

Event Specification

Event specification form updated 25/11/24. 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) |
| ? | 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.Please contact adrian.moir@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](http://www.legislation.gov.uk/ukpga/2000/7/section/7) 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]. | Electronic Signature (Print name) |  |
| Date |  |
| Your Position |  |
| Club/Organisation |  |

|  |  |
| --- | --- |
|  | 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 |  |
| Home phone |  |
| Mobile |  |
| 3 | **Notification email address(es)**[e.g. email address of the entry secretary]Used for notification of competitor changes, special requests and entry notification emails. |   |
| 4 | **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. |  |
| 5 | **Invoice email forename(s)**[e.g. the organiser’s first name] |  |

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| --- | --- |
|  | 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 |  |
| 8 | Organised by (club short name) |  |
| **?****9** | 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. |
| 9 | Event type1(**Individual**, Team, Relay, Payment Only) |  |
| 10 | First event date |  |
| 11 | Last event date (multiple events only) |  |
| 12 | Number of events (**1**) |  |
| 13 | Event web page URL |  |
| 14 | Optional - specific entry information page URL |  |
| 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 Closing Dates(Last applicable date for entry).Where there is only one fee band, populate the ‘Band 1 last date’ box.  | Band 1 last date |  |
| Band 2 last date |  |
| Band 3 last date |  |
| Band 4 last date |  |

Sections 22 to 64 are hidden by default (when using Word 2007 or later). Read each summary and expand the section using the little arrow on the left if you think it might be applicable to your event.

### Multiday Event Description - where the entry fees or entry classes vary per event.

|  |  |
| --- | --- |
|  | 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. These descriptions are used in step 3 to label different sections of the Fees table or the entry class dropdown lists. | Event 1 |  |
| Event 2 |  |
| Event 3 |  |
| Event 4 |  |
| Event 5 |  |
| Event 6 |  |
| Event 7 |  |
| Event 8 |  |
| Event 9 |  |
| Event 10 |  |

### Series Description – for multiday events only where each event is on a different day/month of the year.

|  |  |
| --- | --- |
|  | Series Description (Event series only) |
| **?****23** | 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 |  |  |  |
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### Entry Fee Configuration – MANDATORY - but all the defaults may apply.

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| --- | --- |
|  | Fee configuration details |
| 24 | Senior fees apply from what age? (default age **21**) |  |
| 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 | Restricted Entry or Non-member Supplement type:**None**BOF – British OrienteeringBOF/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 FederationAUDAX – AUDAX UK / CTCBMBO – British Mountain Bike OLDWA – Long Distance Walkers AssociationACU – Auto Cycle UnionBC – British CanoeingTRA – Trail Runners Association (including UKA members)FRA – Fell Runners AssociationWFRA – Welsh Fell Runners AssociationSpecify the supplement fee in section 28, and whether restricted entry is turned on in section 42. |  |

### Entry Fees and Entry Classes HELP – for information only. Do not edit.

|  |  |
| --- | --- |
|  | 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 |
| 2nd, 3rd, 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 |
| **?****29**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)** | **2Min team size****(1)** | **2Max team size****(1)** | **Course number (opt.)** | **3Class short name (opt.)** |
| 1 | Blue | 1 |  |  | 1 |  |
| 2 | Green | 1 |  |  | 2 |  |
| 3 | Orange | 2 |  |  | 3 |  |
| 4 | Yellow | 2 |  |  | 4 |  |
| 5 | 10K | 3 |  |  | 5 |  |
| 6 |  |  |  |  |  |  |
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| 28 |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |

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

### Entry Fees – MADATORY –See the HELP section above.

|  |  |
| --- | --- |
|   | Entry Fees |
| **?****28** | 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. |
| 28 | Too technical? Read the HELP section (above). If section 28 still looks too technical then describe your entry fees in plain English. |  |
|  | **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 |  |  |  |  |
| Senior Fee |  |  |  |  |
| 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**) |  |  |  |  |
| Senior non-member supplement (**specify extra supplement amount additional to the Senior fee**) |  |  |  |  |
| 2nd, 3rd, etc Child Discount (**specify reduction**) |  |  |  |  |
| Junior Discount (**specify reduction**) |  |  |  |  |
| Senior Discount (**specify reduction**) |  |  |  |  |
| Family 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 Team Fee (**leave all the fees above empty for relay events**) |  |  |  |  |
| If applicable, do the discount rows above apply to everyone with the discount code or just event helpers? [Everyone / **Helpers**] |  |

### Entry Classes (Individual & Team) – MADATORY for Individual and Team events. See HELP above too.

|  |  |
| --- | --- |
|  | 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. There might only be one: E.g. 10K | **Fee Set (1)** | **2Min team size****(1)** | **2Max team size****(1)** | **Course number (opt.)** | **3Class short name (opt.)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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| 28 |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |

### Team Events – only applicable to Team events.

|  |  |
| --- | --- |
|  | Applicable to Team events |
| 30 | Collect one ecard per team (from the 1st team member) **Y/N**  |  |
| 31 | Collect team names **Y/N** |  |

### Entry Classes (Relay) – MANDATORY for Relay events.

|  |  |
| --- | --- |
|  | Entry Classes (For Relay events) |
| **?****32** | 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)** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| 33 | Date team declarations open |  |
| 34 | Date team declarations close |  |

### Start Time Preferences – typically only relevant to orienteering and only if you are allocating times yourself.

|  |  |
| --- | --- |
|  | Start Time Preferences (Typically for orienteering only) |
| 35 | If allocating your own start times, would you like to collect start time preferences? Indicate the number of options per event.2 - Early, Late, +Any3 - Early, Middle, Late, +Any4 - V Early, Early, Late, V Late, +Any5 - V Early, Early, Middle, Late, V Late, +Any | **Event 1** | **Event 2** | **Event 3** | **Event 4** | **Event 5** |
|  |  |  |  |  |
| **Event 6** | **Event 7** | **Event 8** | **Event 9** | **Event 10** |
|  |  |  |  |  |

### Orienteering Info – MANDATORY for orienteering events.

|  |  |
| --- | --- |
|  | For Orienteering events |
| 36 | Would you like to use the Fabian4 managed start time allocation service (with seeding)?**Y/N** (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.) |  |
| 37 | Local IOF country code **(GBR)** |  |
| 38 | BOF event level (UK only): A, B, C or D |  |

### Fabian4 Timing – only applicable if you wish to make use of our timing services.

|  |  |
| --- | --- |
|  | Fabian4-RaceTek Timing |
| 39 | Would you like to hire the Fabian4-RaceTek timing and competitor tracking system kit? <http://www.fabian4.co.uk/organiser/trackingandtiming.aspx> (This will incur additional charges) **Y/N** |  |
| 40 | Would you like Fabian4-RaceTek on-site support on the day of the event?(This will incur additional charges) **Y/N** |  |

### Marketing Survey – MANDATORY.

|  |  |
| --- | --- |
|  | Marketing Survey |
| 41 | Where did you hear about Fabian4?**(EC) Existing client(PE) Previous entrant** **(IS) Internet search****(F) From a friend****(A) Advertisement – please specify****(O) Other – please specify** |  |

### Advanced Sections

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

### Restrict Entry – restrict entry to members of governing bodies or clubs.

|  |  |
| --- | --- |
|  | Restricted entry |
| 42 | Would you like to restrict entry to members of the national governing body only?Ensure section 27 is complete if the answer is yes. **Y/N** |  |
| 43 | Optional - Would you like to restrict entry to a set of named clubs only?List the relevant club names in the box to the right (one club per line). |  |

### EOD Registration Manager – take online entries on the day of your event.

|  |  |
| --- | --- |
|  | EOD Registration Manager |
| 44 | Optional - EOD Registration Manager Email AddressInstead 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. You will need to enable this feature on the day of your event. |  |

### Self-Select Start Times HELP – for information only. Do not edit.

|  |  |
| --- | --- |
|  | Self-select start times – HELP & EXAMPLE |
| **?****45A****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.**Step A: Specify the Specific Queue types required** (Note the use of defaults when applicable) |
| Specific Queue Type S1 | 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**) |  |
| 1Slot separation of those in the same Age Class & Course (**0**) |  |
| 1Slot separation of those in the same Club & Course (**0**) |  |
| 1Slot separation of those in the same Entry Class (**0**) | 2 |
| 1Slot separation of those in the same Course (**0**) |  |
| Number in wave (**1**) |  |
| Specific Queue Type S2 | 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**) |  |
| 1Slot separation of those in the same Age Class & Course (**0**) |  |
| 1Slot separation of those in the same Club & Course (**0**) |  |
| 1Slot separation of those in the same Entry Class (**0**) |  |
| 1Slot separation of those in the same Course (**0**) |  |
| Number in wave (**1**) | 6 |

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| --- | --- |
|  | Self-select start times – HELP & EXAMPLE - continued |
| **?****45B****HELP** | **2**Course 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.For example (unrelated to the figures below), 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.**Step B: Specify the Block Queue types required** |
| **Block Queue Type** | **Block Number** | **Start Time** | **End Time** | **Total Limit** | **2Course Limit (optional)** |
| Block Queue Type B1 | 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 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | Self-select start times – HELP & EXAMPLE - continued |
| **?****45C****HELP** |  | **Step C: Allocate entry classes (or courses) to Queues**. For each queue specify its type (e.g., S1, S2, S3, B1, B2 as defined above). |
| 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>

### Self-Select Start Times – allow entrants to choose their own specific start time or start block (range).

|  |  |
| --- | --- |
|  | Self-select start times – Step A – Specific Queue Types |
| **?****45A** | 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.2Number of available slots between vacant slots – for waves > 1 runner this creates 1 vacant slot only. E.g. for a wave of 6 runners and 2 available (full capacity) slots between vacant slots gives 6, 6, 5, 6, 6, 5, etc. For a wave of 1 runner and 2 available slots between vacant slots gives 1, 1, 0, 1, 1, 0, etc.**Step A: Specify the Specific Queue types required** |
| 45A | 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. |  |
| Specific Queue Type S1 | First start time |  |
| Last start time |  |
| Units in seconds or minutes (**minutes**) |  |
| Time interval between slots (**1**) |  |
| 2Number of available slots between vacant slots (**no vacant slots**) |  |
| 1Slot separation of those in the same Age Class & Course (**0**) |  |
| 1Slot separation of those in the same Club & Course (**0**) |  |
| 1Slot separation of those in the same Entry Class (**0**) |  |
| 1Slot separation of those in the same Course (**0**) |  |
| Number in wave (**1**) |  |
| Specific Queue Type S2 | First start time |  |
| Last start time |  |
| Units in seconds or minutes (**minutes**) |  |
| Time interval between slots (**1**) |  |
| 2Number of available slots between vacant slots (**no vacant slots**) |  |
| 1Slot separation of those in the same Age Class & Course (**0**) |  |
| 1Slot separation of those in the same Club & Course (**0**) |  |
| 1Slot separation of those in the same Entry Class (**0**) |  |
| 1Slot separation of those in the same Course (**0**) |  |
| Number in wave (**1**) |  |
| Specific Queue Type S3 | First start time |  |
| Last start time |  |
| Units in seconds or minutes (**minutes**) |  |
| Time interval between slots (**1**) |  |
| 2Number of available slots between vacant slots (**no vacant slots**) |  |
| 1Slot separation of those in the same Age Class & Course (**0**) |  |
| 1Slot separation of those in the same Club & Course (**0**) |  |
| 1Slot separation of those in the same Entry Class (**0**) |  |
| 1Slot separation of those in the same Course (**0**) |  |
| Number in wave (**1**) |  |

|  |  |
| --- | --- |
|  | Self-select start times – Step B – Block Queue Types |
| **?****45B** | **2**Course 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.**Step B: Specify the Block Queue types required** |
| 45B | **Block Queue Type** | **Block Number** | **Start Time** | **End Time** | **Total Limit** | **2Course 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 |  |  |  |  |

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| --- | --- | --- |
|  |  | Self-select start times – Step C – Allocate Entry Classes to Queues |
| **?****45C** |  | **Step C: Allocate entry classes (or courses) to Queues.** For each queue specify its type (e.g., S1, S2, S3, B1, B2 as defined above). |
| 45C | 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 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |
| 21 |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |
| 25 |  |  |
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| 27 |  |  |
| 28 |  |  |
| 29 |  |  |
| 30 |  |  |

### Event Options – for collecting extra payments or information on a per entry form basis.

|  |  |
| --- | --- |
|  | 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** |
|  |  |  |  |  |
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### Disclaimers and Event Specific T&Cs – the Fabian4 T&Cs are included by default.

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| --- | --- |
|  | Disclaimers and event specific T&Cs (in step 3) |
| **?****47** | The Fabian4 Terms and Conditions for Competitors and Members appear in this section by default. Add further sections as required.At the top of all sections there is a single mandatory tick box with the wording:I (and on behalf of all entrants on this form) have read and accept ALL statements from the following sections |
| 47 | **Label** | **Disclaimer text or hyperlink** |
| Fabian4 Terms and Conditions | https://www.fabian4.co.uk/terms.aspx |
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|  |  |

### Competitor Questions – for collecting information on a per competitor basis.

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| --- | --- |
|  | Competitor Questions – for collecting information on a per competitor basis (in step 3+) |
| **?****48** | Type includes Heading, Text, Numeric text (for numbers that may start with 0), Numeric, Yes/No and Tick box. |
| 48 | **Question text** | **Type** | **Mandatory Y/(N)** |
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### Refund & Donation Policy – the standard 2-month notice policy applies by default.

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| --- | --- |
|  | Refund and Donation Policy |
| **?****49** | There are 3 template refund policies, or you can specify a custom policy:**Generous**: 1 month or more before the event, 100% refund minus fees, then 2 weeks or more before the event 50% refund minus fees. No refunds if less than 2 weeks to go.**Standard**: 2 months or more before the event, 100% refund minus fees. No refunds if less than 2 months to go.**Strict**: 3 months or more before the event, 70% refund minus fee. No refunds if less than 3 months to go.**Custom**: Complete the table below. Note that refund policies that issue no refunds when more than 3 months’ notice of cancellation is given by the entrant, require prior approval from Fabian4. |
| 49 |
| Refund policy: Generous, **Standard**, Strict or Custom?  |  |
| 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** |  |
| After the last refund period would you like to prohibit self-cancellation (with no refund) up until the final closing date? **Y/N** |  |
| **Custom policy specification:** |
| **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** |
|  |  |  |  |  |
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### Course Names – this feature only impacts the exported data.

|  |  |
| --- | --- |
|  | Course Names |
| 50 | **Course Number** | **Event 1 Name** | **Event 2 Name** | **Event 3 Name** | **Event 4 Name** | **Event 5 Name** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Course Names - continued |
| 50(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 – for information only. Do not edit.

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| --- | --- |
|  | Limits - HELP & EXAMPLE |
| **?****51A****HELP** | 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).Using our model event, the following example illustrates:An overall event limit of 300 (due to permissions)A limit of 60 on BlueA limit of 60 on GreenA limit of 200 on the 10KThe Orange and Yellow are not subject to any limits, other than the overall limit of 300.It would look something like this.**Step A: Specify the limit groups** |
| **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 |
| **?****51B****HELP** | Then we specify the actual limits for each Limit Group.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.Step B: Specify the limits for each Event / Limit Group pair |
| **Event No. (1)** | **Limit Group ID** | **1Limit Name (optional)** | **Limit** |
|  | 1 | Model Event | 300 |
|  | 2 | Blue | 60 |
|  | 3 | Green | 60 |
|  | 4 | 10K | 200 |
|  |  |  |  |
|  |  |  |  |

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

### Limits – use this feature if your event has entry limits.

|  |  |
| --- | --- |
|  | Limits |
| **?****51A** | **Step A: Specify the limit groups** |
| 51A | 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 |
| **?****51B** | 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.Step B: Specify the limits for each Event / Limit Group pair |
| 51B | **Event No. (1)** | **Limit Group ID** | **1Limit Name (optional)** | **Limit** |
|  |  |  |  |
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### Orienteering Only – further advanced features for orienteering events.

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| --- | --- |
|  | Orienteering events only |
| 52 | 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** |
|  |  |  |  |  |
| 53 | Applicable to [OE2010](https://sportsoftware.de/orienteering/oe) and [OE Score](https://sportsoftware.de/orienteering/oescore) 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** |  |
| 54 | Collect IOF IDs for entry classes:(list the relevant entry classes)  |  |

### Other Information – sundry advanced features.

|  |  |
| --- | --- |
|  | Other Information |
| 55 | 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. |  |
| 56 | Accept extra one-off Adhoc payments **Y/N**(Only request this feature if you know you will need it) |  |
| 57 | Optional - If you are offering helper discounts and wish to choose your own helper discount access code, then specify it here. |  |
| 58 | Optional - Enter any special text to be included in the competitor’s entry notification email.(Amend this via the Control Panel) |  |
| 59 | Military / Services event? **Y/N** |  |
| 60 | 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 |  |
| 61 | Hide the competitor’s age class from the start list? **Y/N** |  |
| 62 | Optional - Enter any special text to be displayed at the top of the start list  |  |
| 63 | 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**  |  |
| 64 | 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)  |  |