

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	Cheshire Ring Canoe Race
8	Organised by (organisation / club name)	MADCC
9	Event type (Individual , Team, Relay, Payment Only)	Team
?	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	24/06/2017
11	Number of events / days	1
12	Event web page URL	http://madcc.btck.co.uk/CheshireRingRace
13	Optional - specific entry information page URL	http://madcc.btck.co.uk/CheshireRingRace/EntryInformation
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.	Entries can be made here for solo or relay teams. A club or organisation can also enter multiple teams of paddlers in the same or different classes. For kayak relay teams made up of 5 pairs of one Adult plus a Junior use "Double kayak (K2) relay x 10" OR "Double Kayak Tourer relay" as appropriate. All other relays use C1, C2, K1 or K2 relay.
15	Notify organiser of ALL entries by email Y/N	
16	Timing system (Racetek, SportIdent, Emit or None)	
17	Date online entries open	01/04/2017

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	10/06/2017
		Band 2 closing date	17/06/2017
		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	

		Day 6	
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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)	18	
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		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)	BCU	

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 2 / Event 1 / Cat 1	Band X / Event Y / Cat Z	Band X / Event Y / Cat Z
	Junior Fee	£18	£23		
	Senior Fee	£18	£23		
	Family Fee (2 adults + any no. of children)				
	Team Fee (when not the sum of solo fees)				
	Junior non member supplement	£5	£5		
	Senior non member supplement	£5	£5		
	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.)
	Single Kayak (K1) all the way		1	1	1	K1(x1)
	Single Kayak (K1) relay		2	5	2	K1(relay)
	Double Kayak (K2) all the way		2	2	1	K2(x2)
	Double Kayak (K2) relay		3	10	2	K2(relay)
	Double Kayak (K2) relay x10 (senior + junior)		10	10	2	K2(x10)
	Double Kayak Tourer relay (senior + junior)		10	10	2	K2T(x10)
	Single Canoe (C1) all the way		1	1	1	C1(x1)
	Single Canoe (C1) relay		2	5	2	C1(relay)
	Double Canoe (C2) all the way		2	2	1	C2(x2)
	Double Canoe (C2) relay		3	10	2	C2(relay)

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

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	
		Y						
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)	3						
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
	Mandatory £15 charge for tracking device (for the first team on this form)	Numbered	1		£15
	Number of additional teams on this form (each team requires a tracking device) @ £15 per tracker	Numbered	0		£15

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)
	Solo and relay team captains only - Estimated time to complete course (hh.mm)? Enter N/A for your team members.	Text	Y
	Relay team captains only – how many boats will you use?	Numeric	
	Name of support crew contact (tbc if not known yet)? Enter N/A if already specified.	Text	Y
	Support crew mobile number (tbc if not known yet)? Enter N/A if already specified.	Numeric text	Y
	I have read and I accept the Race rules and other documents, or where I am not the named competitor, I confirm that the person named has also read & accepted the rules.	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
	3 weeks 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

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
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	
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	