

## Beginners guide to on-line event entry using Fabian4 web-site

Advance entry offers advantages for both competitors and organisers. Entry is usually cheaper and there is no need to fill in forms, queue and pay on the day. In most cases you can go directly to the start though if you are hiring a timing dibber you need to collect that from registration.

Like most clubs Saxons uses the Fabian4 web-site to process advance entries. This is quick and easy to use though, because of the orienteering jargon, it can be confusing to newcomers. In a single session you can enter one or more people and sometimes (e.g. multi-day events) you can enter more than one event.

Note that on-line entry will close a few days before the event (usually 1 week for larger events and 3-4 days for local events). This allows the organiser to print the correct number of maps allowing for a few entries on the day. The closing date will be given in the event details on the club's web-site.

Before you start, read the event details on the club web-site and decide what course you intend to do.

1) Go to <http://www.fabian4.co.uk/>

Events are listed in date order, find the event you wish to enter. There are three hyperlinks:

- “Event name” takes you to the organising club web-site.
- “Start list” shows who has already entered
- “Enter” starts the entry process
- Click on “Enter”

2) The first page asks for the contact details of the person making the entry:

- Enter Name, address, postcode, contact phone numbers (please supply these as they could be critical in an emergency) and email address.
- British Orienteering members can just give their BOF number and postcode to auto-fill the details.
- If you tick the box to “Remember my contact details” Fabian4 will remember your details and any others (e.g. family members) which can speed-up the process for future events.
- When done click “Next”

### Fabian4 page 1 - “Contact”

The screenshot shows the 'Contact' page of the Fabian4 online entry system. The page has a green header with the Fabian4 logo and navigation links. The main content area is white with a form for entering contact details. The form includes fields for Forename, Surname, Address1, Address2, City, Country or Country, Postcode, Home Telephone, Work Telephone, Mobile Telephone, and Email Address. There is a checkbox for 'Remember my contact details for future events' and a 'Next >>' button at the bottom of the form.

3) Second page asks for details of the first competitor, only the blue section is essential. As this person is usually (but does not have to be) the same as detailed on the first page some details may have been carried over.

- Name, gender and year of birth (to determine your age class)
- Enter SI card number (i.e. dibber number) if you have one, otherwise leave blank and it is assumed that you will hire one
- Remaining questions (club, country, preferred class etc) are optional.
- If you want to add another competitor click on “Add another competitor profile” and repeat the process.
- When done click “Next”

### Fabian4 page 2 – Competitor profile

The screenshot shows the 'Competitor 1 Profile' form in the Fabian4 online entry system. The form is titled 'Competitor 1 Profile (Delete)' and includes a note: 'You can just enter a BOF number or SI card number below and then use this link to Auto-Complete this profile'. The form is divided into two main sections: a blue section for 'General Details' and a yellow section for 'Orienteering Details'. The blue section contains fields for Forename, Surname, Gender (with radio buttons for Male and Female), Year of Birth, Full Time Student, and SI Card Number. The yellow section contains fields for BOF/SOA Number, Orienteering Club (with a dropdown menu showing 'IND'), IOF Country Code of Club (with a dropdown menu showing 'GBR'), and Orienteering GBR Country. Below these are three dropdown menus for Class 1st Choice, Class 2nd Choice, and Class 3rd Choice, and a checkbox for Parent Split Start. At the bottom of the form, there are three buttons: '<< Back', 'Add another competitor profile', and 'Next >>'. The footer of the page includes the text: 'Fabian4 - A division of Fabian Computers Ltd. Company Registration No: 2265351 Copyright © 2017 Fabian Computers Ltd'.

4) Page three asks you to choose your course. In the “Competitors” section there will be lines for all the people you entered in the previous section (in this example just one for Bill Runner). You can remove unwanted competitors using the “delete” at the end of their line.

- Choose the course (“Class”) from the drop-down menu.
- You may also have the option to choose an early, middle or late start time or parental split start (i.e. one early and one late, or flexible, start to help with child care)
- If it is a multi-day event there may be extra columns for the separate days.
- If you are helping on the day the organiser may give you a discount code, if so enter this in the box and click on “Enable discount facility”. An extra check box will appear in your line to confirm that you are helping. Check this then “Recalculate fees”.
- When done, read and check “Terms and conditions” then click “Next”.

## Fabian4 page 3 – Event specific details

Fabian
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Home
About Us
Terms and Conditions
Privacy
Contact

Step: 1 Contact 2 Competitor profile 3 **Event specific details** 4 Review 5 Secure payment 6 Confirmation  
**(D) BOK Local & ASO League (Blaise Castle)**

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 configured 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
Green - 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	Select	Bill	Runner	IND	GBR	No			1954	No	£11.50	Delete

Competitor Fees	£11.50
Option Fees	£0.00
<b>Total Fees</b>	<b>£11.50</b>

Re-calculate Fees

I have read and accept the terms and conditions

### 5) Final pages are self explanatory

- There may be event specific questions requested by the organiser e.g. emergency contact details
- Summary and confirmation page
- Payment page
- After payment you will get a confirmatory email and you can see your name in the start list.