

Club use of Fabian4

1. In order to use the Fabian4 software entry collection and the additional start time allocation system the event must be registered with Fabian4 using their website, www.fabian4.co.uk .
2. This cannot take place until **all** the details listed below have been confirmed by the Organiser and Planner. In particular it is not possible to pre-register the event in order for it to appear on the Fabian4 list of future events in the hope that this may generate some useful early publicity.
3. The charges levied by Fabian4 are based on the assumption that **all** details are available at registration of the event and are **not** changed subsequently. If changes to the event details are required after the event has been registered, it is likely to incur additional charges.
4. The registration details required are as follows:

Data	Comment		
Contact details	Email address for Entries Secretary for this event		
Address for invoices	Email address for club Treasurer		
Bank account details	See Treasurer		
Event name	As it should appear on Fabian4 website		
Club name	Aire, YHOA, etc		
Event type	Individual, team, relay		
Start date			
Number of events/days	A prologue and sprint is counted as one event		
Event webpage	Generally aire.org.uk		
Timing system	Generally SI for Aire events		
Date online entries open	Often set to asap		
Entry closing date(s)	Used to set bands if early entries attract a graduated discount and to allow sufficient time for map production.		
Day description	Required for events like Fat Rascal and Dales weekend		
Fee configuration details	<p>This is vital. It should include all the details regarding charges to the competitors especially where these vary with</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • age class • course • adults running junior courses • free entries for juniors </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • reduced rates for students • BOF/non-BOF • multiple day discounts • family discounts </td> </tr> </tbody> </table> <p>To date Aire has used a simple helper voucher system rather than specifying a code for a helper. Currently e-card hire has been done as cash on the day.</p>	<ul style="list-style-type: none"> • age class • course • adults running junior courses • free entries for juniors 	<ul style="list-style-type: none"> • reduced rates for students • BOF/non-BOF • multiple day discounts • family discounts
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Entry class	Either colour coded as White to Black, by age class M/W10 M/W90 or by course name A, B, C and D etc as in urban events. A combination of these is possible especially for multi-day events but need to be specified very carefully to avoid confusion.		
Start time preferences	These will be used by the start time allocation system and can be VE,E,M,L,VL or simply E,M,L. Open starts for helpers can lie outside these.		
Start time allocation system to be used	Y/N. At previous events this has proved very satisfactory saving the Entries Secretary considerable work and resulting in far less queries from competitors. It also links in to the BOF ranking/seeding scheme.		
BOF Event level	A, B, C or D		
Entry limits if applicable	By course or overall		

There are a number of other options available but have never yet been used for any Aire event.

If the start time allocation system is being used Fabian4 will need to know under separate cover if any courses have a common first control.

5. A most useful facility of Fabian4 is that of Bulk Email. This enables all competitors to be easily notified of such matters as publication of start times (on Fabian4 website), and availability of Final Details (on Aire website).
6. Once the start times have been allocated the Entries Secretary can download all the competitor data and produce Excel files for:

Recipient	Data
Organiser	Safety sheet – all competitor data including contact details in surname order.
Registration	A file for each course showing start slots in time order with times allocated and available times for EOD.
Start team	A single file in time order for each start location (e.g. near, far, etc). The number of start locations needs to be passed to the Entries Secretary asap by the Planner/Organiser. The file will show the competitors starting at each time.

7. The time available for compiling these lists can be very short. Thus the Organiser needs to inform the Entries Secretary **asap** of the names of the Start team(s) leader and Registration team leader so that the files in 6 above can be emailed promptly for local printing by the user.
8. Prior to the event the SI team leader needs to have the Fabian4 login specific to the event in order to prepare to use the Auto Download software, etc. As this information allows free access to edit any or all of the data on the Fabian4 website its distribution should be kept to an absolute minimum. In particular the map co-ordinator does **not** need it in order to determine how many maps to print. The number of entries in each course can be read by anyone directly from the Fabian4 website.
9. Immediately after the closing time for entries to the event Fabian4 will automatically close the database against late comers. The Entries Secretary needs to lock the database to prevent entrants amending their own details (e.g. Course or Class.) Such requests then need to be made directly to the Entries Secretary by email or telephone.

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