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)
?	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 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].	Which version of the organiser T&Cs have you just read? (Follow the link on the left to find the latest 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	
		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]		

	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	(C) SEOA Middle Distance Championships	
8	Organised by (club short name)	DFOK	
? **9**	[1]Individual 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 type[1] (**Individual**, Team, Relay, Payment Only)		
10	First event date	05/07/2015	
11	Last event date (multiple events only)		
12	Number of events	1	
13	Event web page URL	http://www.dfok.co.uk/	
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**	N	
19	Timing system (Fabian4-RaceTek, SPORTident, Emit, As Specified or **None**)	SPORTident	
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	25/06/2015
		Band 2 closing date	04/07/2015
		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)			
? **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			
	5			
	6			
	7			
	8			
	9			
	10			

	Fee configuration details	
24	Senior fees apply from what age? (default age **21**)	
25	Charge Junior fees to Senior full time students **Y/N**	Y
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 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 Specify the supplement fee in section 28, and whether restricted entry is turned on in section 42.	BOF

	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

The model event would have the following Entry Classes.

[2]Min and Max team size is only applicable to team events.
[3]Class 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							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							

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

	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 2 / Event 1 / Set 1	Band 1 & 2 / Event 1 / Set 2	Band X / Event Y / Set Z
Junior Fee	4.50	5	4.50	
Senior Fee	9	10	7	
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**)	1	1	0	
Senior non-member supplement (**specify extra supplement amount additional to the Senior fee**)	2	2	0	
2nd, 3rd, etc Child Discount (**specify reduction**)				
Junior Helper Discount (**specify reduction**)	2.50	3	2.50	
Senior Helper Discount (**specify reduction**)	7	8	5	
Family Helper Discount (**specify reduction**)				
Junior Ecard Hire Fee	1	1	1	
Senior Ecard hire Fee	1	1	1	
Junior Touch Free Ecard Hire Fee	2	2	2	
Senior Touch Free Ecard Hire Fee	2	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 Classes (For Individual and Team events)

? 29	[2]Min and Max team size is only applicable to team events. [3]Class 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	Black	1			1	
2	Brown	1			2	
3	Blue	1			3	
4	Green	1			4	
5	Short Green	1			5	
6	Light Green	1			6	
7	Orange	2			7	
8	Yellow	2			8	
9	White	2			9	
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
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29						

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 (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)**
33	Date team declarations open							
34	Date team declarations close							

	Start Time Preferences					
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, +Any 3 - Early, Middle, Late, +Any 4 - V Early, Early, Late, V Late, +Any 5 - 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**

	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	C

	Other Information	
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**	
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 (optional)
?	Leave the following sections blank if they are not applicable.

	Covid-19 – Restricted entry & Remote EOD	
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).	
44	Optional - EOD Registration Manager Email Address 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.	

	Covid-19 – Self-select start times – HELP & EXAMPLE
? **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). [1]Slot 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

? 45 HELP	

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.

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.

Stage 2: Specify the Block Queue types required

Block Queue Type	Block Number	Start Time	End Time	Total Limit	²Course 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				

? 45 HELP	

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).

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**	[1]Slot 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**		

45	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.	4 queues Black and Brown Q1 with specific times (S1) Blue and Green Q2 with specific times (S1) Green and Short Green Q3 with specific times (S1) Orange, Yellow and White Q4 with Block times (B1)		
	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**)		
		[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**)		1
		Number in wave (**1**)		2
	Specific Queue Type S2	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	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**	**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				
	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	1, 2		S1
	2	3, 4		S1
	3	5, 6		S1
	4	7, 8, 9		B1
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	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**

	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)**
	Emergency contact name	Text	Y
	Emergency contact phone number	Numeric text	Y
	I acknowledge that I must not attend if I or a member of my household has COVID-19 symptoms, or if I have been asked to self isolate by NHS Test and Trace.	Tick box	Y
	I confirm I have read the British Orienteering Participant Code of Conduct and agree to abide by it.	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

Course Names

49	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

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**	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 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. It would look something like this. **Stage 1: 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
? **50** **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. **Stage 2: Specify the limits for each Event / Limit Group pair**

Event No. (1)	Limit Group ID	¹Limit Name (optional)	Limit	²Waiting List Limit (0)
	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

? **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	All (for an overall limit)
2	
3	
4	
5	
6	
7	

	Limits - continued

? **50**	[1]Limit 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. [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. 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%). 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. The waiting list limit specifies the maximum size of the waiting list itself (not including the main limit). **Stage 2: Specify the limits for each Event / Limit Group pair**

50 (cont.)	**Event No. (1)**	**Limit Group ID**	**[1]Limit Name (optional)**	**Limit**	**[2]Waiting List Limit (0)**
		1	Middle Champs	300	

	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)	Access track is rough.
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)	