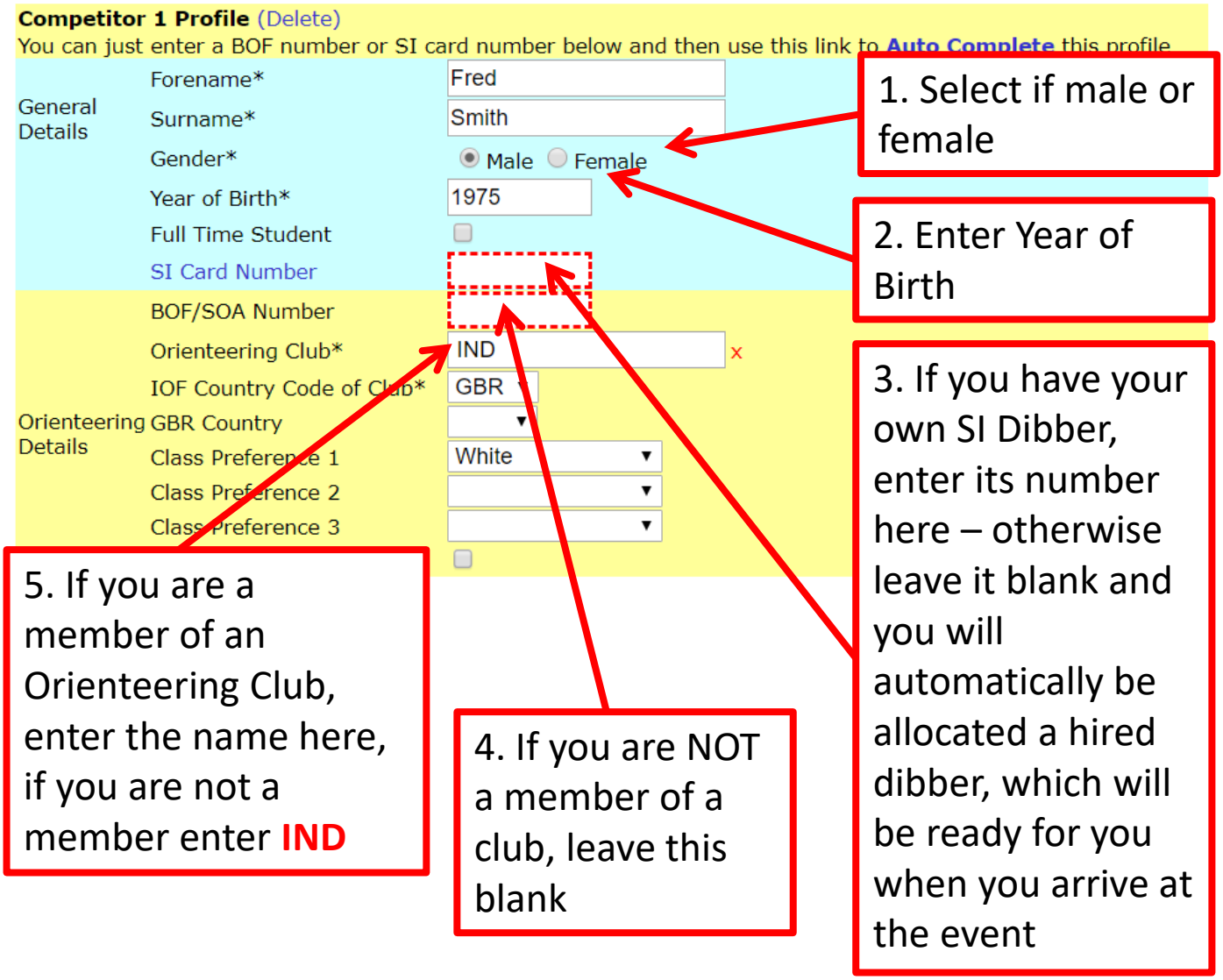
The next screen will ask for more details of the competitor

Save my competitor profile(s) for future events (De-select if using a public library or internet cafe computer.)

Competitor 1 Profile (Delete)
You can just enter a BOF number or SI card number below and then use this link to **Auto Complete** this profile

General Details	Forename*	Fred
	Surname*	Smith
	Gender*	Male / Female
	Year of Birth*	
	Full Time Student	
	SI Card Number	
Orienteering Details	BOF/SOA Number	
	Orienteering Club*	
	IOF Country Code of Club*	GBR
	GBR Country	
	Class Preference 1	White
	Class Preference 2	
	Class Preference 3	
	Parent Split Start	

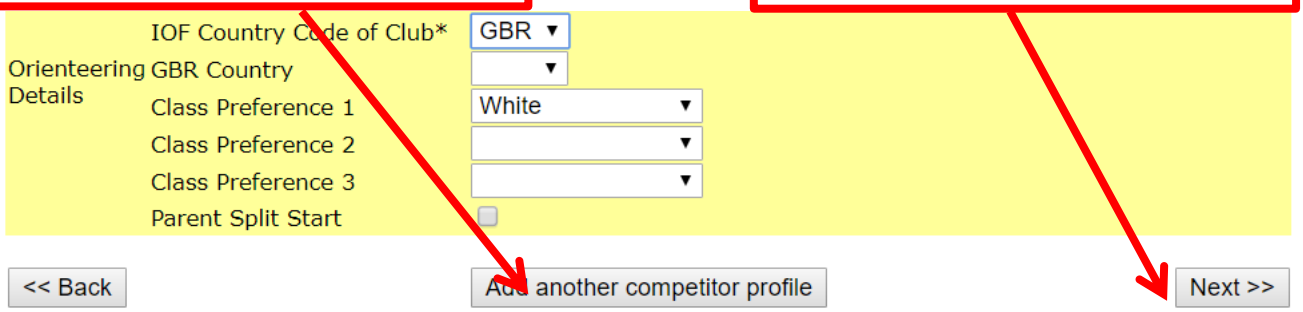
<< Back | Add another competitor profile | Next >>



You can ignore the other boxes.

If you want to make an entry for another person select **Add another competitor profile**.

If you have entered all the people you want to enter select **Next**



If you selected "Add another competitor profile" it will then prompt you to enter their details

Competitor 1 Profile (Delete)
You can just enter a BOF number or SI card number below and then use this link to **Auto Complete** this profile

General Details	Forename*	Fred
	Surname*	Smith
	Gender*	Male / Female
	Year of Birth*	1975
	Full Time Student	
	SI Card Number	
	BOF/SOA Number	
	Orienteering Club*	IND
	IOF Country Code of Club*	GBR
Orienteering Details	GBR Country	
	Class Preference 1	White
	Class Preference 2	
	Class Preference 3	
	Parent Split Start	

Competitor 2 Profile (Delete)
You can just enter a BOF number or SI card number below and then use this link to **Auto Complete** this profile

General Details	Forename*	Mary
	Surname*	Smith
	Gender*	Male / Female
	Year of Birth*	1978
	Full Time Student	
	SI Card Number	
	BOF/SOA Number	
	Orienteering Club*	IND
	IOF Country Code of Club*	GBR
Orienteering Details	GBR Country	
	Class Preference 1	
	Class Preference 2	
	Class Preference 3	
	Parent Split Start	

Fred has added Mary

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You can continue to enter as many people as you want. In this example Fred has entered himself, Mary and Junior.

Parent Split Start ☐

Competitor 2 Profile (Delete)
You can just enter a BOF number or SI card number below and then use this link to **Auto Complete** this profile

General Details	Forename*	Mary
	Surname*	Smith
	Gender*	○ Male ◉ Female
	Year of Birth*	1978
	Full Time Student	☐
	SI Card Number	
	BOF/SOA Number	
	Orienteering Club*	IND
	IOF Country Code of Club*	GBR ▾
Orienteering Details	GBR Country	▾
	Class Preference 1	▾
	Class Preference 2	▾
	Class Preference 3	▾
	Parent Split Start	☐

Competitor 3 Profile (Delete)
You can just enter a BOF number or SI card number below and then use this link to **Auto Complete** this profile

General Details	Forename*	Junior
	Surname*	Smith
	Gender*	◉ Male ○ Female
	Year of Birth*	2008
	Full Time Student	☐
	SI Card Number	
	BOF/SOA Number	
	Orienteering Club*	IND
	IOF Country Code of Club*	GBR ▾
Orienteering Details	GBR Country	▾
	Class Preference 1	▾
	Class Preference 2	▾
	Class Preference 3	▾
	Parent Split Start	☐

Once you have entered all the people you want to enter select **Next**

	IOF Country Code of Club*	GBR ▾
Orienteering Details	GBR Country	▾
	Class Preference 1	White ▾
	Class Preference 2	▾
	Class Preference 3	▾
	Parent Split Start	☐

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Event Specific Details

The first table is a summary of the entry charges for the event.
The 2nd table has a summary of your entry. At this stage you can select the course you wish to enter.

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 confirgured not to allow that, you can create 2 profiles in the previous step (step 2), one profile for each class you wish to enter.

100% refunds, less the Fabian4 admin fee, are available until entries close.

Further information is available here (opens new window).

Entry Fee Table

Price Category	Junior / Student Fee	Senior Fee	BOF non member supplement (Junior)	BOF non member supplement (Senior)	Helper Discount Junior	Helper Discount Senior	ECard Hire Junior	ECard Hire Senior
Blue - Orange	£4.00	£8.00	£0.00	£2.00	£2.00	£4.00	£0.00	£1.50
Yellow - White	£3.00	£3.00	£0.00	£0.00	£1.50	£1.50	£0.00	£1.50

Helper Discount Code [ ] Enable Discount Facility

Competitors

BOF/SOA No.	Status	SI Card No.	Class	Forename	Surname	Club	IOF	GBR	Parent Split Start	YOB	Stu	Fee	Delete?
Non Member	N/A	Hire	White	Fred	Smith	IND	GBR		No	1975	No	£4.50	Delete

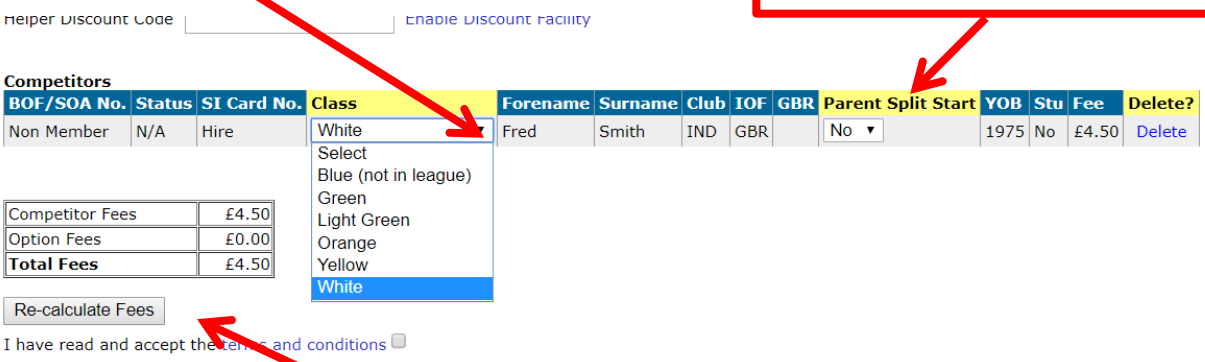
Competitor Fees	£4.50
Option Fees	£0.00
Total Fees	£4.50

Re-calculate Fees

I have read and accept the terms and conditions

Use the pull down menu to select the course.

If mum and dad want to each run a course, selecting this will ensure that they are given start times to allow one of them to always be with the kids.
Note: Many events don't allocate start times.



Select **Re-calculate Fees** and it will automatically select the correct fee for your course choice.

Competitors

BOF/SOA No.	Status	SI Card No.	Class	Forename	Surname	Club	IOF	GBR	Parent Split Start	YOB	Stu	Fee	Delete?
Non Member	N/A	Hire	Orange	Fred	Smith	IND	GBR		No	1975	No	£4.50	Delete
Non Member	N/A	Hire	Yellow	Mary	Smith	IND	GBR		No	1978	No	£11.50	Delete
Non Member	N/A	Hire	White	Junior	Smith	IND	GBR		No	2008	No	£4.00	Delete

Competitor Fees	£20.00
Option Fees	£0.00
Total Fees	£20.00

Re-calculate Fees

I have read and accept the terms and conditions

If you have entered more than one competitor, select the course for each competitor

If you want to enter a pair of people to count as one entry – ie have one map and dibber between them, do not enter each as separate competitors, instead return to page 1

Contact Details (Clear)

British Orienteering and Scottish Orienteering members may enter their membership number and postcode to

Forename*	Fred and Junior	Home Telephone	
Surname*	Smith	Work Telephone	
Address1*	2 Smith Street	Mobile Telephone	
Address2		Email Address*	smith@smith.co.uk
City*	Smithland		
County or Country			
Postcode*	000		

Give the names of both competitors

On the next page give the details of the *main* competitor

Forename*	Fred and Junior
Surname*	Smith
Gender*	Male / Female
Year of Birth*	1975
Full Time Student	
SI Card Number	
BOF/SOA Number	
Orienteering Club*	IND
IOF Country Code of Club*	GBR
GBR Country	

Once you are happy that all the details are correct, tick "**I have read and accept the terms and conditions**"

Competitors

BOF/SOA No.	Status	SI Card No.	Class	Forename	Surname	Club	IOF	GBR	Parent Split Start	YOB	Stu	Fee
Non Member	N/A	Hire	White	Fred	Smith	IND	GBR		No	1975	No	£4.50

Competitor Fees	£4.50
Option Fees	£0.00
Total Fees	£4.50

Re-calculate Fees

I have read and accept the terms and conditions

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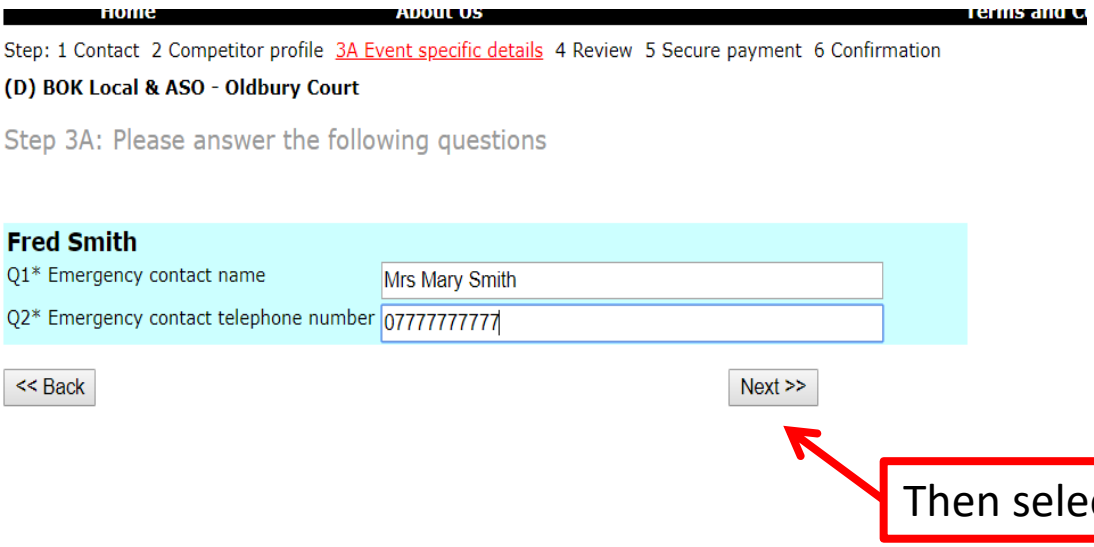
Then select **Next**

Some events may ask for additional information, such as Emergency Contact Details - these would only be used in an emergency, for example, if the organisers were concerned that you had not completed the course by course closing time



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Step: 1 Contact 2 Competitor profile 3A Event specific details 4 Review 5 Secure payment 6 Confirmation

(D) BOK Local & ASO - Oldbury Court

Step 3A: Please answer the following questions

Fred Smith

Q1* Emergency contact name: Mrs Mary Smith

Q2* Emergency contact telephone number: 07777777777

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Then select **Next**

A summary of what you have entered will be provided.

Step 4: Review ALL details before proceeding with payment

Contact details (from step 1)

First Name*	Fred
Surname*	Smith
Address1*	2 Smith Street
Address2	
City*	Smithland
County/Country	
PostCode*	000
Home Telephone	
Work Telephone	
Mobile Telephone	
Email Address*	smith@smith.co.uk

Entry Fee Table

Price Category	Junior / Student Fee	Senior Fee	BOF non member supplement (Junior)	BOF non member supplement (Se
Blue - Orange	£4.00	£8.00	£0.00	£2.00
Yellow - White	£3.00	£3.00	£0.00	£0.00

Competitors entering this event (from steps 2 & 3)

BOF/SOA No.	Status	SI Card No.	Class	Forename	Surname	Club	IOF	GBR	Parent Split Start	YOB	Stu	Fee
Non Member	N/A	Hire	White	Fred	Smith	IND	GBR		No	1975	No	£4.50

Competitor Fees	£4.50
Option Fees	£0.00
Total Fees	£4.50

To amend, go << Back , or re-start from the Home p

If there are errors, click **Back**, to go to previous screens and make corrections

Proceed with Payment >>

If you are happy with what you have entered **Proceed with Payment.**

This will take you to a secure site to make payment. Once payment is complete the entry will be confirmed and an a confirmation email sent to you.