HOW TO REGISTER YOUR SCHOOL FOR THE GREAT VIC BIKE RIDE

1 Click on the link to the Great Vic Bike Ride Schools Shop.
Enter your School's name and then 'Check if available'.

2 Enter the contact details of the School Group Administrator.

Great Vic Bike Ride 2023 - Schools

School Group Name > **School Group Details** > Done

School Group Details

Please Note: Required fields are marked with *

* School Group Name **Example Team** ✓

Organisation Name `Example Team`

School Group Administrator

Please Note: Required fields are marked with *

* Name

First Name * | Last Name *

* Email

Email Address *
`greatvicschools@bicyclenetwork.com.au` ✉

Confirm Email Address *
`greatvicschools@bicyclenetwork.com.au` ✉

* Phone

Mobile Number #
🇦🇺 ▾ `0400 000 000`

The administrator will have access to the school group account to add and invite new members and process payments through directly through Register Now.

3 Next you will be presented with a series of options for how you can manage your team.

School Group Join Type:
This section determines how school group members can find and join your team.
1. <u>Public:</u> Anybody will be able to find and join your team during registration.
2. <u>Private:</u> Team members may only join via a link sent by the School Group Administrator.
3. <u>Password:</u> Team members can find your team during their registration but must enter a password to join. This password is set up and distributed by the School Group Administrator.

School Group Payment Options:
If you select 'School Group members pay for their own registration fees', each group member added will be sent an email with a link to process their payment individually.

If you select 'The School Group pays for all registration fees', the School Group Administrator will be required to re-enter the system and make payment for the entire group.

Please note that participants will not be officially entered into the event until full payment is made.

Invoicing is available for Schools that register 20+ riders, please contact greatvicschools@bicyclenetwork.com.au to request this.

Notify the School Administrator when someone joins my group?
As the School Group Administrator, you have the option to recieve an email notification every time someone joins your group.

Select 'Yes' or 'No' and then select 'Continue'.

4   Congratulations! You have successfully registered your School Group!

From here, select from the above options to manage your team.

Don't forget to add yourself as School Captain to the group or 'Share Invite Link' to students and parents so they can register themselves.

Please contact the Great Vic school's coordinator, Chelsea for assistance with registration via greatvicschools@bicyclenetwork.com.au or (03) 8376 8828.

HOW TO REVISIT YOUR SCHOOL GROUP ACCOUNT

You will have received an email from us that provides a link to your specific school group. Also included is the URL that can be shared with your school group members.

Alternatively, follow the link below.

Access Great Vic Schools Shop

Select to either 'Access with Email' or 'Access with Mobile' (this must be the same one you used to register).

A 5-digit verification code will be sent automatically to your chosen email/mobile. Enter this code and select 'Verify Code'.

ADDING RIDERS TO YOUR SCHOOL GROUP

From the school account dashboard, the School administrator can add rider details individually or send invites to parents or guardians to add rider details directly.

You can also add your own unique questions to the rider registration form, such as campus location or year level, for example.

Adding riders to your school group

1. Click the green button to "Add a School group Member".

2. Follow the prompts to input rider information individually, including: Name, DOB, gender, email, emergency & guardian contact details, medical conditions and dietary requirements.

Inviting riders to your school group

3. Click the orange button to "Invite a School Group Member".

4. You will be provided a link that you can send to participants to input the rider details listed above themselves. You can copy and paste the link or select the options to share the link via social media or email directly from Register Now.

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