

Event Specification

Event specification form updated 27/02/21. Setup is free if you use the very 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.

Email the completed form to adrian.moir@fabian4.co.uk with a subject Event setup - <event name from section 7>.

Replace **text on a yellow background** as necessary.
Text in Green = the default value where unspecified.

Standard sections (mandatory)	
?	<p>Sections with additional help are shown with this orange ? symbol. All Standard sections need to be completed, except for sections marked as only applicable to other event types. All Advanced sections are optional.</p> <p>Please contact adrian.moir@fabian4.co.uk if you require further help.</p>

Contract T&Cs			
1	<p>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</p> <p>[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].</p>	<p>Which version of the organiser T&Cs have you just read? (Follow the link on the left to find the latest version number)</p>	
		Electronic Signature (Print name)	
		Club/Organisation	
		Your Position	

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

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 (club short name)	MADCC
9	<p>¹Individual events take entries for solo competitors only. Team events can take entries for solo competitors in addition to teams of competitors. 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 for races which have a separate registration system.</p>	
9	Event type ¹ (Individual , Team, Relay, Payment Only)	Team
10	First event date	06/07/2019
11	Last event date (multiple events only)	
12	Number of events	1
13	Event web page URL	http://madcc.btck.co.uk/CheshireRingRace
14	Optional - specific entry information page URL	http://madcc.btck.co.uk/CheshireRingRace/EntryInformation
15	Optional – Event Facebook URL	
16	Optional – Event Twitter URL	
17	Optional - Brief notes, displayed at the top of step 3 (the entry form step), to assist the entrant with the completion of this step.	
18	Notify organiser of ALL entries by email Y/N	
19	Timing system (Fabian4-RaceTek, SPORTident, Emit, As Specified or None)	
20	Date online entries open (ASAP)	

Entry Closing Dates			
21	Entry Fee Band Dates (Last applicable date for entry). Where there is only one fee band enter the final closing date for Band 1.	Band 1 closing date	23/06/2019
		Band 2 closing date	29/06/2019
		Band 3 closing date	
		Band 4 closing date	

Event Description (Multiday events only)			
22	For multiday events only where the price is different on different days or where the set of entry classes varies per event.	Event 1	
		Event 2	
		Event 3	
		Event 4	
		Event 5	
		Event 6	
		Event 7	
		Event 8	
		Event 9	
		Event 10	

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).			
23	No.	Date	Entry Closing Date	Name
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			

Fee configuration details		
24	Senior fees apply from what age? (default age 21)	18
25	Charge Junior fees to Senior full time students Y/N	
26	Reduced rate for entering all events/days – multiday only (specify details in sections 28 or 46) Y/N	
27	<p>Restricted Entry or Non-member Supplement type: None BOF – British Orienteering BOF/SOA – British Orienteering & Scottish Orienteering (for level B, C & D events in Scotland) UKA – UK Athletics (English/Welsh/Scottish) ARC – Association of Running Clubs (including UKA members) BTF – British Triathlon Federation AUDAX – AUDAX UK / CTC BMBO – British Mountain Bike O LDWA – Long Distance Walkers Association ACU – Auto Cycle Union BC – British Canoeing TRA – Trail Runners Association (including UKA members) FRA – Fell Runners Association</p> <p>Specify the supplement fee in section 28, and whether restricted entry is turned on in section 42.</p>	BC

Entry Fees and Entry Classes – HELP & EXAMPLE

**?
28
HELP**

An Entry Class is the item (class, course or other classifier) that the entrant selects at the time of entry. E.g. Blue, Green, Marathon, 10K, Fun Run, Long, Short, Navigation Training, Coaching Conference, etc). If there is only one Entry Class, the entrant doesn't have to select anything (it defaults to the one item). Each Entry Class on offer may have the same or a different Set of applicable fees. Fees may also change depending on the time of entry. For example, you may have Early Bird rates, Standard rates, and Late Entry rates. These are referred to as Fee Bands and the applicable dates are set in section 21.

As an example, a model event might have 4 orienteering type courses Blue, Green, Yellow and Orange plus a 10K race for non-orienteers. In this example the orienteering fees stay the same throughout the whole period, but the 10K fees increase before entries close.

Column 1 – for Blue and Green (Set 1, Bands 1 & 2)

Column 2 – for Orange and Yellow (Set 2, Bands 1 & 2)

Column 3 – for a 10K race (Set 3 Band 1)

Column 4 – late entry to the 10K race (Set 3 Band 2)

It might look something like the following:

	Band 1 & 2 / Event 1 / Set 1	Band 1 & 2 / Event 1 / Set 2	Band 1 / Event 1 / Set 3	Band 2 / Event 1 / Set 3
Junior Fee	5	5	15	20
Senior Fee	10	5	15	20
Family Fee (Combined fee for solo entries for each of 2 adults + any number of children)				
Team Fee (For team events only when the team fee is not the sum of solo fees)				
Junior non-member supplement (specify extra supplement amount additional to the Junior fee)	0	0	2	2
Senior non-member supplement (specify extra supplement amount additional to the Senior fee)	2	0	2	2
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	0	0		
Senior Ecard hire Fee	1	1		
Junior Touch Free Ecard Hire Fee	2	2		
Senior Touch Free Ecard Hire Fee	2	2		
Junior Own Ecard Discount (specify reduction)				
Senior Own Ecard Discount (specify reduction)				
Relay Fee (leave all the fees above empty for relay events)				

Entry Fees and Entry Classes – HELP & EXAMPLE

**?
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HELP**

The model event would have the following Entry Classes.

²Min and Max team size is only applicable to team events.

³Class short names will default to the long names unless specified.

Applicable to Events:		All (COPY this section as necessary for multiday events)				
ID	Name of Entry Class Please list these in the order you would like to see them in the entry class drop down list in step 3. One entry class per row, typically with Men classes followed by Women classes.	Fee Set (1)	² Min team size (1)	² Max team size (1)	Course number (opt.)	³ Class short name (opt.)
1	Blue	1			1	
2	Green	1			2	
3	Orange	2			3	
4	Yellow	2			4	
5	10K	3			5	
6						
7						
8						
9						
10						
11						
12						
13						
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16						
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Entry Fees					
28	<p>Replace X, Y and Z values as necessary for each fee set (columns of fee values). Y can be set to "All" where there is a reduced total fee for entering all events (days). Ecards hire/discount fees are applicable to SPORTident or Emit timing only. Use multiple Price Sets where different entry classes in any single event have different sets of fees. Specify which price set is applicable to which entry class in section 29. Leave cells empty if not applicable, but use 0 if an item is applicable but free of charge.</p>				
	<p>Too technical? Read the HELP section (above). If section 28 still looks too technical then describe your entry fees in plain English.</p>				
		Band 1 / Event 1 / Set 1	Band X / Event Y / Set Z	Band X / Event Y / Set Z	Band X / Event Y / Set Z
	Junior Fee	20	25		
	Senior Fee	20	25		
	Family Fee (Combined fee for solo entries for each of 2 adults + any number of children)				
	Team Fee (For team events only when the team fee is not the sum of solo fees)				
	Junior non-member supplement (specify extra supplement amount additional to the Junior fee)	5	5		
	Senior non-member supplement (specify extra supplement amount additional to the Senior fee)	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 Touch Free Ecard Hire Fee				
	Senior Touch Free Ecard Hire Fee				
	Junior Own Ecard Discount (specify reduction)				
	Senior Own Ecard Discount (specify reduction)				
	Relay Fee (leave all the fees above empty for relay events)				

Entry Classes (For Individual and Team events)

? 29 ²Min and Max team size is only applicable to team events.
³Class short names will default to the long names unless specified.

29	Applicable to Events:		All (COPY this section as necessary for multiday events)				
	ID	Name of Entry Class Please list these in the order you would like to see them in the entry class drop down list in step 3. One entry class per row, typically with Men classes followed by Women classes.	Fee Set (1)	² Min team size (1)	² Max team size (1)	Course number (opt.)	³ Class short name (opt.)
	1	Single Kayak (K1) all the way		1	1	1	K1(x1)
	2	Single Kayak (K1) relay		2	5	2	K1(relay)
	3	Double Kayak (K2) all the way		2	2	1	K2(x2)
	4	Double Kayak (K2) relay		3	10	2	K2(relay)
	5	Double Kayak (K2) relay x10 (senior + junior)		10	10	2	K2(x10)
	6	Double Kayak Tourer relay (senior + junior)		10	10	2	K2T(x10)
	7	Single Canoe (C1) all the way		1	1	1	C1(x1)
	8	Single Canoe (C1) relay		2	5	2	C1(relay)
	9	Double Canoe (C2) all the way		2	2	1	C2(x2)
	10	Double Canoe (C2) relay		3	10	2	C2(relay)
	11						
	12						
	13						
	14						
	15						
	16						
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	18						
	19						
	20						
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29							

Applicable to Team events

30	Collect one ecard per team (from the 1 st team member) Y/N
31	Collect team names Y/N

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

Start Time Preferences						
35	<p>If allocating your own start times, would you like to collect start time preferences? Indicate the number of options per event.</p> <p>2 - Early, Late, +Any</p> <p>3 - Early, Middle, Late, +Any</p> <p>4 - V Early, Early, Late, V Late, +Any</p> <p>5 - V Early, Early, Middle, Late, V Late, +Any</p>	Event 1	Event 2	Event 3	Event 4	Event 5
		3				
		Event 6	Event 7	Event 8	Event 9	Event 10

For Orienteering events	
36	<p>Would you like to use the Fabian4 managed start time allocation service (with seeding)?</p> <p style="text-align: center;">Y/N</p> <p>(This will incur additional charges and is normally only used for seeded Level A events or multiday events allocating times by club rotating blocks. See section 45 for the free self-select start time function.)</p>
37	Local IOF country code (GBR)
38	BOF event level (UK only): A, B, C or D

Other Information	
39	<p>Would you like to hire the Fabian4-RaceTek timing and competitor tracking system kit?</p> <p>http://www.fabian4.co.uk/organiser/trackingandtiming.aspx</p> <p>(This will incur additional charges) Y/N</p>
40	<p>Would you like Fabian4-RaceTek on-site support on the day of the event?</p> <p>(This will incur additional charges) Y/N</p>
41	<p>Where did you hear about Fabian4?</p> <p>(EC) Existing client</p> <p>(PE) Previous entrant</p> <p>(IS) Internet search</p> <p>(F) From a friend</p> <p>(A) Advertisement – please specify</p> <p>(O) Other – please specify</p>

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

Covid-19 – Restricted entry & Remote EOD		
42	<p>Would you like to restrict entry to members of the national governing body only?</p> <p>Ensure section 27 is complete if the answer is yes.</p> <p>Y/N</p>	
43	<p>Optional - Would you like to restrict entry to a set of named clubs only?</p> <p>List the relevant club names in the box to the right (one club per line).</p>	
44	<p style="text-align: center;">Optional - EOD Registration Manager Email Address</p> <p>Instead of receiving a paper EOD form and cash, this function allows you to receive an email with all the key details required for your race entry/timing software instead. Ask entrants to enter online from the event car park, or before leaving home. This feature is also available from the Control Panel page.</p>	

Covid-19 – Self-select start times – HELP & EXAMPLE

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45
HELP

This function enables the control of competitor numbers in the start area. It works on the concept of queues of starters (imagine them all lined up in physical start lanes).

There are 2 queue types:

Specific time queues – all runners start at a specific time (e.g. 11:00, 11:02, etc).

Block time queues – all runners start within a specified time range (e.g. 11:00 to 11:14, 11:15 to 11:29, etc).

Wave starts use specific time queues, where the number of competitors in each slot is greater than 1.

In our model event we are going to allocate entry classes Blue (Entry Class1) and Green (Entry Class 2) to a specific queue with 1 starter per minute (10:30 to 12:30) but with a rule to separate those on the same course by 2 minutes. Orange (Entry Class 3) and Yellow (Entry Class 4) are to be allocated to 8 x 15-minute blocks (10:30 to 12:29) with 15 runners in each block. The 10K (Entry Class 5) will use wave starts with 6 runners going off every 5 minutes from 12:35 until 13:00.

Be careful with the separation rules if your time interval between slots is not 1 (minute or second).

¹Slot separation example – if 'Units' = Minutes and 'Time interval between slots' = 2 then a 'Slot separation' = 3 would result in a 6 minute separation. I.e. Time separation = Slot separation x Time interval between slots.

Stage 1: Specify the Specific Queue types required (Note the use of defaults when applicable)

Specific Queue Type S1 This is for the Blue and Green	First start time	10:30
	Last start time	12:30
	Units in seconds or minutes (minutes)	
	Time interval between slots (1)	
	Number of available slots between vacant slots (no vacant slots)	
	¹ Slot separation of those in the same Age Class (0)	
	¹ Slot separation of those in the same Club (0)	
	¹ Slot separation of those in the same Entry Class (0)	2
	¹ Slot separation of those in the same Course (0)	
	Number in wave (1)	
Specific Queue Type S2 This is for the 10K	First start time	12:35
	Last start time	13:00
	Units in seconds or minutes (minutes)	
	Time interval between slots (1)	5
	Number of available slots between vacant slots (no vacant slots)	
	¹ Slot separation of those in the same Age Class (0)	
	¹ Slot separation of those in the same Club (0)	
	¹ Slot separation of those in the same Entry Class (0)	
	¹ Slot separation of those in the same Course (0)	
Number in wave (1)	6	

Covid-19 – Self-select start times – HELP & EXAMPLE - continued						
? 45 HELP	<p>²Course Limit applies a rule to limit the number of entrants on any single course in the block to the specified value. When not specified, the effective course limit is the same as the total block limit.</p> <p>E.g. If you were using 15 minute blocks, with 30 competitors per block, with 2 competitors starting per minute, you might set the Course Limit to 15 (or lower) to ensure no 2 competitors on the same course have to start together.</p> <p>Stage 2: Specify the Block Queue types required</p>					
	Block Queue Type	Block Number	Start Time	End Time	Total Limit	² Course Limit (optional)
	Block Queue Type B1 This is for the Orange and Yellow	1	10:30	10:44	15	
		2	10:45	10:59	15	
		3	11:00	11:14	15	
		4	11:15	11:29	15	
		5	11:30	11:44	15	
		6	11:45	11:59	15	
		7	12:00	12:14	15	
		8	12:15	12:29	15	
		9				
		10				
		11				
12						

Covid-19 – Self-select start times – HELP & EXAMPLE - continued			
? 45 HELP	<p>Stage 3: Allocate entry classes (or courses) to Queues. For each queue specify its type (e.g., S1, S2, S3, B1, B2 as defined above).</p>		
	Applicable to Events:		All (COPY this section as necessary for multiday events)
	Q No.	Applicable Entry Class IDs (or Course Numbers) as defined in section 29	Q Type
	1	1, 2 (Blue & Green)	S1
	2	3, 4 (Orange and Yellow)	B1
3	5 (10K)	S2	
4			

Find other examples on <https://www.fabian4.co.uk/create/event.aspx>

Covid-19 – Self-select start times – Stage 1 – Specific Queue Types																						
? 45	<p>¹Slot separation example – if ‘Units’ = Minutes and ‘Time interval between slots’ = 2 then a ‘Slot separation’ = 3 would result in a 6 minute separation. I.e. Time separation = Slot separation x Time interval between slots.</p> <p>Stage 1: Specify the Specific Queue types required</p>																					
45	<p>Too technical? Read the HELP section (above). If section 45 still looks too technical then describe how you would like the self-select times setup in plain English.</p>																					
	Specific Queue Type S1	<table border="1"> <tr><td>First start time</td><td></td></tr> <tr><td>Last start time</td><td></td></tr> <tr><td>Units in seconds or minutes (minutes)</td><td></td></tr> <tr><td>Time interval between slots (1)</td><td></td></tr> <tr><td>Number of available slots between vacant slots (no vacant slots)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Age Class (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Club (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Entry Class (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Course (0)</td><td></td></tr> <tr><td>Number in wave (1)</td><td></td></tr> </table>	First start time		Last start time		Units in seconds or minutes (minutes)		Time interval between slots (1)		Number of available slots between vacant slots (no vacant slots)		¹ Slot separation of those in the same Age Class (0)		¹ Slot separation of those in the same Club (0)		¹ Slot separation of those in the same Entry Class (0)		¹ Slot separation of those in the same Course (0)		Number in wave (1)	
First start time																						
Last start time																						
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Number of available slots between vacant slots (no vacant slots)																						
¹ Slot separation of those in the same Age Class (0)																						
¹ Slot separation of those in the same Club (0)																						
¹ Slot separation of those in the same Entry Class (0)																						
¹ Slot separation of those in the same Course (0)																						
Number in wave (1)																						
	Specific Queue Type S2	<table border="1"> <tr><td>First start time</td><td></td></tr> <tr><td>Last start time</td><td></td></tr> <tr><td>Units in seconds or minutes (minutes)</td><td></td></tr> <tr><td>Time interval between slots (1)</td><td></td></tr> <tr><td>Number of available slots between vacant slots (no vacant slots)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Age Class (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Club (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Entry Class (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Course (0)</td><td></td></tr> <tr><td>Number in wave (1)</td><td></td></tr> </table>	First start time		Last start time		Units in seconds or minutes (minutes)		Time interval between slots (1)		Number of available slots between vacant slots (no vacant slots)		¹ Slot separation of those in the same Age Class (0)		¹ Slot separation of those in the same Club (0)		¹ Slot separation of those in the same Entry Class (0)		¹ Slot separation of those in the same Course (0)		Number in wave (1)	
First start time																						
Last start time																						
Units in seconds or minutes (minutes)																						
Time interval between slots (1)																						
Number of available slots between vacant slots (no vacant slots)																						
¹ Slot separation of those in the same Age Class (0)																						
¹ Slot separation of those in the same Club (0)																						
¹ Slot separation of those in the same Entry Class (0)																						
¹ Slot separation of those in the same Course (0)																						
Number in wave (1)																						
	Specific Queue Type S3	<table border="1"> <tr><td>First start time</td><td></td></tr> <tr><td>Last start time</td><td></td></tr> <tr><td>Units in seconds or minutes (minutes)</td><td></td></tr> <tr><td>Time interval between slots (1)</td><td></td></tr> <tr><td>Number of available slots between vacant slots (no vacant slots)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Age Class (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Club (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Entry Class (0)</td><td></td></tr> <tr><td>¹Slot separation of those in the same Course (0)</td><td></td></tr> <tr><td>Number in wave (1)</td><td></td></tr> </table>	First start time		Last start time		Units in seconds or minutes (minutes)		Time interval between slots (1)		Number of available slots between vacant slots (no vacant slots)		¹ Slot separation of those in the same Age Class (0)		¹ Slot separation of those in the same Club (0)		¹ Slot separation of those in the same Entry Class (0)		¹ Slot separation of those in the same Course (0)		Number in wave (1)	
First start time																						
Last start time																						
Units in seconds or minutes (minutes)																						
Time interval between slots (1)																						
Number of available slots between vacant slots (no vacant slots)																						
¹ Slot separation of those in the same Age Class (0)																						
¹ Slot separation of those in the same Club (0)																						
¹ Slot separation of those in the same Entry Class (0)																						
¹ Slot separation of those in the same Course (0)																						
Number in wave (1)																						

Covid-19 – Self-select start times – Stage 2 – Block Queue Types

**?
45**

²Course Limit applies a rule to limit the number of entrants on any single course in the block to the specified value. When not specified, the effective course limit is the same as the total block limit.

Stage 2: Specify the Block Queue types required

45 (cont.)	Block Queue Type	Block Number	Start Time	End Time	Total Limit	² Course Limit (optional)
	Block Queue Type B1	1				
		2				
		3				
		4				
		5				
		6				
		7				
		8				
		9				
		10				
		11				
		12				
	Block Queue Type B2	1				
		2				
		3				
		4				
		5				
		6				
		7				
		8				
		9				
		10				
		11				
		12				

Covid-19 – Self-select start times – Stage 3 – Allocate Entry Classes to Queues			
? 45	Stage 3: Allocate entry classes (or courses) to Queues. For each queue specify its type (e.g., S1, S2, S3, B1, B2 as defined above).		
45 (cont.)	Applicable to Events:	All (COPY this section as necessary for multiday events)	
	Q No.	Applicable Entry Class IDs (or Course Numbers) as defined in section 29	Q Type
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
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30			

Event Options – for collecting extra payments or information on a per entry form basis (in step 3)					
?	46				
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.					
46	Description	Type	Initial Value (0)	Limit (optional)	Cost
	Mandatory £18 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) @ £18 per tracker	Numbered	0		15

Competitor Questions – for collecting information on a per competitor basis (in step 3+)			
?	47		
Type includes Heading, Text, Numeric text (for numbers that may start with 0), Numeric, Yes/No and Tick box.			
47	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	N
	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 accept the Cheshire Ring 2019 Race Rules and the Cheshire Ring Race 2019 Guidance Notes on the Entry information page (opens new window) or where I am not the named competitor, I confirm that the person named has also read & accepted both documents.	Tick box	Y

Refunds					
? 48	As part of the standard Fabian4 T&Cs, refunds are automatically offered up until 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. Different percentage rates can be specified for the standard entry fees and for event options (e.g. event merchandise and accommodation bookings).				
48	Optional - Allow Donations to Charity / Good Cause rather than claiming a refund. Name of Charity/Good Cause				
	Optional – (Registered charities & CACS only) Allow Gift Aid donations? Y/N				
	Last applicable date	% Refund for Entry Fees	% Refund for Event Options	Competitor to pay the Fabian4 Entry processing fee	Competitor to pay the Fabian4 Refund processing fee
	2 months prior to the event	100	100	Y	Y
	3 weeks prior to the event	100	100	Y	Y

Course Names						
49	Course Number	Event 1 Name	Event 2 Name	Event 3 Name	Event 4 Name	Event 5 Name
	1	All the way				
	2	Relay				
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					

Course Names - continued						
49 (cont.)	Course Number	Event 6 Name	Event 7 Name	Event 8 Name	Event 9 Name	Event 10 Name
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
10						

Limits - HELP & EXAMPLE																	
? 50 HELP	<p>Limits can be applied to any group (Limit Group) of entry classes (or courses). For example, an overall limit would need a Limit Group consisting of all entry classes. Typically, limits are set by course. Map order limits can be advised later (i.e. after placing the map order).</p> <p>Using our model event, the following example illustrates:</p> <p>An overall event limit of 300 (due to permissions) A limit of 60 on Blue A limit of 60 on Green A limit of 200 on the 10K The Orange and Yellow are not subject to any limits, other than the overall limit of 300.</p> <p>It would look something like this.</p> <p>Stage 1: Specify the limit groups</p> <table border="1"> <thead> <tr> <th>Limit Group ID</th> <th>Applicable Entry Class IDs (or Course Numbers) as defined in section 29</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1, 2, 3, 4, 5 (All entry classes)</td> </tr> <tr> <td>2</td> <td>1 (Blue)</td> </tr> <tr> <td>3</td> <td>2 (Green)</td> </tr> <tr> <td>4</td> <td>5 (10K)</td> </tr> <tr> <td>5</td> <td></td> </tr> <tr> <td>6</td> <td></td> </tr> <tr> <td>7</td> <td></td> </tr> </tbody> </table>	Limit Group ID	Applicable Entry Class IDs (or Course Numbers) as defined in section 29	1	1, 2, 3, 4, 5 (All entry classes)	2	1 (Blue)	3	2 (Green)	4	5 (10K)	5		6		7	
	Limit Group ID	Applicable Entry Class IDs (or Course Numbers) as defined in section 29															
	1	1, 2, 3, 4, 5 (All entry classes)															
	2	1 (Blue)															
	3	2 (Green)															
	4	5 (10K)															
	5																
	6																
	7																

Limits - HELP & EXAMPLE																																				
? 50 HELP	<p>Then we specify the actual limits for each Limit Group.</p> <p>Limits that include all entry classes take precedence over other limits. So in this case once the event limit of 300 is reached, the event will automatically close, even though some of the other limits have yet to reach their maximum.</p> <p>Stage 2: Specify the limits for each Event / Limit Group pair</p> <table border="1"> <thead> <tr> <th>Event No. (1)</th> <th>Limit Group ID</th> <th>¹Limit Name (optional)</th> <th>Limit</th> <th>²Waiting List Limit (0)</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>Model Event</td> <td>300</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>Blue</td> <td>60</td> <td></td> </tr> <tr> <td></td> <td>3</td> <td>Green</td> <td>60</td> <td></td> </tr> <tr> <td></td> <td>4</td> <td>10K</td> <td>200</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Event No. (1)	Limit Group ID	¹ Limit Name (optional)	Limit	² Waiting List Limit (0)		1	Model Event	300			2	Blue	60			3	Green	60			4	10K	200											
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		4	10K	200																																

Find other examples on <https://www.fabian4.co.uk/create/event.aspx>

Limits		
? 50	Stage 1: Specify the limit groups	
50	Too technical? Read the HELP section (above). If section 50 still looks too technical then describe how you would like the limits setup in plain English.	
	Limit Group ID	Applicable Entry Class IDs (or Course Numbers) as defined in section 29
	1	
	2	
	3	
	4	
	5	
	6	
	7	

Limits - continued					
? 50	<p>¹Limit Names are used in “<Limit Name> is/are full” messages to the entrant. We will create suitable names if none are specified. For example, if there was an overall limit on all senior entry classes, the limit name might be ‘Senior Classes’. Typically, overall limits use a shortened event name and course limits use the relevant course name.</p> <p>² Note that each waiting list entry is restricted to just one entrant for one event only, since cancellations often release just 1 place on one event.</p> <p>Waiting lists are not recommended when an estimate that X% won’t turn up on the day prediction will work just as well. In this case, simply increase the limit to include that extra X% (e.g. 20%).</p> <p>Full events automatically re-open by default when someone cancels, and this is often a preferred mechanism to fill available space, rather than using waiting lists, especially for orienteering events where entrants typically wish to enter in family groups rather than individually.</p> <p>The waiting list limit specifies the maximum size of the waiting list itself (not including the main limit).</p>				
	Stage 2: Specify the limits for each Event / Limit Group pair				
50 (cont.)	Event No. (1)	Limit Group ID	¹Limit Name (optional)	Limit	²Waiting List Limit (0)

Orienteering events only						
51	Base time of the race clock. Usually 00:00 .	Event 1	Event 2	Event 3	Event 4	Event 5
		Event 6	Event 7	Event 8	Event 9	Event 10
52	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					
53	Collect IOF IDs for entry classes: (list the relevant entry classes)					

Other Information	
54	Priority entry link (pass code protected) Y/N Use the extra link to give priority entry before the official opening date or when the event is marked as closed.
55	Accept extra one-off Adhoc payments Y/N (Only request this feature if you know you will need it)
56	Optional - If you are offering helper discounts and wish to choose your own helper discount access code, then specify it here.
57	Optional - Enter any special text to be included in the competitor's entry notification email. (Amend this via the Control Panel)
58	Military / Services event? Y/N
59	Optional - YOB is requested for orienteering and MTB events and DOB for all other events. If you wish to use a nonstandard method then specify it here: DOB / YOB / None
60	Hide the competitor's age class from the start list? Y/N
61	Optional - Enter any special text to be displayed at the top of the start list
62	Hide the special request box in step 3 – when the box is hidden, competitors will have to contact the organiser separately if they have a special request. Y/N
63	Enable the Fabian4 "Start near competitor" function. Note that this is automatically enabled when you use the Fabian4 managed start time allocation service. If you are allocating your own start times, you will be responsible for satisfying any requests. Y/N (Not applicable to events using the free self-select start time service)