

Event Specification

Form v5.0 updated 10/02/17. Setup is free if you use the latest version of the form.

Check that you have the latest version from <http://www.fabian4.co.uk/create/event.aspx> where you will also find examples of how to complete the form.

Replace **text on a yellow background** as necessary.

Text in Green = the default value if not specified.

Use this line to track the version number of your own spec: Version **1.0** updated **dd/mm/yy**.

Standard sections (mandatory)	
?	Sections with additional help are shown with this orange ? symbol. All Standard sections need to be completed, except those with “only” in the title and where they are not applicable. Please contact support@fabian4.co.uk if you require further help.

Contract T&Cs			
1	I accept the current version of the Contract Terms and Conditions for Event Organisers as detailed on http://www.fabian4.co.uk/organisers_terms.aspx [The printed name in the Electronic Signature box represents a legal digital signature as specified by section 7 of the Electronic Communications Act 2000 and the person signing the document must be the same person (i.e. with a matching email address) as the person submitting this event specification to Fabian4].	Version of T&Cs accepted (follow the link on the left to find the version number)	
		Electronic Signature (Print name)	
		Club/Organisation	
		Your Position	

Contact Details			
2	Primary Fabian4 Contact Details [e.g. Organiser / Entries Secretary / Multiday Event Coordinator] ONE CONTACT ONLY	Name	
		Address 1	
		Address 2	
		City	
		County/Country	
		Postcode	
3	Telephone	Home	
		Mobile	
4	Notification email address(es) [e.g. the entries secretary] Used for notification of competitor changes, special requests and entry notification emails.		
5	Invoice email address(es) [e.g. the organiser] For the invoices, but excluding the treasurer from section 6 who will get a copy anyway.		

Bank Account Details		
6	Bank Name	
	Sort Code (or BIC for Euros)	
	Account Name	
	Account Number (or IBAN for Euros)	
	Treasurer's Email address	
	Currency (GBP /Euro)	

Basic Event Information		
7	Event name	Arwyn Rees Caio Enduro
8	Organised by (organisation / club name)	DDBC
9	Event type (Individual , Team, Relay, Payment Only)	Individual
?	Individual events take entries for solo competitors only. Team events can take entries for solo competitors and / or teams of competitors (e.g. pairs). Relay events take entries for team names only and the team captain can declare their team members at a later date. Payment Only is a facility to take payments where the organising club has a separate registration system.	
10	Event start date	16/05/2015
11	Number of events / days	1
12	Event web page URL	http://www.ddbc.org.uk/Dyfed_Dirt_Bike_Club/Club_Events.html
13	Optional - specific entry information page URL	
14	Optional - Brief notes, displayed at the top of step 3 (the entry form), for the competitor to read to assist them with this step.	All riders must hold an ACU LICENCE issued by the ACU or SACU and have passed their 16th birthday. Any other riders including Irish participants MUST obtain personal accident insurance, & produce a licence issued by their FMN and start permission, confirming they are licensed and insured. Click the event information link below for the regs.
15	Notify organiser of ALL entries by email Y/N	
16	Timing system (Racetek, SportIdent, Emit or None)	
17	Date online entries open	21/04/2015

Entry Closing Dates			
18	Entry Fee Bands (last applicable date). Where there is only one fee band just enter the final closing date in Band 1.	Band 1 closing date	08/05/2015
		Band 2 closing date	
		Band 3 closing date	
		Band 4 closing date	

Day Description (Multi-day events only)			
19	For multiday events only where the price is different on different days or where the set of entry classes varies per day	Day 1	
		Day 2	
		Day 3	
		Day 4	
		Day 5	

Series Description (Event series only)				
?	Series events can be used where the same format of event occurs on different dates of the year to form a series. Entrants are able to enter any number of events from the series on the same form (step 3).			
20	No.	Date	Entry Closing Date	Name
	1			
	2			
	3			
	4			
	5			

Fee configuration details		
21	Senior fees apply from age (default 21)	16
22	Senior students pay the Junior Fee Y/N	
23	Reduced rate for entering all events/days – multiday only (specify details in sections 25 or 39) Y/N	
24	<p>Non Member Supplement type: None – default BOF – British Orienteering UKA – UK Athletics (Eng/Welsh/Scot) ARC – Association of Running Clubs BTF – British Triathlon Federation AUDAX – AUDAX UK / CTC BMBO – British Mountain Bike O LDWA – Long Distance Walkers Assoc. ACU – Auto cycle union BCU – British Canoe Union TRA – Trail Runners Association (including UKA members) (Specify the supplement fee in section 25)</p>	ACU

Entry Fees					
?	<p>Specify the Band X, Event Y and Price Category to which each column is applicable. Ecards can be Racetek tags, SportIdent dibbers, Emit bricks or any other timing chip/device. Event can be set to "All" where there is a reduced total entry fee for entering all events (days). Use multiple Price Categories where different entry classes have different sets of fees. Leave cells empty if not applicable.</p>				
25		Band 1 / Event 1 / Cat 1	Band X / Event Y / Cat Z	Band X / Event Y / Cat Z	Band X / Event Y / Cat Z
	Junior Fee	£65			
	Senior Fee	£65			
	Family Fee (2 adults + any no. of children)				
	Team Fee (when not the sum of solo fees)				
	Junior non member supplement	£15			
	Senior non member supplement	£15			
	2 nd , 3 rd , etc Child Discount (specify reduction)				
	Junior Helper Discount (specify reduction)				
	Senior Helper Discount (specify reduction)				
	Family Helper Discount (specify reduction)				
	Junior Ecard Hire Fee				
	Senior Ecard hire Fee				
	Junior Own Ecard Discount (specify reduction)				
	Senior Own Ecard Discount (specify reduction)				
	Relay Fee (leave all the fees above empty for a relay)				

Entry Classes (Individual and team events only)						
?	*Min and Max team size is only applicable to team events					
26	Applicable to Events:			All (COPY this section as necessary for multiday events)		
	Name of Entry Class	Price Cat. (1)	*Min team size (1)	*Max team size (1)	Course number (opt.)	Class short name (opt.)
	SIDECAR CHAMPIONSHIP				1	SCH
	SIDECAR EXPERT				1	SE
	SIDECAR CLUBMAN				1	SC
	CHAMPIONSHIP SOLO E1				1	CH1
	CHAMPIONSHIP SOLO E2				1	CH2
	CHAMPIONSHIP SOLO E3				1	CH3
	EXPERT SOLO E1				1	E1
	EXPERT SOLO E2				1	E2
	EXPERT SOLO E3				1	E3
	VETERANS A SOLO				1	VA
	VETERANS B SOLO				1	VB
	CLUBMAN SOLO E1				1	CL1
	CLUBMAN SOLO E2				1	CL2
	CLUBMAN SOLO E3				1	CL3
	SPORTSMAN SOLO				1	S
	LADIES SOLO				1	L
CLASSIC EXPERT				1	CE	
CLASSIC CLUBMAN				1	CC	

Team events only	
27	Collect one ecard per team (from the 1 st team member) Y/N
28	Collect team names Y/N

Entry Classes (Relay events only)								
?	Bib number ranges and bib colour sequence (W=White, R=Red, B=Blue, etc) are not required until team declarations open							
29	Name of Entry Class	Class short name (optional)	Course number (optional)	Legs	Bib start no.	Bib end no.	Bib colour seq.	Price Cat. (1)
30	Date team declarations open							

31	Date team declarations close						
Orienteering events only							
32	Collect start time preferences? Y/N	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6
33	Number of options (choose one only) 2 - Early, Late (+Any) 3 - Early, Middle, Late (+Any) 4 - V Early, Early, Late, V Late (+Any) 5 - V Early, Early, Middle, Late, V Late (+Any)						
34	Would you like to use the Fabian4 start time allocation service? (This will incur additional charges) Y/N						
35	Local IOF country code (GBR)						
36	BOF event level (UK only): A, B, C or D						

Other Information	
37	Would you like to hire the Racetek timing and competitor tracking system http://www.racetek-live.co.uk/ ? (This will incur additional charges) Y/N
38	Where did you hear about Fabian4? (C) Existing client (P) Previous entrant (I) Internet search (F) From a friend (A) Advertisement – please specify (O) Other – please specify

	Advanced sections (optional)
?	Leave the following sections blank if they are not applicable.

Event Options – for collecting extra payments or information on a per entry form basis (in step 3)					
39	Type includes Title, Number, Tick Box, All events discount (Junior), All events discount (Senior) and All events discount (Junior+Senior). Options with a negative cost can be used to decrease the price.				
	Description	Type	Initial Value (0)	Limit (optional)	Cost
	Number of Dyfed Dirt Bike Club memberships @ £5 each	Number			£5

Competitor Questions – for collecting information on a per competitor basis (in step 3A)			
40	Type includes Heading, Text, Numeric text (for numbers that may start with 0), Numeric, Yes/No and Tick box.		
	Question text	Type	Mandatory Y/(N)
	Sidecar passenger - Name - I have a sidecar and my passenger's name is:	Text	
	Sidecar passenger - ACU Licence number - I have a sidecar and my passenger's ACU Licence number is:	Numeric Text	
	I (or the named rider) have applied for Dyfed Dirt Bike Club annual membership @ £5 in the previous step.	Yes/No	Y
	I have read and accept the Supplementary Regulations or where I am not the named driver I confirm that the person named has also read and accepted these Supplementary Regulations	Tick box	Y
	I have read and accept 'Entry Declaration' and 'Acknowledgement of the risks of Motorsport' or where I am not the named driver I confirm that the person named has also read and accepted the 'Entry Declaration' and 'Acknowledgement of the risks of Motorsport'	Tick box	Y
	I confirm that I am either over the age of 18 or that I am 16 or 17 and will bring with me a signed Parental Agreement Form or where I am not the named driver I confirm that the person named is over the age of 18 or where they are 16 or 17 they will bring with them a signed Parental Agreement Form (unless already submitted to the ACU).	Tick box	Y

Refunds		
41	Refunds are automatically offered 2 months prior to the event and the cancelling competitor pays the Fabian4 charge. If you wish to offer refunds to cancelling competitors closer to the event date then please complete this section by inserting additional rows.	
	Last applicable date	% Refund (before any fee deduction)
	2 months prior to the event	100

Course Names							
42	Course Number	Event 1 Name	Event 2 Name	Event 3 Name	Event 4 Name	Event 5 Name	Event 6 Name

Entry Limits							
43	Course Number	Event 1 Limit	Event 2 Limit	Event 3 Limit	Event 4 Limit	Event 5 Limit	Event 6 Limit
	1	140					

Waiting List Limits							
?	These limits specify the size of the waiting list (i.e. additional to the Entry Limits above).						
44	Course Number	Event 1 Limit	Event 2 Limit	Event 3 Limit	Event 4 Limit	Event 5 Limit	Event 6 Limit

Orienteering events only									
45	Base time of the race clock. Usually 00:00.			Event 1	Event 2	Event 3	Event 4	Event 5	Event 6
46	Applicable to OE2010 and OE Score V11 users only: When taking entries by colour course, export the data setting the class field to the entrant's standard age class (e.g. M35), and set the course to the course they selected (i.e. as though entry was taken by age class). Y/N								

Other Information		
47	Accept Adhoc Payments Y/N	Y
48	Optional - If you are offering helper discounts and wish to choose your own helper discount access code then specify it here	
49	Optional - Enter any special text to be included in the competitor's entry notification email. (Amend this via the Control Panel)	
50	Military / Services event? Y/N	
51	Optional - YOB is requested for orienteering and MTB events and DOB for all other events. If you wish to use a non standard method then specify it here: DOB / YOB / None	
52	Hide the competitor's age class from the start list? Y/N	
53	Optional - Enter any special text to be displayed at the top of the start list	
54	Hide the special request box in step 3 – if hidden, competitors will have to contact the organiser separately if they have a special request. Y/N	Y
55	Enable the Fabian4 "Start near competitor" function. Note that this is automatically enabled when you use the Fabian4 start time allocation service. If you are not using the Fabian4 start time allocation service then you will be responsible for satisfying any requests. Y/N	