



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 and Friday 9AM-1PM.

Customer Services Team

Ph: 0800 WEET BIX (0800 9338 249)

Email: tryathlon@sanitarium.co.nz

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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 <https://tryathlon.co.nz/schools/createschoolgroup/>.

Please Note: School Group applications are limited to one per school, per event. You **MUST** create a new School Group each series, even if you have created one in previous years.

CREATE YOUR SCHOOL GROUP

Notification of the School Group status will be given via email before registrations open to the general public on 5th September. 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 angela@smcevents.co.nz. School Group applications will not be approved 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			
South Auckland	Wed 25 October 2023	Nelson	Sunday 11 February 2024
Mt Maunganui	Sun 5 November 2023	Wellington	Sunday 18 February 2024
Hamilton	Sun 12 November 2023	Palmerston North	Tuesday 20 February 2024
Hastings	Wed 17 January 2024	Central East Auckland	Sunday 25 February 2024
Christchurch	Sun 28 January 2024	New Plymouth	Wednesday 28 February 2024
Dunedin	Sun 4 February 2024		



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 – this will allow them to register directly into your school group
2. Send parents/guardians email invitations to enter and link to the School Group
3. View 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 November and onward)
6. Add specific questions for Group Members to answer when enter.

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.

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.

Please note: Participants can 'link' to the School Group, once approved, when entering directly from <https://tryathlon.co.nz/> and searching the School Group name when prompted.

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 <https://tryathlon.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.**

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 \$10 for North Island standard delivery and \$12 for South Island standard delivery, per participant, with an additional \$7 delivery fee for rural addresses. Delivery options depend on the timing of entry:

- Enter **before** November 30, 2023: Delivered between 12th-21st December, 2023
- Enter four (4) weeks prior to event: Delivered during the week leading up to the event. **Note that ALL packs with school delivery selected will be included in this schedule.**
- Enter **within** four (4) weeks of the event: Pickup during Pack Pick Up Period

☐ *Pickup during Pack Pick Up 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.

Note: *The South Auckland, Mt Maunganui and Hamilton Early Pack Pick Up times may differ – details on this will be available on your event location page closer to the event date.*

☐ *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 \$3.30 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.

School Group Linking Deadlines			
South Auckland	Thu 16 th November, 2023	Nelson	Tues 5 th March, 2024
Mt Maunganui	Tue 28 th November, 2023	Wellington	Tues 12 th March, 2024
Hamilton	Tue 5 th December 2023	Palmerston North	Wed 13 th March, 2024
Hastings	Thu 8 th February, 2024	Central East Auckland	Tues 19 th March, 2024
Christchurch	Tue 1 st March 2024	New Plymouth	Thu 21 st March, 2024
Dunedin	Tue 27 th February, 2024		



4. Entering Participants 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. There will be two versions for each event – one for with the school delivery option for TRYathlete Kits (this will add an additional \$3.30 delivery fee per student) and one with the Pack Pick Up option (no additional charge).

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](#).

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 entering students information Group Import Spreadsheet. Once the spreadsheet has been completed, please send it through to our team at tryathlon@sanitarium.co.nz and we'll upload it into the registration system. If you are entering via Group Import, the school will need to collect payments from parents, and we will invoice the school after the event.

If participants are entered using the Group Import Spreadsheet, they will be automatically linked to the School Group when entered.

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.



Step 4

Once all the participant details are entered correctly into the Group Import Spreadsheet, the file must be saved and emailed through to tryathlon@sanitarium.co.nz. Please include "Group Import" and your school name in the email subject line.

Step 5

Our team will upload your spreadsheet, and let you know once this has been completed. Please note that this may take a couple of days, so ensure that you get your spreadsheets sent through well before any the postage cut off (4 weeks prior to the event) if your students are wanting to get their kits posted. Once we have confirmed that students have been entered, please check that all students appear on your school group registration page.

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 AFTER the 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 \$3.30 per participant and the delivery will be made 3-5 days prior to the event date.

Individual Pick Up during Collection Period

If participants would prefer to collect their TRYathlete Kits free of charge, parents can come to our Early Pack Pick Up, or On-The-Day Pack Pick Up the morning of the event. On-the-day Pack Pick Up will be available before the event briefing: between 7am-8am for Weekend events, and 8am-9am for Weekday events.

Group Pick Up during Collection Period (Special Circumstances)

This option will only be available to School Groups based on the discretion of the TRYathlon staff. Please contact tryathlon@sanitarium.co.nz for further details. **To avoid any confusion, please ensure that you tell parents if you are picking up TRYathlete Kits on behalf of your school group.**



4.5. Group Import Entry Deadline

Participants entered by Group Import MUST be uploaded to the School Group Dashboard at least **four (4) weeks** prior to the event date to receive the TRYathlete packs on time.

School Group Import Deadlines			
Hastings	Wed 17 January 2024	Wellington	Sunday 18 February 2024
Christchurch	Sun 28 January 2024	Palmerston North	Tuesday 20 February 2024
Dunedin	Sun 4 February 2024	Central East Auckland	Sunday 25 February 2024
Nelson	Sunday 11 February 2024	New Plymouth	Wednesday 28 February 2024



5. Changing Participant Details

Any participant details must be changed by contacting Customer Services via email (tryathlon@sanitarium.co.nz).

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.
- ☐ If one participant is being replaced by another, **please ensure that their bib sticker has their correct information - this is important because it contains their emergency contact details**. Replacement bib stickers will be available at registration line of the Pack Pick Up Tent.

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 registering, they can link to the School Group later by accessing their registration and selecting to Join School Group.



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. *To be approved, school groups must be registered with a school email address. Alternatively, we will require an email from a school email address letting us know that you have permission to create a group on the school's behalf.*