

Schools Registration Guide 2017

Overview

Schools are crucial to the success of Round the Bridges, and we encourage every child to get together with their peers and run together as a school. Both the 2km Kids Challenge is an excellent opportunity for schools to be involved, both as a recreational and competitive outlet.

This year, schools won't necessarily need to create a 'team'. We have uploaded a list of all schools in the Waikato Region for parents & children to select upon registering. However, as we will outline below, creating a team will still be a very handy way for school's to monitor which children are participating.

Key Price Dates 2017

Entry Type	Super Saver 10 July - 31 Aug	Early Bird 01 Sept - 12 Oct	Full Price 13 Oct - 13 Nov
2km Kids Challenge	\$6	\$8	\$10
Under 20's	\$10	\$14	\$18
Adults	\$20	\$29	\$38
Community Service Card Holders	\$10	\$14	\$18

You will notice that this year has seen the 2km Kids Challenge pricing fall in line with our other event categories. 2km Kids Challenge participants will have the opportunity to enter at a lower rate of \$6 per child before the Super Saver cut off date of 31 August 2017.

Getting Your School Involved

As we mentioned, we have aimed to streamline the process this year, making the administrative duties of school ambassadors much smaller. **We encourage all schools to place the responsibility of registering children onto the parents due to the amount of information required, and the acknowledgement we require of event terms & conditions.**

Children and their parents will need the following details to enter online:

- A valid email address (may be a parents email address)
- Personal details including date of birth
- School name (and team name if you have opted to create a team)
- Contact phone number
- Emergency contact name and phone number
- Parent/guardian information (if under 16 at the time of the event)
- Medical Conditions, past and/or present
- Must agree to the event terms and conditions

When children register as part of the 2km Kids Challenge, they will be prompted to pick which school they attend. Our list of schools has been taken from the Ministry of Education, so we are confident every school in the Waikato region will be represented.

As part of this pack, we have included a template for a letter that can be sent or emailed out to parents. It details the registration process, and will answer most FAQ's. We have also included a small promotional JPEG which can be added to any newsletters the school may send out.

Setting Up a Team for your School

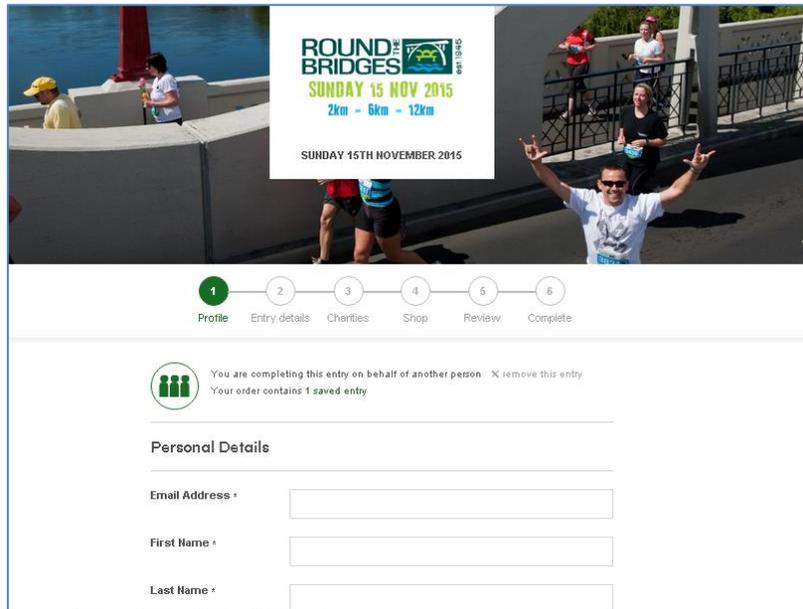
If you would like to set up a team for your school in order to keep track of and communicate with all the children & their parents, this is an easy and simple process. There are several benefits to creating a team for your school such as;

- Track all children that have entered from your school
 - Being able to communicate easily with all children (and their parents) via email
 - Make a bulk payment via debit/credit card
- NOTE:** This function will need to be organised prior to any participants joining the team so the 'Pay Later' function can be activated. This can be done by emailing or calling Susan; susan@classicevents.co.nz once the team has been created.

We do ask that if you are creating a team for your school, that you use the school's full and proper name. As much as we encourage creativity and fun, doing this will help us find any children that have not joined the team from your school, and successfully add them to it.

Team Setup: Create a Profile

If you are new to our event or the registration platform, you will be asked to create a profile. This is basic personal information of you (the team manager), so we can send you important information and easily assist you if necessary. If you have been part of our event before, simply use the email and password you previously had to login.



ROUND THE BRIDGES
SUNDAY 15 NOV 2015
2km - 6km - 12km
SUNDAY 15TH NOVEMBER 2015

1 Profile 2 Entry details 3 Charities 4 Shop 5 Review 6 Complete

You are completing this entry on behalf of another person X remove this entry
Your order contains 1 saved entry

Personal Details

Email Address +

First Name +

Last Name +

Team Setup: Creating Your School's Team

Following your profile details, you will be taken to an 'Entry Details' screen. Then follow the instructions below;

- Are you part of a team? – Click **Yes**
Are you creating a team? – Click **Yes**
Enter your team name, category, and how you would like people to join (open, protected (password), or invite only – this is up to you as team manager). We recommend a protected/password option e.g. school motto or variation of school name.
- **When asked if you are participating in the event, select No.** If you are a parent with a participating child, or a teacher planning to participate, you will be able to enter once the team has been setup.

This is what your screen should look like if you are doing this ('Primary/intermediate School' will replace 'Corporate');

1 Profile 2 Entry details 3 Charities 4 Shop 5 Review 6 Complete

Entry details

Are you part of a team? Yes No

Are you creating a team? Yes No

Enter your team's name

Team Category

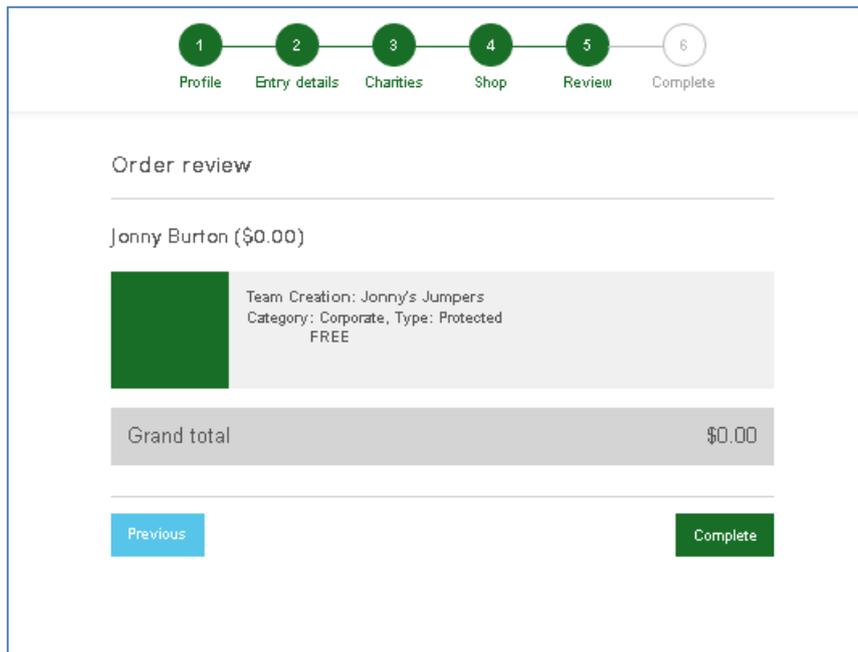
Select your team type

Enter a password

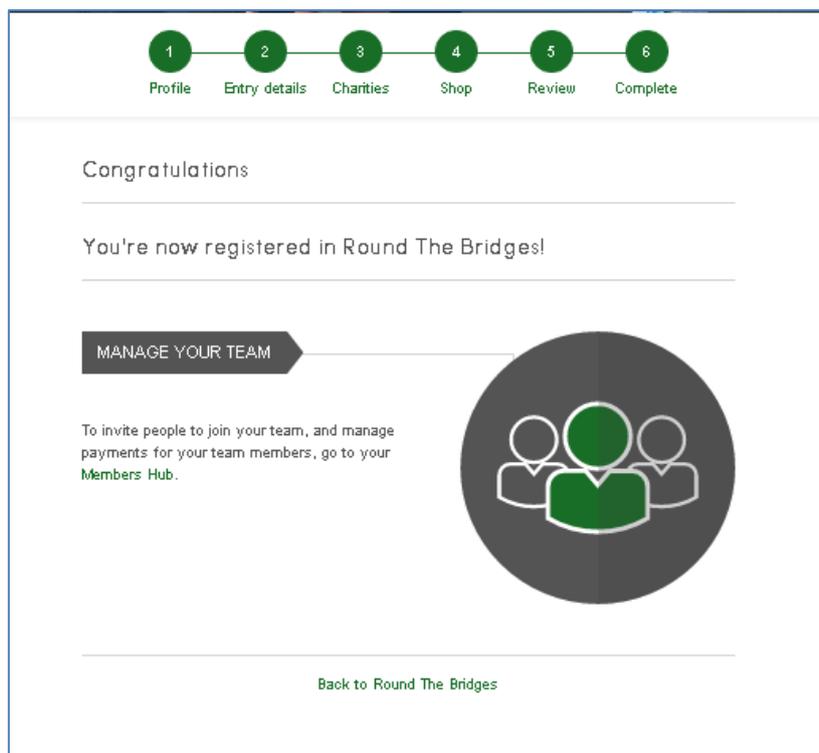
Hint: Don't use any personal passwords. Choose a password that will be easy for you to share amongst your team members.

Are you participating in the event? Yes No

You will then proceed through to the charity donation page and the merchandise shop. **Please note if you choose to make a donation or buy any merchandise, you will be required to make payment before your team is created. It is best to avoid this at this stage.** After this, you will arrive at the 'Review' section where your screen should look similar to this;



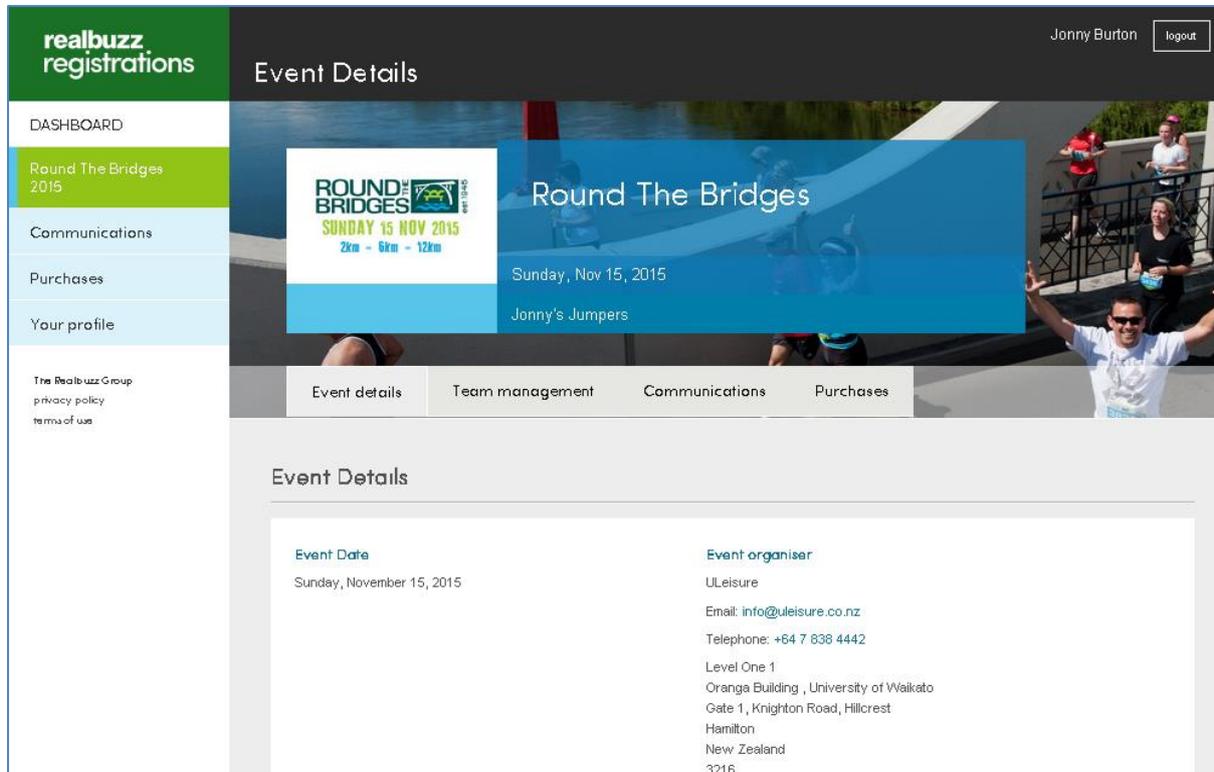
Click 'Complete' to submit your team, and you will arrive at this page;



Team Setup: Team Dashboard/Member's Hub

Click the '**Member's Hub**' link from the above webpage to get to your profile/school team dashboard. Here you will be able to review all event communications, team members, invitations

and team status. You will also be able to make payment from this page (if this has been organised prior). **We highly recommend bookmarking this page for future use.** For reference, it will look something like this;



The screenshot shows a web dashboard for 'realbuzz registrations'. The main header area displays 'Event Details' for 'Round The Bridges' on 'Sunday, Nov 15, 2015' for the team 'Jonny's Jumpers'. A sidebar on the left contains navigation links: DASHBOARD, Round The Bridges 2015, Communications, Purchases, and Your profile. Below the main header, there are tabs for 'Event details', 'Team management', 'Communications', and 'Purchases'. The 'Event Details' section is expanded, showing the following information:

Event Date	Event organiser
Sunday, November 15, 2015	ULeisure Email: info@uleisure.co.nz Telephone: +64 7 838 4442 Level One 1 Oranga Building , University of Waikato Gate 1, Knighton Road, Hillcrest Hamilton New Zealand 3216

Almost There...

Your school team is now set up and ready for you to use and invite children and parents to join. As previously stated, **if you are planning on making a bulk payment on behalf of the school, contact Susan** (susan@classicevents.co.nz or 07 07 856 7215) so he can sort this out for you. **Please Note: Bulk payment can only be made via an online debit or credit card.**

Again, we encourage all schools to place the responsibility of registering a child on the parents themselves due to the profile set up and information required.

Race Number Delivery/Courier

As of 2015, we will be offering a delivery/courier service to schools. However, it should be noted that **deliveries will only be made to schools within the Hamilton City limits.** Please refer to the map below to see if your school falls inside this zone;

If your school falls outside this zone, don't fret. We will courier your schools race numbers to you via the Track and Trace Courier service by DATE. If your numbers do not arrive before DATE, please contact us immediately; info@classicevents.co.nz .

FAQ's

If I provide a list of children's names and details to Round the Bridges, can they register everybody on the school's behalf?

No. We are not legally able to register anyone on their behalf. Again, we encourage all schools to place the responsibility on the parent.

Not all children at our school are able to register online, what do I do?

In this case, we encourage you to handle this in whatever way works for you and your school. We have attached a manual entry form which can be sent to the parents in question so it can be returned to you. We advise only using this entry form for this sole reason, and to wait until you have all children that fit this scenario, so they can be registered **at the same time**.

We would like to pay for all our school team members at the same time, can we do this?

Yes. This will need to be organised with the Round the Bridges team by emailing Susan; susan@classicevents.co.nz. **Please Note:** Bulk payments can only be made via online debit or credit card.

I am the Team Manager of our school, but plan on running in the 6km or 12km myself. Do I have to be part of the school team?

No. Once you have setup the team as a non-participant, you can then still easily register as a normal participant by going through the regular registration process.

Will all the school's race numbers be delivered prior to the event?

Yes. All entries that **have been paid for and completed by 5.00pm, Friday 3 November 2017, and are located within the Hamilton City limits** will have all race numbers delivered before **12.00pm, Friday 10 November 2017**. Any entries completed/paid for after this date will need to be collected at one of our pre-event registration locations.

I have children who want to race together, but are in different age groups/start waves. Can they race together?

Yes. However, if a child chooses to start in a wave that is different to the one indicated on their bib, there is a high probability that their time will be wrong. In this case, the child will also be ineligible for any merit awards and/or prizes for their age group, or the one they raced in.