

SCHOOL GROUP HOW-TO-ENTER GUIDE



Thank you for supporting the Sanitarium Weet-Bix Kids TRYathlon (SWKT)!

To help make the participant entry process as easy as possible, we have put together this comprehensive 'How-to-Enter' guide.

If you require assistance at any point during the participant entry process you can contact us Monday to Thursday 9AM-5PM, or Fridays 9AM-1PM.

Customer Services

Ph: 0800 WEET BIX (0800 9338 249)

Email: tryathlon@sanitarium.co.nz

Sophia Summerton - School's Liaison

Ph: 021 875 619

Email: sophia@smcevents.co.nz

CONTENTS

1. [Creating a School Group](#)
2. [Accessing the School Group Dashboard](#)
3. [Entering Participants via 'Link' \(Recommended\)](#)
 - 3.1. [Sharing the Unique Link](#)
 - 3.2. ['Link' Instructions](#)
 - 3.3. [Payment Options](#)
 - 3.4. [TRYathlete Pack & Merchandise Delivery](#)
 - 3.5. ['Link' Entry Deadline](#)
4. [Entering Participants via 'Group Import'](#)
 - 4.1. [Sending Permission Slips](#)
 - 4.2. ['Group Import' Instructions](#)
 - 4.3. [Payment Options](#)
 - 4.4. [TRYathlete Pack & Merchandise Delivery](#)
 - 4.5. ['Group Import' Entry Deadline](#)
5. [Changing Participant Details](#)
 - 5.1. [Participant Entry Transfer](#)
 - 5.2. [Participant Entry Cancellation](#)
 - 5.3. [Participant Entry 'Linking'](#)

1. Creating a School Group

A School Group must be created **BEFORE** participants can enter to ensure that all affiliated participants are 'linked' under one school. A School Group can be created by visiting our website at tryathlon.co.nz/schools/creategroup/.

Please Note: School Group applications are limited to one per school, per event. Past series School Groups **MUST** be reapplied.

CREATE YOUR SCHOOL GROUP

Notification of the School Group status will be given within two working days of submission. If we require further information, we will be in contact.

For applicants who are not employees of their respective School Group, authorisation from a school employee **MUST** be emailed to sophia@smcevents.co.nz. School Group applications will not be processed until authorisation is received.

School Groups **MUST** be applied at least four (4) weeks prior to their respective event date. Schools wanting to create a School Group within four (4) weeks of their respective event date must contact the SWKT Customer Services via email (tryathlon@sanitarium.co.nz) or phone (0800 WEETBIX). A full list of School Group deadlines is outlined below:

School Group Application Deadlines			
Mt Maunganui	Wednesday, 28 October 20	Christchurch Afternoon	Monday, 1 February 21
Rotorua	Wednesday, 4 November 20	Dunedin	Wednesday, 10 February 21
South Auckland	Friday, 6 November 20	Nelson	Wednesday, 17 February 21
Central West Auckland	Wednesday, 11 November 20	Hutt City	Friday, 19 February 21
Central East Auckland	Wednesday, 20 January 21	Wellington	Wednesday, 24 February 21
Gisborne	Friday, 22 January 21	Palmerston North	Friday, 26 February 21
Hamilton	Wednesday, 27 January 21	Hibiscus Coast	Wednesday, 3 March 21
Hastings	Friday, 29 January 21	New Plymouth	Friday, 5 March 21
Christchurch Morning	Monday, 1 February 21	Bay of Islands	Wednesday, 10 March 21

2. Accessing the School Group Dashboard

After the School Group application has been approved, access to the School Group Dashboard (pictured below) will be granted. The School Group Dashboard can be accessed by visiting: tryathlon.co.nz/schools/schooldashboard/.

Please note: The secured access link will be live for 20 minutes, but another secured access link can be requested at any time by reselecting 'Submit Email Address'

SCHOOL COORDINATOR DASHBOARD

From the School Group Dashboard, School Group Coordinators will be able to:

1. Find the Unique Link to share with parents/guardians,
2. Send parents/guardians email invitations to enter and link to the School Group,
3. View and export a list of the participants entered as part of the School Group,
4. Download the event-specific Permission Slip to send to parents/guardians,
5. Access to the Group Import Spreadsheet to enter multiple participants at once (this function will be available from October 2020 and onward),
6. Add specific questions for Group Members to answer when entering.

Admin / SCHOOL GROUP Summary

Registration Details

Send Access Registration Email

Resend SCHOOL GROUP Email

Group ID	Registration Status	Change Status
117295	Complete	Open ?

SCHOOL GROUP Details

+ SCHOOL GROUP Specific Discount

Edit

SCHOOL GROUP Name School A	Join Type Public	
SCHOOL GROUP Administrator [REDACTED]	SCHOOL GROUP Email [REDACTED]	SCHOOL GROUP Administrator Phone [REDACTED]
Share this link with your friends for them to join your SCHOOL GROUP		
<input type="text" value="https://www.registemow.com.au/secure/Register.aspx?E=40178&G=117295"/>		

SCHOOL GROUP TRYathlete Packs

Edit

Who Manages [REDACTED] (SCHOOL GROUP Captain) <i>Override is permitted</i>	Collection Method Pickup Parents will have the option to pay a reduced postage fee of \$2 per pack and get their TRYathlete Pack sent to the school for collection. TRYathlete Pack will be sent to the school 5-7 days before the event date.
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SCHOOL GROUP Event Questions

[Edit](#)

#	Question	Answer
1	What is your connection to the School Group you are registering?	Teacher
2	I understand that if I am not an employee of the School Group I am creating, I will need to email an authorization letter from the school principal or senior teacher to sophia@smcevents.co.nz.	Yes
3	How do you intend to register participants into your School Group?	The school will collect entries and enter the participants on their behalf.
4	You will have access to our digital Schools Information pack. Would you like to receive a physical pack too? A physical pack includes posters to promote the event.	Yes, please mail me a physical info pack
5	Would your school be interested in an extra large durable poster to present on your school gate?	Yes
6	Would your school be interested in a School Promotional Visit by one of the Sanitarium Weet-Bix Kids TRYathlon team members?	Yes
7	If so, please provide details as to when your full school assembly occurs.	Tuesday, 9am

SCHOOL GROUP Members

[+ Add Member Questions](#) [Export As](#)

Group Import

If you are entering your students into the TRYathlon on behalf of their parents, please [download a permission form](#) for parents/guardians to fill out and return to you with payment.

Once you receive the completed permission slips, click on the green 'Group Import' button below to download the Group Import Template. You will be able to use the information provided on the [permission form](#) to fill out the template and import your students in bulk via the registration system to your group.

This form is not required for students who are being entered by their parents/guardians at home and linked to your school group.

You currently have **22** paid SCHOOL GROUP participants who are registered.

You currently have **1** non-paid SCHOOL GROUP participants who are not yet registered.

Individuals

[Group Import](#)
[+ Add SCHOOL GROUP Administrator as Participant](#)
[Invite a SCHOOL GROUP Member](#)
[+ Add a SCHOOL GROUP Member](#)

First Name	Surname	Participant Type	Status	Actions
AP	Testc	Splash & Dash	\$ Paid	Settings
AP	Testcc	Splash & Dash	\$ Paid	Settings
Ap	Testtb	Splash & Dash	\$ Paid	Settings
Ap	TESTBB	Individual TRYathlete	\$ Paid	Settings
CS	Test A	Splash & Dash	\$ Paid	Settings
FS	Testa	Individual TRYathlete	\$ Paid	Settings

Financial Summary

[View Details](#)

Charge Type	Quantity	Total	Status
Registration Fees	3	\$125.00	\$
Option	3	\$0.00	\$
Promotion Code	3	-\$122.00	\$
EventDiscount	1	-\$3.00	\$

Total Charges	Total Payments	Balance Outstanding
\$0.00 NZD	\$0.00 NZD	\$0.00 NZD ✓

[Resend SCHOOL GROUP Email](#)

[Home](#) SCHOOL GROUP Summary

3. Entering Participants via Link (Recommended)

3.1 Sharing the Unique Link

Each School Group will have a Unique Link available to copy and paste from the School Group Dashboard (pictured below). Share the Unique Link via social media and school newsletters so that participants are automatically 'linked' to the School Group when selecting the Unique Link.

School Group Details + School Group Specific Discount

School Group Name Test School	Join Type Password : TEST	
School Group Administrator Test Test	School Group Email tryathlon@sanitarium.co.nz	School Group Administrator Phone 0400 000 000

Share this link with your friends for them to join your School Group

https://www.registernow.com.au/secure/Register.aspx?E=30015&G=65622

Please note: Participants can 'link' to the School Group, once approved, when entering directly from try.weetbix.co.nz and searching the School Group name when prompted.

Email invitations can be sent to student's parents/guardians to encourage entering from home and automatically 'linking' to the School Group. Enter the names and email addresses of student's parents/guardians in the section of the School Group Dashboard (pictured below) to send an automated email invitation containing the Unique Link.

Invite School Group Members Please Note: Required fields are marked with *

[Share URL Link](#) [Share via Social Media](#) [Share via Email](#) Email from our system

Invite Group Member 1

First Name * Last Name * Email *

[+ Add another group member to invite.](#)

Email Information to be sent

Dear [Participant.FirstName] [Participant.LastName],

I would like you to join our School Group - Test School

To join our School Group for the Weet-Bix KidsTRYathlon - Mt Maunganui on Sunday, 25 November 2018 please register online - [Click Here](#)

To join our School Group you may need to type the password (if Applicable) -

TEST

Message in invitation (Optional)

If you have any questions, please email - tryathlon@sanitarium.co.nz

Thanks
Test Test
Test School

[Send Invitations](#)

3.2 'Link' Instructions

By entering participants in the School Group via the Unique Link, most of the task is on the parent/guardian. Parents/guardians can enter participants into the TRYathlon by selecting the Unique Link (see section [3.1 Sharing the Unique Link](#)) or by visiting try.weetbix.co.nz and completing the online entry form.

If participants are entered using the Unique Link, they will be automatically linked to the School Group and will appear on the School Group Dashboard.

If participants are entered using the online entry form, the participant must select the School Group name, if approved at the time, to be linked to the School Group and appear on the School Group Dashboard. **Therefore, it is important to remind participants to link to the School Group.**

Search a SCHOOL GROUP Name

SCHOOL GROUP Name* Max 50 characters

Please note: Participants can be linked after being entered. Please see section [5.3 Participant Entry 'Linking'](#) for instructions.

3.3 Payment Options

Participants entered by the Unique Link or online entry form **MUST** be paid for by the parent's/guardian's **credit card**. **All entries with the status of 'unpaid' at the time of the event will not be entered into the TRYathlon.**

3.4 TRYathlete Pack and Merchandise Delivery

Participants entered by the Unique Link or online entry form will have two or three options for TRYathlete pack & merchandise delivery, depending on the requirements of the School Group Coordinator:

- *Delivery to Home Address*
This option will send the TRYathlete pack & merchandise to the home address applied at the point of entry. The delivery cost will be \$6.00 for North Island standard delivery and \$8.00 for South Island standard delivery, per participant, with an additional \$5.00 delivery fee for rural addresses. Delivery options depend on the timing of entry:
 - Enter **before** *November 2020*: Delivered in November OR an option below,
 - Enter **before** *January 2021*: Delivered in January OR an option below,
 - Enter **after** *December 2020* **but** three (3) weeks prior to event: Delivered 10 days before event date OR an option below,
 - Enter **within** *three (3) weeks* of the event: Pickup during Collection Period
- *Pickup during Collection Period*
This option will allow the parent/guardian to collect the TRYathlete pack & merchandise between 2:00pm and 6:00pm on the last weekday before the event date OR before the event briefing on the event day (visit the [location page](#) for event briefing times). This service is free of charge.

- *Delivery to School Address (if permitted)*
This option can only be made available when the School Group Coordinator permits it during the School Group application. This option will send the TRYathlete pack & merchandise to the School Group address applied at the point of creation. The delivery cost will be a discounted rate of \$2.00 per participant and the delivery will be made **3-5 days prior to the event date**.

3.5 Link Entry Deadline

Participants entered by the Unique Link or online entry form **MUST** be linked to the School Group at least **four (4) weekdays** prior to the event date in order to appear on the School Group Dashboard. These are the same dates as the online entry deadline for each event.

School Group Linking Deadlines			
Mt Maunganui	Friday, 20 November 20	Christchurch Afternoon	Friday, 26 February 21
Rotorua	Friday, 27 November 20	Dunedin	Friday, 5 March 21
South Auckland	Thursday, 26 November 20	Nelson	Friday, 12 March 21
Central West Auckland	Friday, 4 December 20	Hutt City	Sunday, 14 March 21
Central East Auckland	Friday, 12 February 21	Wellington	Friday, 19 March 21
Gisborne	Thursday, 11 February 21	Palmerston North	Thursday, 18 March 21
Hamilton	Friday, 19 February 21	Hibiscus Coast	Friday, 26 March 21
Hastings	Thursday, 18 February 21	New Plymouth	Sunday, 28 March 21
Christchurch Morning	Friday, 26 February 21	Bay of Islands	Friday, 9 April 21

4. Entering Participant via Group Import

4.1. Sending Permission Slips

An event-specific permission slip can be downloaded from the School Group Dashboard (pictured below) or by visiting the [Schools – Resources](#) webpage.

It is recommended that the permission slip, once returned with the parent's/guardian's signature and entry fee, is entered via the Group Import Spreadsheet as detail in section [4.2. Group Import Instructions](#).

SCHOOL GROUP Members

+ Add Member Questions Export As

Bulk Group Import

If you are entering your students into the TRYathlon on behalf of their parents using Group Import spreadsheet, please, [download this permission form](#) for parents/guardians to fill out and return to you with payment. This form is also required if you are entering the students on behalf of their parents using the online entry form.

4.2. Group Import Instructions

By entering participants in the School Group via Group Import, most of the task is on the School Group Coordinator. School Group Coordinators can enter participants into the TRYathlon by successfully uploading the permission slips (see section [4.1. Sending Permission Slips](#)) using the Group Import Spreadsheet.

If participants are entered using the Group Import Spreadsheet, they will be automatically linked to the School Group and will appear on the School Group Dashboard, if the upload is successful.

Step 1

Download the permission slip (see section [4.1. Sending Permission Slips](#)) and ask participants to take them home.

Step 2

Download the Group Import Spreadsheet template from the School Group Dashboard or by visiting the [Schools – Resources](#) webpage.

Please note: The Group Import function will be available from October 2020 and onward.



Group Import

To import participants into your school group simply download the bulk upload spreadsheet template file, add your participants' details in Excel, and then upload your completed spreadsheet below. You can complete multiple bulk uploads if needed. Please ensure that you have completed all of the following required fields:

- Participant Type
- First Name
- Last Name
- Date of Birth
- Gender
- Shirt Size
- Emergency Contact Name
- Emergency Contact Relationship
- Emergency Contact Phone
- Photo Pack Purchase
- Guardian Name
- Guardian Email
- Guardian Relationship

Step 1

Download Template

Step 2

Choose File No file chosen

Having trouble uploading your file? Don't worry, Just email it through to us at tryathlon@sanitarium.co.nz and we'll upload it for you.

Cancel

Upload

Step 3

Enter one participant's details, as per the permission slip, for every row of the Group Import Spreadsheet as required. Take care to ensure that the information included in each column of the Group Import Spreadsheet matches the exact formatting outlined, otherwise the participant will not be entered successfully.

FirstName	LastName	DOB	Gender	EventCategory	Q10 - Team Name	Q11 - Team Leg	ShirtSize
		(DD/MM/YYYY)	(select from drop down)	(select from drop down)	Only enter a team name for team participants. Enter the exact same Team Name for both Team Members. (If the child is doing the Individual TRYathlon, leave blank)	Only select a race leg for team participants. (If the child is doing the Individual TRYathlon, leave blank)	(select from drop down)
Harry	Potter	25/08/2010	Male	Individual TRYathlete			14
Ronald	Weasley	14/07/2009	Male	Teams of Two	Magical Wand-erers	Cycle and Run	12
Hermoine	Granger	01/06/2009	Female	Teams of Two	Magical Wand-erers	Swim and Run	10

Step 4

Once all the participant details are entered correctly into the Group Import Spreadsheet, the file must be saved, selected, and uploaded onto the School Group Dashboard.

Step 1 -

Download Template

Step 2 -

Choose File Import Partic...tbix NZ.xlsx

Having trouble uploading your file? Don't worry, Just email it through to us at tryathlon@sanitarium.co.nz and we'll upload it for you.

Cancel

Upload

Step 5

Download the 'Result File' to view all the participant details uploaded from the Group Import Spreadsheet. The final columns (X & Y) of the 'Result File' indicate which participants have or have not been successfully uploaded. If participants return a 'FALSE' result, please review the formatting in the Group Import Spreadsheet and recomplete steps 2 to 5 for these participants ONLY.

Group Import

Success ✓ Your bulk upload spreadsheet has been processed! Import Elapsed Time: 00:00:80

Click download button to download Import Result file to confirm that your entries have been processed successfully.

Download Result File

Back

Back to top ^



A	B	C	D	E	X	Y
FirstName	LastName	DOB	Gender	EventCategory	Processed	Import Status
		(DD/MM/YYYY)	(select from drop down)	(select from drop down)		
Harry	Potter	25/08/2010	Male	Individual TRYathlete	TRUE	OK
Ronald	Weasley	14/07/2009	Male	Teams of Two	FALSE	EmergencyContactName no data recorded
Hermoine	Granger	6/01/2009	Female	Teams of Two	FALSE	EmergencyContactName no data recorded

Please note: Participants may take up to 10 minutes before appearing on the School Group Dashboard. It is recommended that School Group Coordinators refresh the page after this time to view the participant details.

4.3. Payment Options

Once a participant has been successfully uploaded onto the School Group Dashboard, they will be automatically marked as "paid" in the system. An invoice will be generated approximated 48 hours AFTER the School Groups respective event.

4.4. TRYathlete Pack & Merchandise Delivery

Participants entered by Group Import MUST select the following option for TRYathlete pack & merchandise delivery:

- Delivery to School Address**
 This option will send the TRYathlete pack & merchandise to the School Group address applied at the point of creation. The delivery cost will be a discounted rate of \$2.00 per participant and the delivery will be made 3-5 days prior to the event date.
- Pickup during Collection Period (Special Circumstances)**
 This option will only be available to School Groups based on the discretion of the TRYathlon staff. Please contact sophia@smcevent.co.nz for further details.

4.5. Group Import Entry Deadline

Participants entered by Group Import MUST be uploaded to the School Group Dashboard at least **three (3) weeks** prior to the event date to receive the TRYathlete packs on time.

School Group Import Deadlines			
Mt Maunganui	Thursday, 29 October 20	Christchurch Afternoon	Tuesday, 2 February 21
Rotorua	Thursday, 5 November 20	Dunedin	Thursday, 11 February 21
South Auckland	Monday, 9 November 20	Nelson	Thursday, 18 February 21
Central West Auckland	Thursday, 12 November 20	Hutt City	Monday, 22 February 21
Central East Auckland	Thursday, 21 January 21	Wellington	Thursday, 25 February 21
Gisborne	Monday, 25 January 21	Palmerston North	Monday, 1 March 21
Hamilton	Thursday, 28 January 21	Hibiscus Coast	Thursday, 4 March 21
Hastings	Monday, 1 February 21	New Plymouth	Monday, 8 March 21
Christchurch Morning	Tuesday, 2 February 21	Bay of Islands	Thursday, 11 March 21

5. Changing Participant Details

All participant details MUST be changed by contacting Customer Services via email (tryathlon@sanitarium.co.nz) or phone (0800 WEETBIX).

5.1. Participant Entry Transfer

If a participant can no longer participate in the event, an entry transfer to another student may be allowed. The entry fee for the original participant will not be refunded.

In order to transfer a participant's entry to another student, please contact Customer Services with the following information:

- The full name or email address of the original participant
- A permission slip completed and signed by the parent/guardian of the new participant replacing the original participant.

5.2. Participant Entry Cancellation

Participant entry cancellation MUST be requested by contacting Customer Services at least **five (5) working days** prior to the event. The participant entry will be partly refunded with a \$10 cancellation fee. No refunds will be given where participants cancel within five (5) working days of the event.

If the cancelling participant has received a TRYathlete pack, an additional \$10 will be charged. The TRYathlete pack fee will be refunded once the TRYathlete pack is returned to the SWKT within ten (10) days of cancellation. If a cancelled participant did not receive a TRYathlete pack, the SWKT cannot issue a TRYathlete pack for a fee.

5.3. Participant Entry Linking

If a participant has not linked to the School Group while entering for the TRYathlon, the participant may link to the School Group later by accessing the Entry Summary page and selecting to Join School Group.

Participant Summary

Participant Details Send Access Registration Email

Participant ID 7157102	Participant Status Paid	Change Status Closed
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SCHOOL GROUP Details + Join SCHOOL GROUP

SCHOOL GROUP Name N/A	SCHOOL GROUP Type N/A	SCHOOL GROUP Administrator N/A
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The participant **MUST** link before the deadline detailed in section [3.5 Link Entry Deadline](#). After the deadline, participants can only be linked to the School Group by contacting Customer Services team up until the last weekday before the event date.

Please note: The School Group must be approved beforehand in order to make it available in the search option.