

<p style="text-align: center;"><b>NOTES ON COMPLETING THE ER1S EVENT REGISTRATION FORM</b></p>
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1. This form should be used only for registering level 5 (local) events for which an entry fee is charged. It can be used to register a series of such events **provided they all fall in the same calendar year**.
2. Events registered on this form will **not** be publicised by British Orienteering. If an event is to be publicised it should be registered on an ER1 form. Dependent on the Association's arrangements for regional fixture lists, and at the discretion of Association Fixture Secretaries, events registered on this form may be publicised regionally.
3. Levy is payable by all events charging an entry fee but the levy incurred on events registered on an ER1S form can be paid in a single payment using the Annual Return supplied by British Orienteering. Participation figures and the levy payable should be recorded on the ER3S form which will be sent by National Office when the events recorded on the ER1S have been registered.
4. Please indicate **Venue** by the name of the area or map and the **nearest town**, and a grid reference including two letter code.
5. Please indicate relevant **Landowners** by the initials FC (Forestry Commission), NT (National Trust), MoD (Ministry of Defence), CE (Crown Estates), LA (local authority), WC (Water Company), or mark OTHER. If more than one of these, please indicate them all. It is particularly important to record any use of Forestry Commission land.
6. If **Forestry Commission land** is being used, please tick the box to indicate that permission has been sought using the form 'Application for Permission to Hold an Orienteering Event'. Copies can be obtained from club secretaries, Fixtures Secretaries and the National Office. There is no charge for the use of Forestry Commission land by level 5 events with fewer than 20 entrants. A charge is payable for level 5 events with 20 or more entrants, but there will be only one charge for permission to hold a series of events for fewer than 100 entrants each.
7. If an event involves the first use of a new or revised map, please tick **New Map**.
8. The **completed form** should be returned to the Fixtures Secretary for the Association in whose area the event is being held. It will be forwarded to the National Office via the National Fixtures Secretary.