

• The following set of instructions is for **Individual** registration "not" Groups.



HOC uses a 3rd party for "online" registration. "OrienteeringOnLine.net" (OOL)

Steps:

- 1. You will "Register" with OOL (Create an account)
- 2. Register for an HOC event. (Jones Forest)



Step #1: Register/Create an account

• Go to

www.orienteeringonline.net/register.aspx

• You will need to provide an email address and create an account password.

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OrienteeringOnline.net registration														
Please fill in all the boxes and click submit button.]													
First name:	Fill in form: Information & Code													
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STEP#2: Register for a HOC event.

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

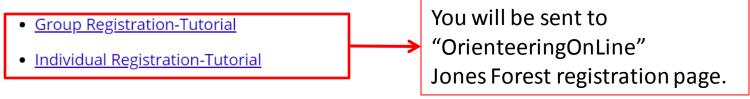
Click on: **STEP#1: <u>REGISTER</u>**



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



STEP #1: REGISTER

STEP #2: PAYMENT

- Do not make payment without registering first
- <u>Pay online</u> with Credit Card or PayPal account

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- Pay at event: (make checks payable to "Houston Orienteering Club")
- Credit Card "not" accepted at event

STEP #3: WAIVER

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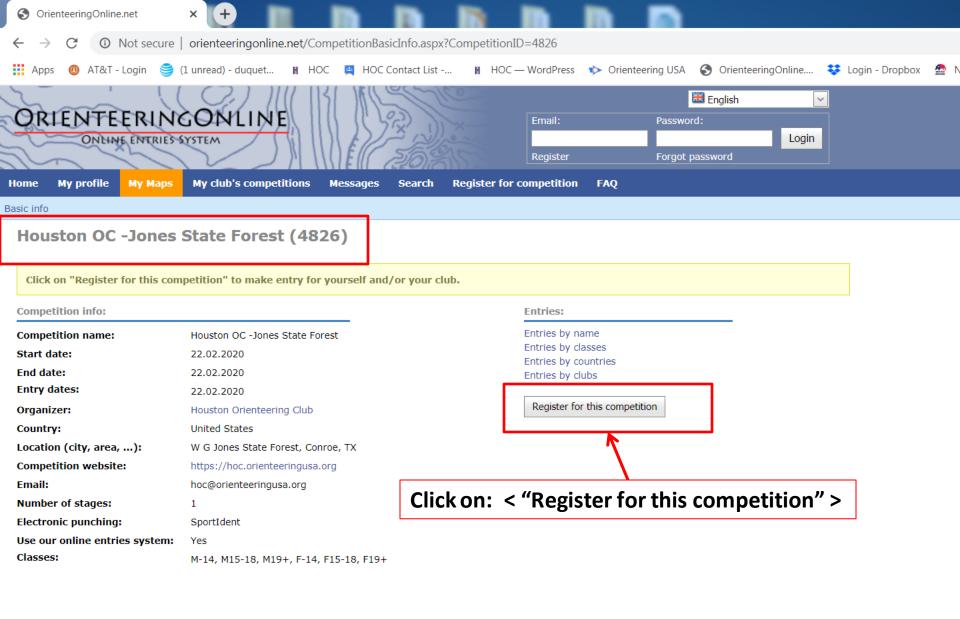
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Every participant must have a completed waiver prior to competing. If the participant is under 1

a mainer must be signed by their nevent or logal guardian

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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	LOGIN with email & password											

If you don't have an account yet, please register here.

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ORIENTEERINGONLINE ONLINE ENTRIES SYSTEM Home My profile My Maps My club's competitions Messages Search Register for competitions	Logged in as Allan Duquette Logout
Basic info Control panel Classes Fees Additional fields Clubs Entries Fee overview Other Register for comp	etition 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 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 If you have any questions or problems!	IMPORTANT: Class = Gender & Age
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 left side of competitor's row. When you edit competitors, you can not change their names, since they are linked to competitors' profii Hint: you can hit the "Enter" key on your keyboard to update data (when in edit mode) and make the nor the mouse only. You can also use ESC key to exit edit mode. Registering runners for	le.
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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																												
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Houston OC -Jones State Forest (4826) -> Entries

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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
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 If you have any questions or problems!
You do not have permissions to add other members of this club to competition, but you can add/remove yourself from competition by clicking buttons below.

Make sure that after you register yourself for competition, you set all the details correctly.

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Registering run	ners for Individua	ls/No club	~ :									
Register myself	for this competition] ←		Click: "Register myself for this competition								
#	First name	Last name	Year of birth	Chip number	Class	HOC Member ?	Epunch	Waiver Submitted				
				No data to display								

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Now enter your information by using: "Edit" to enter/change information.

"Update" to save your changes.

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Registering runners for "Individuals No club"																			
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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 this box empty. HOC will assign Epunch#.																			
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Remember:

You may change/delete your "Jones Forest" information at anytime, as long as HOC registration is OPEN! (Don't wait until the deadline to make your changes.)

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 to make any changes.



REGISTRAR:

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