



- The following set of instructions is for **Group** registration “not” Individuals.
- Initially there are a lot of steps. However, when you have completed these setup procedures, registering for a HOC event will be faster and easier.
- **It is highly recommend you use 2 windows:  
#1 for your browser. #2 for this presentation**



HOC uses a 3<sup>rd</sup> party for “online” registration.  
“OrienteeringOnLine.net” (OOL)

**Steps:**

1. You will “Register” with OOL (Create an account)
2. Create a Group Club (School, BSA Troop, Family)
3. Add members to your Group Club
4. Register for an HOC event. (Jones Forest)



## **Step #1:** Register/Create an account

- Go to  
[www.orienteingonline.net/register.aspx](http://www.orienteingonline.net/register.aspx)
- You will need to provide an email address and create an account password.





- **Step #2:** Now that you have created an account, LOGIN to OrienteeringOnLine with email and password.
- After you LOGIN you will see an option to **“Create new club.”**

# ORIENTEERINGONLINE

ONLINE ENTRIES SYSTEM

[Home](#) [My profile](#) [My Maps](#) [My club's competitions](#) [Messages](#) [Search](#) [Register for competition](#) [FAQ](#)**User attended or will attend these competitions:**

Date	Competition
22.02.2020	Houston OC - Jones State Forest
25.01.2020	Houston OC - Stubblefield 2020
23.02.2019	Houston OC - Stubblefield Event
10.11.2018	McKinney Falls State Park

[Hide](#)**Bookmarked competitions:****No bookmarked competitions.** [Create new club](#)

If your club does not exist yet on OrienteeringOnline.net, you can create it here. You can be member of more than one club.

 [Join existing club](#)

You can join an existing club here. Before you become a member, administrator of the club will need to accept your request.

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## Create new club

### Basic info

Club name:

Club short name:

Country:

### Address

Address 1:

Address 2:

City:

Zip code:

Country:

Hide address: ☐

Create new club

Examples:

“Big City High School”, “BSA-Troop1234”, “Family O Club”  
 “BCHS” “Trp1234” “FOC”

Fill in Basic Information

< Create new club >



**Step #3:** Now that you have created your Group Club, it is time to add your members.

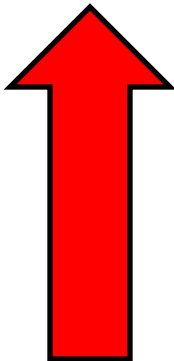


# ORIENTEERINGONLINE

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Info Members (35) Add new member Invite competitor Create new competition Set permissions



## Entries overview

### 22.02.2020 - Houston OC -Jones State Forest

1.	Allan Duquette	2068650	M19+
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# ORIENTEERINGONLINE

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Do NOT add yourself as club member. You are already a member.

Input new member's details here. Only 'First name' and 'Last name' are required.

First name:

Last name:

Date of birth:

Gender:

Email:

SI card number:

EMIT card number:

WRE ID:

National ID:

Federation ID:

May be added to another club: ☐

Note: If you input member's email address, it will only be used for password recovery for users to your club.

You can also search for existing members, and invite them to [join your club](#).

Fill in information on your group club members.  
**Do not include yourself**, you're already a member.

Do not add email addresses for minors.  
After email leave the rest of the form blank.  
< **Submit** >

Add your next club member.  
After you have added all your members you can **Logout**.

**Schools:** Since you may have a lot of students to add, we recommend you add a few now, to learn the process and return later to add the rest.



**STEP# 4:** Register your Group Club for a HOC event.

Go to our HOC website to the **Jones Forest 2020** event page.

Click on: **STEP#1: REGISTER**

## REGISTRATION BASICS:

We use an online registration system for our entries. (Tutorials below)

- Review our [Payment/Refund Policy](#)
- All Group leaders should register all of their participants
- All Groups of 4 or more should arrange **one payment** for all members

- [Group Registration-Tutorial](#)
- [Individual Registration-Tutorial](#)

You will be sent to  
"OrienteeringOnLine"  
Jones Forest registration page.

### STEP #1: REGISTER

### STEP #2: PAYMENT

- Do not make payment without registering first
- [Pay online](#) with Credit Card or PayPal account
- Pay at event: (make checks payable to "Houston Orienteering Club")
- Credit Card **"not"** accepted at event

### STEP #3: WAIVER

Every participant must have a completed **waiver** prior to competing. If the participant is under 18, the waiver must be signed by their parent or legal guardian.

# ORIENTEERINGONLINE

ONLINE ENTRIES SYSTEM

English

Email:  Password:

Register

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Basic info

## Houston OC -Jones State Forest (4826)

Click on "Register for this competition" to make entry for yourself and/or your club.

### Competition info:

**Competition name:** Houston OC -Jones State Forest  
**Start date:** 22.02.2020  
**End date:** 22.02.2020  
**Entry dates:** 22.02.2020  
**Organizer:** [Houston Orienteering Club](#)  
**Country:** United States  
**Location (city, area, ...):** W G Jones State Forest, Conroe, TX  
**Competition website:** <https://hoc.orienteeringusa.org>  
**Email:** [hoc@orienteeringusa.org](mailto:hoc@orienteeringusa.org)  
**Number of stages:** 1  
**Electronic punching:** SportIdent  
**Use our online entries system:** Yes  
**Classes:** M-14, M15-18, M19+, F-14, F15-18, F19+

### Entries:

[Entries by name](#)  
[Entries by classes](#)  
[Entries by countries](#)  
[Entries by clubs](#)

Click on: < "Register for this competition" >



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In order to register for this competition you must first log in.  
If you don't have a profile yet, you will need to [register](#) first.

Email:   
Password:

**LOGIN with email & password**

If you don't have an account yet, please register [here](#).

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# ORIENTEERINGONLINE

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Basic info | Control panel | Classes | Fees | Additional fields | Clubs | Entries | Fee overview | Other | Register for competition | Club fees

## Houston OC -Jones State Forest (4826) -> Entries

### Message from organizer:

Ensure you select the correct class

M-14 and F-14 male or female competitors who are 14 years old and younger as of December 31  
M15-18 and F15-18 male or female competitors who are 15 to 18 years old as of December 31  
M19+ and F19+ male or female competitors who are 19 years old and older as of December 31

**IMPORTANT:**  
**Class = Gender & Age**

Event Details: <https://hoc.orienteeringusa.org/event/jones-state-forest-2020/>

Waiver Procedure: <https://hoc.orienteeringusa.org/event/jones-state-forest-2020/>

### Payment Options:

1. New! Payment/Refund Policy: Please read!
2. Pay online with a Credit Card or PayPal account by visiting the page above.
3. Pay at the event (Make checks payable to "Houston Orienteering Club")
4. Credit Card "not" accepted at the event.

[contacthoc@orienteeringusa.org](mailto:contacthoc@orienteeringusa.org) If you have any questions or problems!

### Instructions:

First select competitors and then add or remove them from the competition list.

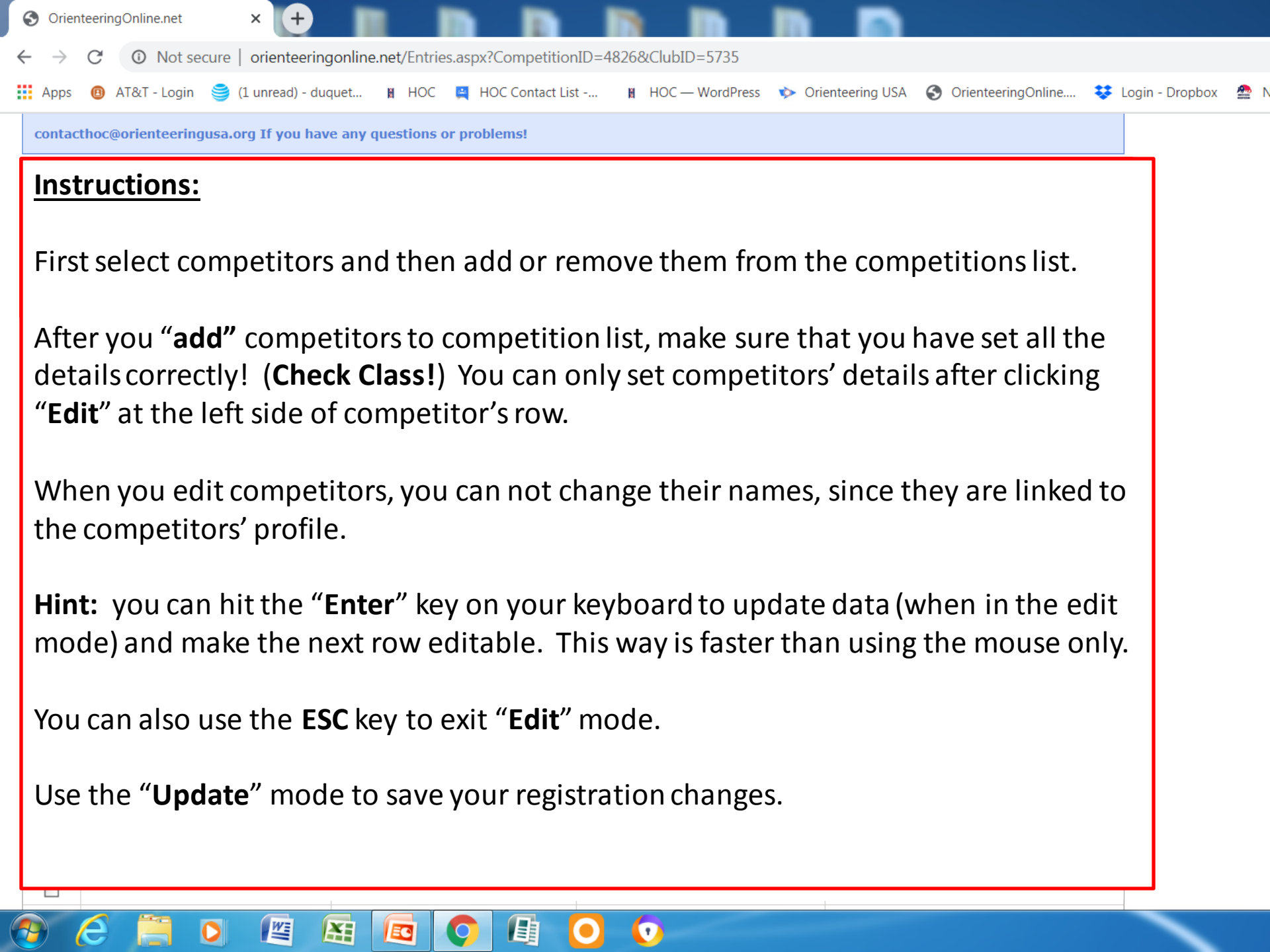
After you add competitors to competition, make sure that you have set all the details correctly! You can only set competitors' details after clicking Edit at the left side of competitor's row.

When you edit competitors, you can not change their names, since they are linked to competitors' profile.

Hint: you can hit the "Enter" key on your keyboard to update data (when in edit mode) and make the next row editable. This way of work is faster than using the mouse only. You can also use ESC key to exit edit mode.

Registering runners for HOC :





## Instructions:

First select competitors and then add or remove them from the competitions list.

After you “**add**” competitors to competition list, make sure that you have set all the details correctly! (**Check Class!**) You can only set competitors’ details after clicking “**Edit**” at the left side of competitor’s row.

When you edit competitors, you can not change their names, since they are linked to the competitors’ profile.

**Hint:** you can hit the “**Enter**” key on your keyboard to update data (when in the edit mode) and make the next row editable. This way is faster than using the mouse only.

You can also use the **ESC** key to exit “**Edit**” mode.

Use the “**Update**” mode to save your registration changes.



contacthoc@orienteeringusa.org If you have any questions or problems!

#### Instructions:

First select competitors and then add or remove them from the competition list.

After you add competitors to competition, make sure that you have set all the details correctly! You can only set competitors' details after clicking Edit at the left side of competitor's row.

When you edit competitors, you can not change their names, since they are linked to competitors' profile.

Hint: you can hit the "Enter" key on your keyboard to update data (when in edit mode) and make the next row editable. This way of work is faster than using the mouse only. You can also use ESC key to exit edit mode.

Registering runners for "Group Club Name"

#	#	First name	Last name	Year of birth	Chip number	Class	HOC Member ?	Epunch	Waiver Submitted

Remove selected runners from competition

Runners not entered for competition:

#	First name	Last name	SI number	EMIT number
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

You should see 2 boxes:

1. Registering runners for: "Group Club Name"  
(At this point, you should have no one registered)
2. Contains all the members of your club.

<input type="checkbox"/>	Jessica
<input type="checkbox"/>	Matthew
<input type="checkbox"/>	Aaron
<input type="checkbox"/>	Bing
<input type="checkbox"/>	Jennifer
<input type="checkbox"/>	Jordan
<input type="checkbox"/>	Francesca
<input type="checkbox"/>	William
<input type="checkbox"/>	Calie
<input type="checkbox"/>	Jaxon
<input type="checkbox"/>	Nancy
<input type="checkbox"/>	Nancy
<input type="checkbox"/>	Jerry
<input type="checkbox"/>	Franco
<input type="checkbox"/>	Milan
<input type="checkbox"/>	James
<input type="checkbox"/>	Kevin
<input type="checkbox"/>	Samantha
<input type="checkbox"/>	Gene
<input type="checkbox"/>	Christopher
<input type="checkbox"/>	Logan
<input type="checkbox"/>	Andrew
<input type="checkbox"/>	Ike
<input type="checkbox"/>	Michael
<input type="checkbox"/>	James
<input type="checkbox"/>	James

Check the Names of **all** the members you want to Register

Click on: < **"Add selected members to competition"** >

Add selected members to competition

contacthoc@orienteingusa.org If you have any questions or problems!

**Instructions:**

First select competitors and then add or remove them from the competition list.

After you add competitors to competition, make sure that you have set all the details correctly! You can only set competitors' details after clicking Edit at the left side of competitor's row.

When you edit competitors, you can not change their names, since they are linked to competitors' profile.

Hint: you can hit the "Enter" key on your keyboard to update data (when in edit mode) and make the next row editable. This way of work is faster than using the mouse only. You can also use ESC key to exit edit mode.

Registering runners for

Your Group Club Name

#	#	First name	Last name	Year of birth	Chip number	Class	HOC Member ?	Epunch	Waiver Submitted

Remove selected runners from competition

Runners not entered for competition:

You should see in Box #:

1. Registering runners for: "Your Group Club Name"
2. A list of all runners "you" selected for competition

**Check each member's registration information, especially, "CLASS"!**

contacthoc@orienteeringusa.org If you have any questions or problems!

#### Instructions:

First select competitors and then add or remove them from the competition list.

After you add competitors to competition, make sure that you have set all the details correctly! You can only set competitors' details after clicking Edit at the left side of competitor's row.

When you edit competitors, you can not change their names, since they are linked to competitors' profile.

Hint: you can hit the "Enter" key on your keyboard to update data (when in edit mode) and make the next row editable. This way of work is faster than using the mouse only. You can also use ESC key to exit edit mode.

Registering runners for "Group Club Name"

#	#	First name	Last name	Year of birth	Chip number	Class	HOC Member ?	Epunch	Waiver Submitted

**Check: First & Last Name, Year of birth:** Should already be entered for you.

**Enter: Chip/Epunch# :** If your club owns Epunch/s enter the number/s here

**Note: If you are going to "rent" leave the box empty. HOC will assign Epunch#s.**

**Select: Class:** Based on Gender & Age (See message above for details.)

**HOC Member?** If your Group Club is an HOC member, you will save \$2 off each entry fee.

**Waiver Box:** We created this box for you so you can keep track of who has or who has not turned in their waiver to you.



## **Remember:**

You may add/change/delete your club membership information at anytime. It's your club, your information.

You may add/change/delete your "Jones Forest" information at anytime, as long as HOC registration is OPEN!

(Don't wait until the deadline to make a lot of additions.)

**Registration Closes: Thursday February 20,2020 at 8:00 PM!**

You will no longer be able to make changes "yourself."

You will have to contact HOC and make arrangements.



## REGISTRAR:

- All Group club leaders should register **all** of the participants at one time
- Do not have parents pay for group participants
- All Groups of 4 or more should arrange **one payment** for all members

If you have questions or problems, use the **HOC Contact form.**