

# OriEnter guide

## Getting Started

### 1. Register a profile

- Click on the **Register** button, this will open the screen pictured below.
- Complete all the information requested and make a note of the password you have chosen

- You will receive an email requesting you to confirm your email address and activate your profile. (check your SPAM or JUNK folders for this message) if you don't receive the message it is likely your ISP or employer is blocking the message send a mail to [admin@orienter.co.za](mailto:admin@orienter.co.za) to have you account manually activated.

### 2. Sign on and update details

- Once signed in, click on the **Edit Profile** button and complete the missing data most important field is the Date Of Birth if this is not entered you may be unable to enter the correct age group classes at events.

### 3. Add Dependents or Club / Group Members

- a. You can add as many family members or club/group members under your profile by doing this you will be able to enter all members of some of the people under your profile together and make a single payment for the entry. This is useful for families and clubs that enter centrally or even tour groups.
- b. To add dependants click on the **Add Dependant / Group Members** button and then complete their information, again Date of Birth most important

#### 4. Entering an Event

- a. From the main profile screen you get when you first logon
- b. Select the **Events** button

Club	Name	Active	Event Date	Entry Open Date	Entry Close Date	Location	Description
Moreletta Kloof Bush 7	Moreletta Kloof Bush 7	<input checked="" type="checkbox"/>	20 Aug 2017	03 Aug 2017	17 Aug 2017		Colour coded courses Brown (Tech 5; Phys 5) 5.6km   Blue (Tech 5; Phys 4) 4.5km   Green (Tech 4; Phys 3) 3.5km   Light Green (Tech 4; Phys 2) 3.0km   Red (tech 2; Phys 3) 5.3km   Orange (Tech 2; Phys 1) 2.7km   White (tech 1; Phys 1) 1.6km
RAC ORIENTEERS	SA Orienteering Champs	<input checked="" type="checkbox"/>	23 Sep 2017	31 May 2017	31 Aug 2017		SA Champs Middle Distance (1); Long Distance (2)
Foot Rogaine	Foot Rogaine	<input checked="" type="checkbox"/>	04 Nov 2017	07 Aug 2017	31 Oct 2017		3 or 6 Hour Foot Rogaine
BIG 5 O Week	BIG 5 O Week	<input checked="" type="checkbox"/>	29 Dec 2017	03 Mar 2017	01 Dec 2017		4th BIG 5 Orienteering Week
BIG 5 Trail Week	BIG 5 Trail Week	<input checked="" type="checkbox"/>	29 Dec 2017	27 Jun 2017	01 Dec 2017		5 Day Trail Week as part of the 4th BIG 5 Orienteering Week

- c. You will see a list of events that are open for entries
- d. Click on the **Enter/Pay** button
- e. This will take you to the following screen:

**RAC ORIENTEERS**

SA Orienteering Champs - Organised by Rand Athletics Club Orienteers

Event Main Info	Event Class Info	Event Info Sheet	New / Existing Entries	Payment Info
Name	SA Orienteering Champs			
Event Date	23 Sep 2017			
Closing Date	31 Aug 2017			
Group Entry Amount	50.00			
Emit Rental Amount	20.00			
Fee Expiry Date	31 Aug 2017			
Location	Marellwane			
Description	SA Champs Middle Distance (1); Long Distance (2)			
Number of Entries	44			

f. Click on **Event Class Info** to see what classes are available and the entry fees

SA Orienteering Champs - Organised by Rand Athletics Club Orienteers

Event Main Info **Event Class Info** Event Info Sheet New / Existing Entries Payment Info

Class	Description	Gender Restrictions	Age Restrictions	Stage Entry	Stage Dates	Entry Fees		
M12	Boys aged 12 years and younger	Men	1-12	Multi stage with Single stages allowed	23 Sep 2017 24 Sep 2017	Effective Date 31 Aug 2017	Single stage Fee R 150.00	Multi Stage Fee R 300.00
M16	Boys aged 16 years and younger	Men	1-16	Multi stage with Single stages allowed	23 Sep 2017 24 Sep 2017	Effective Date 31 Aug 2017	Single stage Fee R 150.00	Multi Stage Fee R 300.00
M20	Boys aged 20 years and younger	Men	1-20	Multi stage with Single stages allowed	23 Sep 2017 24 Sep 2017	Effective Date 31 Aug 2017	Single stage Fee R 150.00	Multi Stage Fee R 300.00
M21E	Open Mens Elite	Men	1-99	Multi stage with Single stages allowed	23 Sep 2017 24 Sep 2017	Effective Date 31 Aug 2017	Single stage Fee R 150.00	Multi Stage Fee R 300.00
M40	Men aged 40 years and older	Men	40-99	Multi stage with Single stages allowed	23 Sep 2017 24 Sep 2017	Effective Date 31 Aug 2017	Single stage Fee R 150.00	Multi Stage Fee R 300.00
M50	Men aged 50 years and older	Men	50-99	Multi stage with Single stages allowed	23 Sep 2017 24 Sep 2017	Effective Date 31 Aug 2017	Single stage Fee R 150.00	Multi Stage Fee R 300.00

g. Click on the **Event Sheet Info** button to view the event sheet




Home **Events** Shop Results

Logged in as - Craig Ogilvie Admin [Sign Out](#)

**RAC**  
ORIENTEERS

SA Orienteering Champs - Organised by Rand Athletics Club Orienteers

Event Main Info **Event Class Info** **Event Info Sheet** New / Existing Entries Payment Info

**SA Orienteering Championships 2017**  
23 – 25 September 2017  
Maretwane – North West Province  
**Bulletin 1 (First Announcement)**

Organised by the Rand Athletic Club Orienteers (RACO)  
On behalf of the SA Orienteering Federation and in partnership with the Department of Sport and Recreation of South Africa.  
With kind permission Maretwane Trust

h. Click on the **New / Existing Entries** button to enter someone new or view / **make payment** for entries already filed

i. You will see all the people listed under your profile that can still enter this event once a person has been entered their name will not appear in the list under **New**

**Entries** their names should appear under the **Existing Entries** section

Online Entries for Orienteering

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Home **Events** Shop Results

RAC ORIENTEERS

SA Orienteering Champs - Organised by Rand Athletics Club Orienteers

Event Main Info Event Class Info Event Info Sheet **New / Existing Entries** Payment Info

Select Class

Existing Entries M21E

No Entries M40

New Entries Open Long

Open Short

Person	23 Sep	24 Sep	Entry Fee	Rent Emit	Group Entry	Enter Event
Craig Ogilvie Admin	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter Event

- j. It is important to note the system will NOT allow you to enter a class that you are not eligible for (based on **Sex** and **Date of Birth**)
- k. Once you select the class click on the tick box  on the far right for each person entered then click on the **Enter Event** button at the bottom
- l. Once you have saved your entry it will appear under the **Existing Entries** Section

Online Entries for Orienteering

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Home **Events** Shop Results

RAC ORIENTEERS

SA Orienteering Champs - Organised by Rand Athletics Club Orienteers

Event Main Info Event Class Info Event Info Sheet **New / Existing Entries** Payment Info

Existing Entries

Fullname	Class	23 Sep	24 Sep	Entry Amount	Paid	PayEvent
Craig Ogilvie Admin	M40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R 300.00	<input type="checkbox"/>	Delete Entry



New Entries

No valid participants found.

- m. To complete your entry and make payment click on the **Pay Event** Button this will launch the PayFast payment gateway where you can make payment by Credit Card or EFT following the instructions on their site.
- n. Once payment has been completed you will be redirected back to OriEnter site and your payment will have been linked to your entry.

- o. To verify go back to the **Home** screen and you will see a list of all your entries and your payment status

Online Entries for Orienteering



Logged in as - Craig Ogilvie Admin [Sign Out](#)

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<b>Profile ID</b>	122
<b>Fullname</b>	Craig Ogilvie Admin
<b>Date of Birth</b>	25 Oct 1969
<b>Current Age</b>	47
<b>Age for Class</b>	48
<b>Email Address</b>	admin@roc.org.za
<b>Club</b>	No Club
<b>Emit Number</b>	
<b>SAOF ID</b>	
<b>World Ranking ID</b>	
<b>Member Type</b>	Competitor

[Results](#)

Entrant	Date	Event Name	Class	Payment Status
Craig	23 Sep 2017	SA Orienteering Champs	M40	UnPaid
Craig	24 Sep 2017	SA Orienteering Champs	M40	UnPaid

Person	Delivery Date	Item Ordered	Option	Payment Status
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[Edit Profile](#) [Change Password](#) [Add Dependand / Group Members](#)

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