

Registration Guide to World Masters - Individuals and small groups

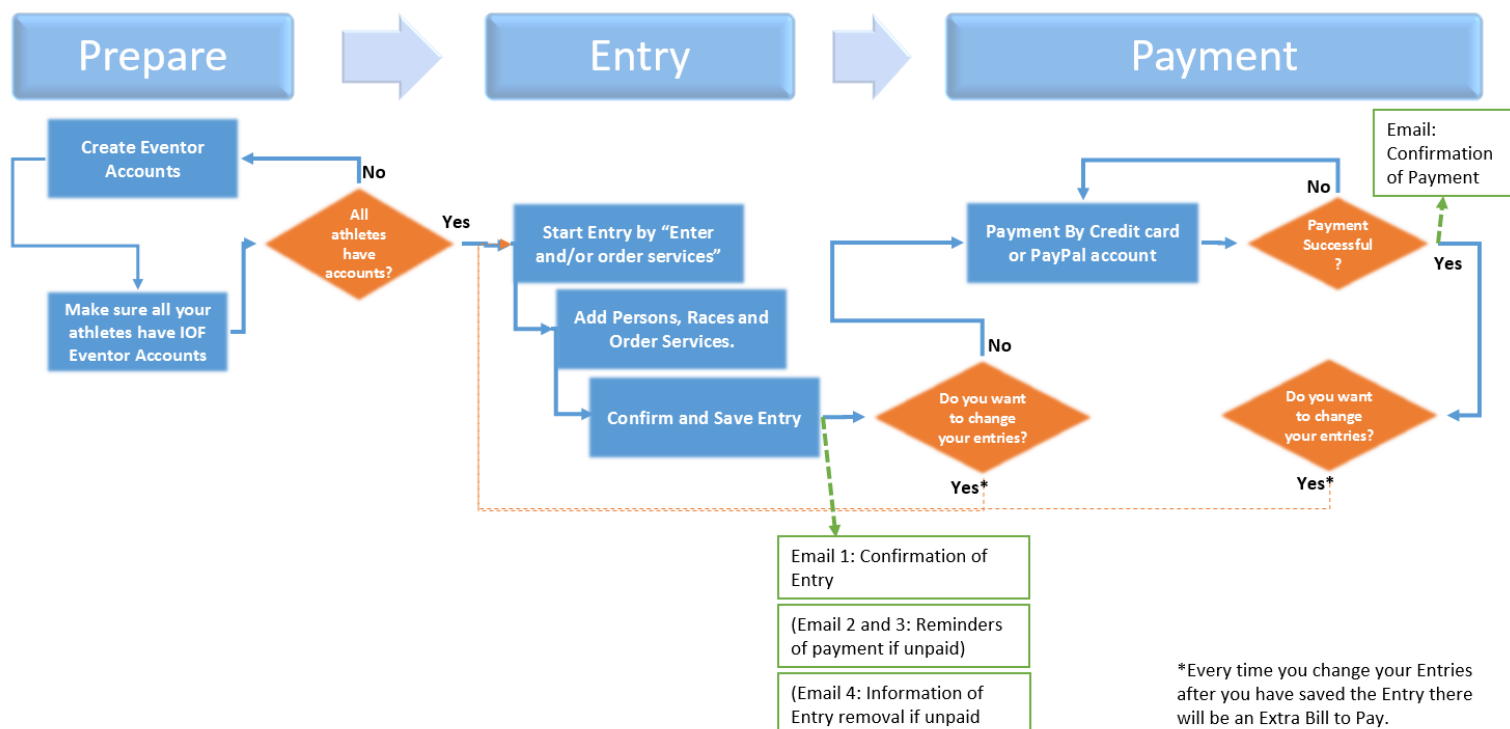
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General information

This guide covers the IOF World Masters registration procedure. It is designed for an individual who wants to make an entry and payment to the World Masters for one or more persons.

General flow of actions to make a valid entry for one or more Masters Athletes



Creating an account

If you or members of your athletes group don't have an account in Eventor please check the instruction "[Athlete's guide to IOF Eventor](#)".



Mandatory data are: Country of your Club; Club; Name; Gender; Date of Birth; Email. You also need to come up with a Username and Password for the account.

Note! You can create accounts for other athletes but you need to collect the mandatory information about them first.



Event Information

Navigate to the Masters Event in the IOF Eventor Event calendar. Make sure you have logged in in IOF Eventor before you proceed. Click on the Event name. On the first page you can see basic facts about the event such as date, classes, webpage etc.

Event information: World Masters Orienteering Championships 2016

 Export to calendar
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General information

Name	World Masters Orienteering Championships 2016
Organising federation	 Estonia
Organising club	 SK100
Status	entries opened
Date	7 August 2016 - 13 August 2016
Entry deadline 1	28 December at 23:59 CET
Entry deadline 2	28 March 2016 at 23:59 CET
Entry deadline 3	11 July 2016 at 23:59 CET
Discipline	FootO
Event type	World Masters
Punching system	Sportident

Class information


Classes	M35, M40, M45, M50, M55, M60, M65, M70, M75, M80, M85, M90, M95, W35, W40, W45, W50, W55, W60, W65, W70, W75, W80, W85, W90, W95
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Contact details and main officials



Website	http://www.wmoc2016.ee
Contact phone number	+372 529 4233
Contact email	info@wmoc2016.ee
Event director	Timmo Tammemae
IOF Senior Event Adviser	Jari Kymalainen

Entry

Next entry deadline 28 December.

- ☒ Enter and/or order services
- ☒ Organisation entry
-  All entries (40)

Documents and links



-  [Entries and payment](#) (63 kB, 04/09/2015)
-  [Bulletin 1](#) (2 978 kB, 21/06/2015)


To the right side you click on “Enter and/or order services”.

Make an Entry




Entry

World Masters Orienteering Championships 2016

 Estonia /  SK100, 7 August 2016 - 13 August 2016
 Entry deadlines: 28 December, 28 March 2016, 11 July 2016


 Participation in this event requires that the entry fee is paid in advance. Entries not paid for will be removed. More information is provided after the entry has been saved.

1	Name	2	Club	3	Class	4	Sportident
	<input type="text"/>		<input type="text"/>		M40 (65 EUR per rac		<input type="text"/>


 Races: WMOC Sprint qualification, WMOC Long qualification 1 |
  Order services |
 Sum: 130 EUR |
  Delete
 5
 6

Enter, cancel or change entry for another member
 Enter, cancel or change entries for multiple members
 Switch to organisation entry mode

Customer details

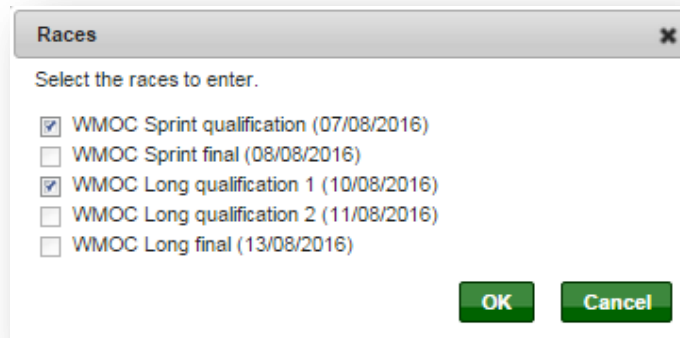
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First name *	<input type="text"/>
Last name *	<input type="text"/>
Street address *	<input type="text"/>
Postal code *	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text"/>
Email *	<input type="text"/>
Phone number	<input type="text"/>



1. **Name** – your name is pre-selected, to add another person see later in this instruction.
2. **Club** – Your club is selected, if you are member of more than one club you can choose which club you want to compete for.
3. **Class** – The normal class is selected but you can change to another class that you are allowed to compete in
4. **Sportident** – If you have registered you SI-card the number is automatically entered. If not you enter the number here. If no number is entered you will be assigned a SI-card by the organiser.

5. **Select Races** – It is possible to choose to compete in one or more races. The default setting is that the registration is for all races. Click on the text “Races.” to select what race you want to register for.



A dialog box titled "Races" with a close button (X) in the top right corner. The text inside says "Select the races to enter." Below this, there are five checkboxes with corresponding race names and dates:

- ☒ WMOC Sprint qualification (07/08/2016)
- ☐ WMOC Sprint final (08/08/2016)
- ☒ WMOC Long qualification 1 (10/08/2016)
- ☐ WMOC Long qualification 2 (11/08/2016)
- ☐ WMOC Long final (13/08/2016)

At the bottom right, there are two green buttons: "OK" and "Cancel".

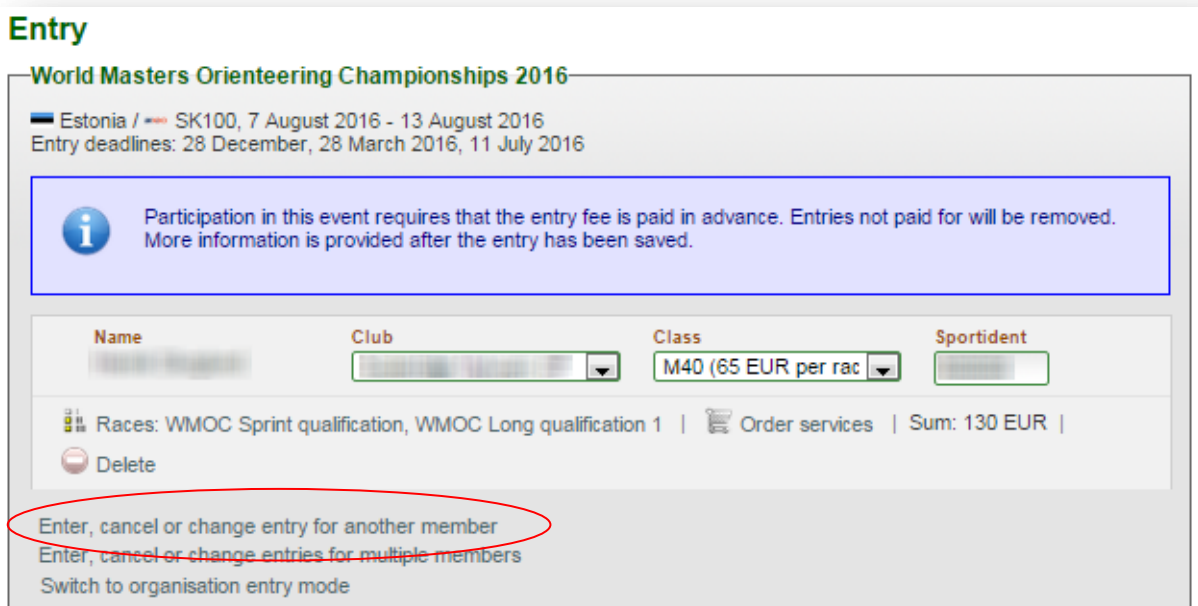
When registering to sprint qualification a registration for sprint final is automatically done.

When registering to long qualification 1 a registration for long qualification and long final is automatically done.

6. **Order services** – To see and order services click in the text “Order services”. A more detailed instruction is found under the section Order service later in this document.
7. **Customer details** - Your personal settings are automatically entered into the fields, it is possible to change all.

Adding another athlete

To add another athlete click on the text “Enter, cancel or change entry for another member.”



Entry

World Masters Orienteering Championships 2016

🇪🇺 Estonia / 🇸🇰 SK100, 7 August 2016 - 13 August 2016
Entry deadlines: 28 December, 28 March 2016, 11 July 2016

Information: Participation in this event requires that the entry fee is paid in advance. Entries not paid for will be removed. More information is provided after the entry has been saved.

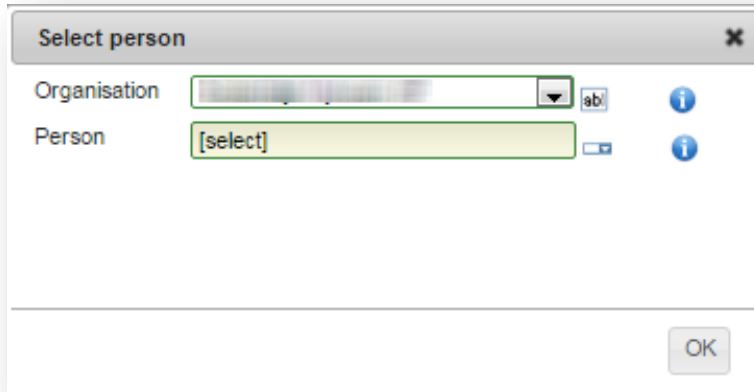
Form fields:

- Name:** [Text field]
- Club:** [Dropdown menu]
- Class:** M40 (65 EUR per rac) [Dropdown menu]
- Sportident:** [Text field]

Races: WMOC Sprint qualification, WMOC Long qualification 1 | **Order services** | **Sum:** 130 EUR | **Delete** [Icon]

Actions:



- Enter, cancel or change entry for another member (circled in red)
- Enter, cancel or change entries for multiple members
- Switch to organisation entry mode





A dialog box titled "Select person" with a close button (X) in the top right corner. It contains two input fields: "Organisation" and "Person". The "Organisation" field has a dropdown arrow and a small "ab" icon to its right. The "Person" field has a "[select]" placeholder and a small icon to its right. Below the fields is a large empty space, and at the bottom right is an "OK" button.

Select organisation (club) – Your organisation is pre-selected.

To search for another organisation just type in a part or whole name, the system shows all organisations that match your text.

To get a list of all organisations ordered in alphabetic order click in the symbol . The editable field is then changed to a drop-down-menu, click on the symbol  to show the list.

Select athlete - To search for an athlete just type in a part or whole name, the system shows all athletes who match your text.

To get a list of all athletes ordered in alphabetic order click in the symbol . The editable field is then changed to a drop-down-menu, click on the symbol  to show the list.

When an athlete is selected they are added to the main entry page.

Select class and add SportIdent number.

Order services – ordering services for another athlete is done in the same way as for yourself and is described later in this document.

Adding many athletes

To add many athletes from the same Club click on the text *“Enter, cancel or change entries for multiple members”*

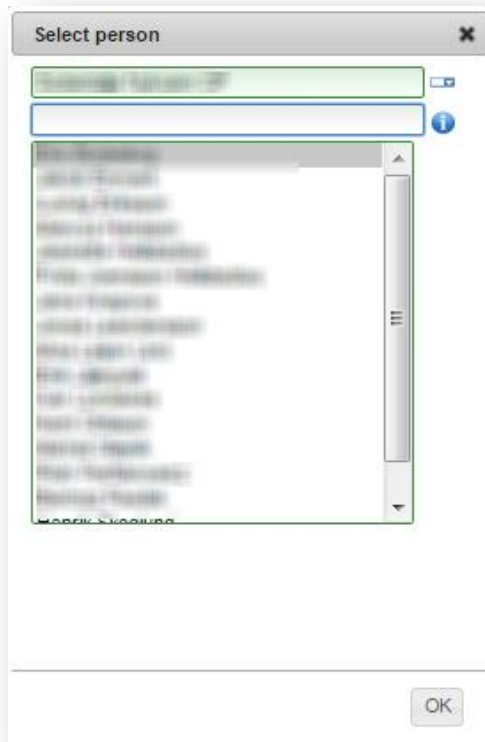
Entry




The entry form for the "World Masters Orienteering Championships 2016" in Estonia. It shows event details: SK100, 7 August 2016 - 13 August 2016, with entry deadlines of 28 December, 28 March 2016, and 11 July 2016. A blue information box states: "Participation in this event requires that the entry fee is paid in advance. Entries not paid for will be removed. More information is provided after the entry has been saved." Below this is a form with fields for Name, Club (dropdown), Class (M40 (65 EUR per rac)), and Sportident. At the bottom, it lists "Races: WMOC Sprint qualification, WMOC Long qualification 1" and "Order services" with a "Sum: 130 EUR". A "Delete" button is also present. At the very bottom, three links are listed: "Enter, cancel or change entry for another member", "Enter, cancel or change entries for multiple members" (circled in red), and "Switch to organisation entry mode".

Select athlete – Chose the organisation that you want to select athletes from. If you enter any letter in the second box the system will only show those that match the entered text.

To select more than one athlete hold down the Ctrl-key (command key on MAC) on the keyboard and click on the names that you want to add.




Remove registration

To remove a registration click on the symbol  Delete for that athlete. It is possible to remove a registration until the next entry deadline.


If payment is done a special form must be printed and sent to the organiser go make a refund of the money.

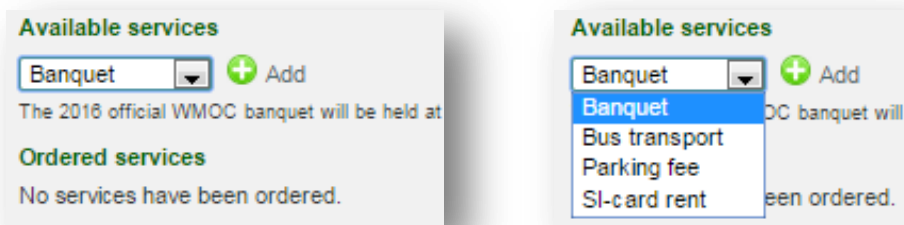
Order service

When you click on the symbol  “order service” for yourself or another athlete that you have registered you can see all available services and what you have ordered.

It is possible to order services without registering to any competition.

Available services

The available services are listed in a drop down menu. Click on the symbol  to select from the list.



Click on  **Add** to add the selected service.

Ordered services – After adding a service it is shown in the list and you can change the number of the listed services.



Service	Quantity	Price	Action
Banquet	1	55 EUR	Delete
Bus transport	1	40 EUR	Delete
SI-card rent	1	15 EUR	Delete

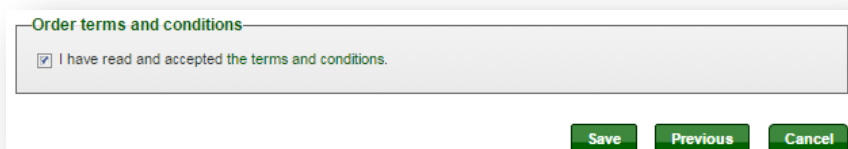
Remove ordered service – To delete a service click on  **Delete**.


Confirm Entry and Save Entry

When you have entered all athletes and services click  on the bottom of the page.

You get a summary of the registration and how much it will cost.

Order terms and conditions – To read the terms and conditions click on the text “*terms and conditions*” and then click in the checkbox so it is marked.

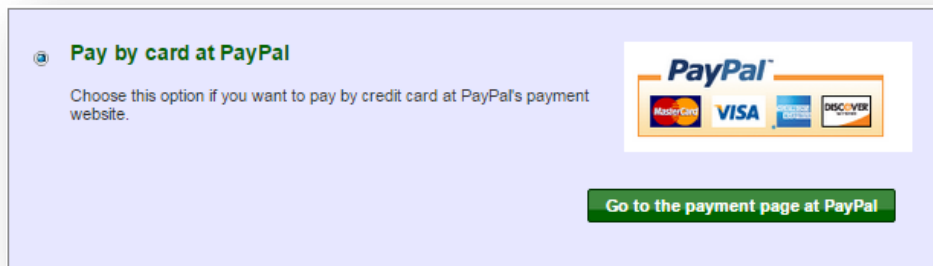


Click on  to save the registration and continue to payment. At this stage you can go back to your Original Entry and change it. Note that there will be a new (additional) payment if you added services or persons.

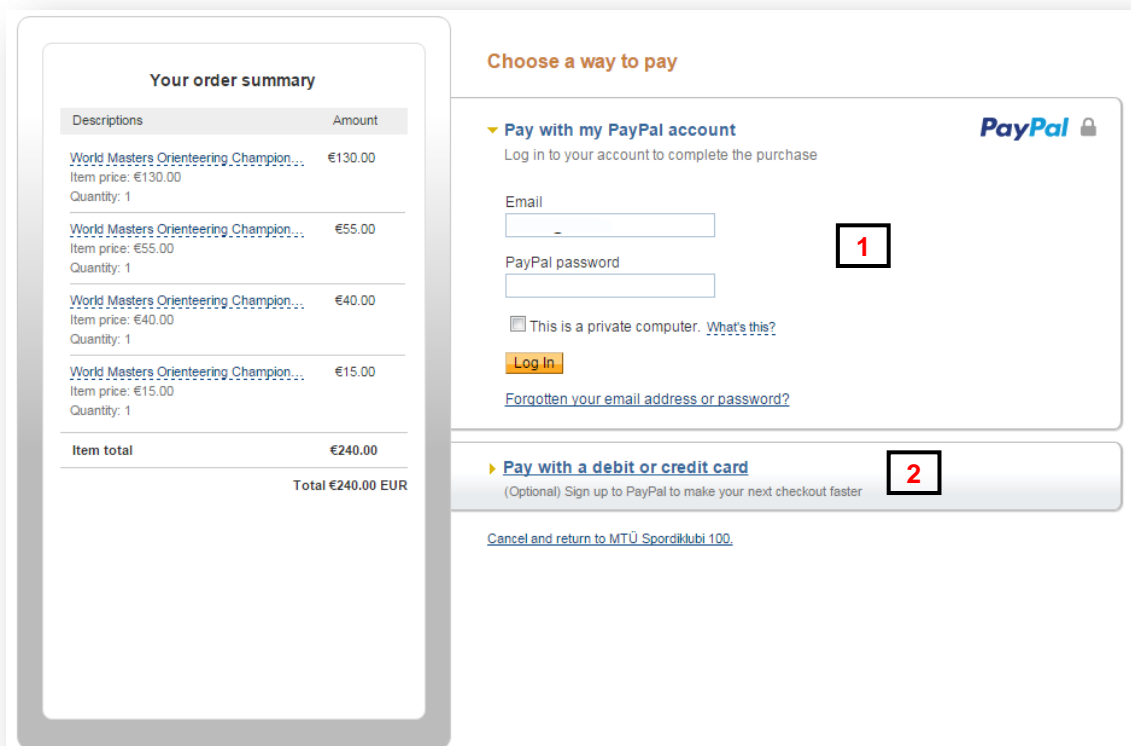
Payment

Participation in World Masters requires that the entry fee is paid in advance. Please note that the registration is only approved when the full payment has been received and registered by the organiser.

Payment is done by the service PayPal.



You are transferred to the PayPal site and get a summary of the order.



1 With PayPal account - If you have an account on PayPal you login and continue with the payment as normal.

2 With bank card - If you don't have an account on PayPal you can pay with bank card. Click on "Pay with a debit or credit card".

Enter all information in the form and click on “continue”. The form may vary because of the different laws in countries regarding credit cards.

▼ **Pay with a debit or credit card**

(Optional) Sign up to PayPal to make your next checkout faster

Country

United Kingdom

Card type

Select Card

Billing information

First name

Last name

Address line 1

Address line 2

(optional)

Town/City

County

(optional)

Postcode

Contact information

Telephone

Email

[Save your information with PayPal](#) [Why?](#)

(Optional)

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, click [PayPal Account Optional](#).

Note to seller

[Add](#)

Click **Continue** to complete your purchase. Please review your information to make sure that it is correct.

Continue

Payments processed by **PayPal**

Change an Entry and see payments and receipts

All your Entries and Payments are saved and can be reached from the Main Event Information page.



To change an entry click on “Change entry and/or services” on the main Event page. You can also see your payments and the status of the payments. To process a payment click on “Awaiting payment” text for the payment row and proceed to payment process.

You can find the Receipt by clicking on the “Paid” text for the payment row.