

# THE ULTIMATE SCHOOL CAMP



## HOW TO REGISTER YOUR SCHOOL FOR THE GREAT VIC BIKE RIDE

**Important:** Creating a team is not an **event registration**. Each participant, including yourself if riding, will need to complete an individual registration and pay (or using a promo code) for their registration.

1

Please contact our Rider Experience Manager to obtain the **access code** for School Group Tickets at [greatvicschools@bicyclenetwork.com.au](mailto:greatvicschools@bicyclenetwork.com.au) or by calling 03 8376 8839.

If you are collecting entry fees from parents and would like your school to be invoiced by Bicycle Network in November, please also request a **promo code** allowing for participants to sign up free of charge.

2

Click on the link to the [Great Vic Schools Shop](#)  
Scroll to the appropriate ticket type (School team Administrator) and click 'I have an access code'

### School Team Administrator - Team Captain Access code only

Only used for the teacher or school administrator to create the school Team.

Team Captain - not registration

I HAVE AN ACCESS CODE

# THE ULTIMATE SCHOOL CAMP



Enter the access code provided by Bicycle Network and validate.

**School Team Administrator - Team Captain** Access code only

Only used for the teacher or school administrator to create the school Team.

Team Captain - not registration

Access code  Validate Cancel

3

If you don't already have an account, create your log in details with an email and password. Click 'Sign Up' to continue.

**Let's get started**

What is your email address?

Do you have a Race Roster password?  
 No, I want to create a password.  
 Yes, I have a password.

Enter password

[Forgot password?](#)

Sign in


OR

Sign in with Facebook

If you already have an account, click "Yes, I have a password, and enter your email address and password previously created. Click 'Sign Up' to continue.

# THE ULTIMATE SCHOOL CAMP





**BICYCLE NETWORK**  
RACE ROSTER

Welcome To Race Roster, our online registration partner. Please sign in to proceed.

### Let's get started

What is your email address?

Do you have a Race Roster password?  
 No, I want to create a password.  
 Yes, I have a password.

Enter password

[Forgot password?](#)

OR

4

Select your ticket type and enter the contact details of the School Captain (you).

## School Groups

- School Team Administrator - Team Captain** — Team Captain - not registration — Only used for the teacher or school administrator to create the school Team.  Unlocked
- School Participant Entry** \$950.00 — Early Bird — School Group entries only. Please contact your teacher for the access code. Age discount for under 18 applied at checkout.  Unlocked
- Suitably Qualified Adult** — Schools are required to bring along a certain number of supervising adults that will be responsible for the conduct, behaviour and wellbeing of the students making up their group. Such a supervising adult is known as a Suitably Qualified Adult (SQA). Any teacher or adult member (parent or other adult aged 18+) of the riding group can be considered an SQA. It is at the discretion of each participating school to select which teachers or extra adults from their group will be considered SQAs. SQAs attend the ride free of charge. SQAs that a school group can bring on the ride depend on the number of students attending. Schools must provide the allocated number of SQAs to supervise the group. More adults are always welcome. SQAs ratios apply for the full ride.  Unlocked

# THE ULTIMATE SCHOOL CAMP



5

Click 'Create New Team' and enter your school name in the textbox below. You can also create an access code to allow others to join your team. Take note of it before sharing it to your team as Bicycle Network does not have access to it.

School Teams

Add registrant to a team? \*

+ Create new team

Team name \*

Create Student Access code (optional) ⓘ

6

Press continue (no need for a promo code to register as a Captain). However, this is where student can enter the promo code if your school is collecting payments and being invoiced by Bicycle Network.

Enter promo code

Enter promo code

CONTINUE

# THE ULTIMATE SCHOOL CAMP



7

Read the Terms & Conditions and scroll down to the bottom to complete sign-off waiver, followed by clicking 'Continue'.

Agreements and additional terms for participant #1 - Marie Lepretre

Please read the following documents carefully

**GVBR26 Terms and Conditions**

Great Vic Bike Ride 2026  
Last updated: 20.11.2025

**Terms and Conditions of Entry**

These Terms and Conditions of Entry ("Entry Terms") are designed to enable the Great Vic Bike Ride 2025 from 29 November to 4 December 2026 (the "Ride") to run smoothly. By registering to participate in the Ride, you (the "Ride Participant"), and any additional Ride Participants that you purchase entries for, accept and agree to be bound by these Entry Terms:

**Entry requirements**

1. The Ride Participant may elect to take part in the Great Vic 5-day Ride ("Ride Option").

Please read and scroll to the bottom to complete sign-off on this waiver.

**CONTINUE**

8

Confirm your order details and email address, followed by 'Submit order'.

Please confirm your order details

## Great Vic Bike Ride 2025

Mortlake VIC, Australia

Please verify your information and click **Submit order**

Marie Lepretre

School Team Administrator - Team Captain

Email receipt to: \*

**SUBMIT ORDER**

By clicking "Submit order", I acknowledge that I have read and understand the Race Roster Privacy Policy, and I agree to the Race Roster Terms of Service.

9

**Congratulations! You have successfully registered your School Group!**

Check your inbox for two confirmation emails, which include the unique registration link your team members will need to join your team (if registering individually). If you've created a **Team access code**, don't forget to share it with them as well.

# THE ULTIMATE SCHOOL CAMP



10

Payment options:

### If individual riders are paying:

1. All riders will need to make payment via Credit/Debit Card to confirm their individual registration.

### If the School Group is paying:

1. Invoicing is available for schools, please contact [greatvicschools@bicyclenetwork.com.au](mailto:greatvicschools@bicyclenetwork.com.au) to request this before the remaining of your school group start registering. You'll be given a promo code to share with students to allow them to skip payment upon signing up online.
2. Alternatively, school captains can make group payments via Credit/Debit Card to confirm group registration. Please note that, although you may sign up for as many individuals as you need from your Race Roster account, **you need to proceed to payment within 15 minutes** of starting the registration process (spots are not held beyond that time).

**TO MANAGE YOUR TEAM AND INVITE RIDERS,  
PLEASE FOLLOW THE NEXT SET OF INSTRUCTIONS:**

# THE ULTIMATE SCHOOL CAMP



## HOW TO REVISIT YOUR SCHOOL GROUP REGISTRATION

1

You will have received an email from us that provides a link to your group 'dashboard' – we suggest saving this email confirmation for future reference.

### Manage registration

View event details, updates, and manage your registration by visiting your participant dashboard

Visit dashboard

Select 'Visit dashboard' to log in and manage your group registrations or share the invite link to your riders to sign up.

# THE ULTIMATE SCHOOL CAMP



## ADDITIONSUITABLY QUALIFIED ADULTS (SQAs) TO YOUR SCHOOL GROUP

Schools must bring a set number of supervising adults responsible for student conduct and wellbeing. These Suitably Qualified Adults (SQAs) attend free of charge. Schools determine which teachers or adults (18+) in their group are SQAs. Required SQA numbers depend on student attendance and must be met for the full ride; additional adults are welcome.

1

**Only adults formally nominated by their school and registered with Bicycle Network as SQAs can complete SQA registration.** Send you list of SQA (First name, Last name and DOB) to [greatvicschools@bicyclentwork.com.au](mailto:greatvicschools@bicyclentwork.com.au) so they can sign up free of charge.

2

Once Bicycle Network has entered your list of SQAs in the system, share your team link received via email with your SQAs, along with your team access code (if any) and promo code (if bulk paying via invoice).

You can also opt to register them yourself. Simply select “I am completing this form for Someone else”.

# THE ULTIMATE SCHOOL CAMP



## ADDING RIDERS TO YOUR SCHOOL GROUP

1

After logging into your group dashboard via your confirmation email, the School Captain can select 'Invite friends' to share a joining link with their riders. Here, riders will complete their own registration.

The screenshot shows the registration dashboard for the Great Vic Bike Ride 2024 - School Groups. The dashboard includes sections for event details, personal details, additional details, products, and contact info. The 'Team' section is highlighted with a green box, showing the 'Invite Friends' button.

**Registration details** | Event info | Teams | Transfer

9 Day Adult Ticket [Confirmation No. 27601648](#)

**Personal details**  
Name: Chelsea de Ruyter  
Email: deruyter98@gmail.com  
Phone number: +61 478 134 628  
[+ Show more](#)

**Additional details**  
[+ Show all](#)

**Products**  
FREE Commemorative t-shirt: Youth 10 (quantity: 1)  
[View waiver acceptance](#)  
[Download waiver acceptance](#)

**Contact info**  
Bicycle Network  
1800639634  
<https://bicyclenetwork.com.au/rides-and-events/great-victorian-bike-ride/routes-and-prices/>  
riderservices@bicyclenetwork.com.au

**Team**  
★ TEAM CAPTAIN  
Bicycle Network School  
[Invite Friends](#)

The screenshot shows the 'Invite friends to join your team' dialog box. It includes a sharing link and a pre-filled message for social media sharing.

**Invite friends to join your team**

Send this link to friends and family to invite them to join your team, or share using the options below

<http://raceroster.com/events/2024/86352/great-vic-bike-ride-2024>

Join my team, Bicycle Network School to participate in the event, Great Vic Bike Ride 2024 - School Groups

Facebook, Twitter, Email icons

# THE ULTIMATE SCHOOL CAMP



## MANAGING YOUR GROUP DASHBOARD

1

After logging into your group dashboard via your confirmation email, the School Captain can select 'Teams' to view who has registered.

The screenshot shows a web dashboard for the 'Great Vic Bike Ride 2024 - School Groups'. The top navigation bar includes 'Registration details', 'Event info', 'Teams' (highlighted with a green box), and 'Transfer'. The main content area is divided into several sections:

- Event Information:** Displays the event name, date (Sat, November 23, 2024 12:00 pm), and buttons for 'Event page' and 'Event store'.
- Contact info:** Lists contact details for Bicycle Network, including a phone number (1800639634), a website URL, and an email address (riderservices@bicyclenetwork.com.au).
- Registration details:** Shows a '9 Day Adult Ticket' with a confirmation number (27601648).
- Personal details:** Lists the user's name (Chelsea de Ruyter), email (deruyter98@gmail.com), and phone number (+61 478 134 628), with a '+ Show more' link.
- Team:** Displays the team name 'Bicycle Network School' and a 'TEAM CAPTAIN' role, with an 'Invite friends' button.
- Additional details:** Includes a '+ Show all' link.
- Products:** Lists a 'FREE Commemorative t-shirt: Youth 10' (quantity: 1) and provides links to 'View waiver acceptance' and 'Download waiver acceptance'.

# THE ULTIMATE SCHOOL CAMP



2

From here, select 'Team actions' to manage your school group by: viewing registered riders, sending a group message through Race Roster or export a team list to view individual details.

Registration details | Event info | **Teams** | Transfer

Receive email notification on new member registrations

**Bicycle Network School** Team actions ▾

TOTAL TEAM MEMBERS: 1

Team entry URL: <http://raceroster.com/events/2024/86352/grez>

Show entries: 10 | Search: \_\_\_\_\_

First name	Last name	Sub-event	Date registered	Bicycle Network Membership - Individual (Annual) (0)	Carbon Offset Your Ticket (0)	FREE Commemorative t-shirt (1)
Chelsea	de Ruyter	9 Day Adult Ticket	March 1, 2024			

Showing 1 to 1 of 1 entries | Previous | 1 | Next

For any registration enquiries, please contact the Great Vic school's team for assistance via [greatvicschools@bicyclenetwork.com.au](mailto:greatvicschools@bicyclenetwork.com.au) or (03) 8376 8888