



# 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.

### Customer Services Team

Ph: 0800 WEET BIX (0800 9338 249)

Email: [tryathlon@sanitarium.co.nz](mailto:tryathlon@sanitarium.co.nz)

### School's Liaison – Sophia Summerton

Ph: 021 875 619

Email: [sophia@smcevents.co.nz](mailto:sophia@smcevents.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 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](mailto: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](mailto:tryathlon@sanitarium.co.nz)) or phone (0800 WEETBIX). A full list of School Group deadlines is outlined below:

School Group Application Deadlines			
<b>Mt Maunganui</b>	Wed 26 <sup>th</sup> January 2022	<b>Dunedin</b>	Wed 16 <sup>th</sup> February 2022
<b>Hastings</b>	Sat 29 <sup>th</sup> January 2022	<b>Nelson</b>	Wed 23 <sup>rd</sup> February 2022
<b>Hamilton</b>	Wed 2 <sup>nd</sup> February 2022	<b>Hutt City</b>	Friday 25 <sup>th</sup> February 2022
<b>Christchurch Morning</b>	Mon 7 <sup>th</sup> February 2022	<b>Wellington</b>	Wed 2 <sup>nd</sup> March 2022
<b>Christchurch Afternoon</b>	Mon 7 <sup>th</sup> February 2022	<b>Palmerston North</b>	Fri 4 <sup>th</sup> March 2022



## 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: <https://tryathlon.co.nz/schools/schoolgroupdashboard/>

**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 – 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 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 November and onward)
6. Add specific questions for Group Members to answer when entering.



### 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

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#### 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

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First Name	Surname	Participant Type	Status	Actions
AP	Testc	Splash & Dash	\$ Paid	<a href="#">-</a>
AP	Testcc	Splash & Dash	\$ Paid	<a href="#">-</a>
Ap	Testb	Splash & Dash	\$ Paid	<a href="#">-</a>
Ap	TESTBB	Individual TRYathlete	\$ Paid	<a href="#">-</a>
CS	Test A	Splash & Dash	\$ Paid	<a href="#">-</a>
FS	Testa	Individual TRYathlete	\$ Paid	<a href="#">-</a>

### 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	\$

<b>Total Charges</b>	<b>Total Payments</b>	<b>Balance Outstanding</b>
\$0.00 NZD	\$0.00 NZD	\$0.00 NZD ✓



### 3. Entering Participants via Link (Recommended)

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	Join Type	
School A	Public	
SCHOOL GROUP Administrator	SCHOOL GROUP Email	SCHOOL GROUP Administrator Phone
[Redacted]	[Redacted]	[Redacted]

Share this link with your friends for them to join your SCHOOL GROUP

<https://www.registernow.com.au/secure/Register.aspx?E=40178&G=117295>

#### SCHOOL GROUP TRYathlete Packs

Edit

Who Manages	Collection Method
[Redacted] (SCHOOL GROUP Captain) <i>Override is permitted</i>	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.

### 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 Edit

School Group Name	Join Type	
Test School	Password : TEST	
School Group Administrator	School Group Email	School Group Administrator Phone
Test Test	tryathlon@sanitarium.co.nz	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 <https://tryathlon.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](#)

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**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](mailto: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 <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.**

Search a SCHOOL GROUP Name

**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 \$8.80 for North Island standard delivery and \$10.50 for South Island standard delivery, per participant, with an additional \$6.00 delivery fee for rural addresses. Delivery options depend on the timing of entry:

- Enter **before** November 28, 2021: Delivered between 12<sup>th</sup>-21<sup>st</sup> December, 2021
- Enter **before** December 12, 2021: Delivered between December 21<sup>st</sup>, 2021 – January 4<sup>th</sup>, 2022





- Enter **before** January 9<sup>th</sup>, 2022: Delivered between January 19<sup>th</sup>-February 2<sup>nd</sup>, 2022
- Enter **after** January 9<sup>th</sup>, 2022 **but** three (3) weeks prior to event: Delivered during the week leading up to the event
- Enter **within** three (3) 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 **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 \$3.00 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.

School Group Linking Deadlines			
<b>Mt Maunganui</b>	Tuesday, 15 February 2022	<b>Dunedin</b>	Tuesday 8th March 2022
<b>Hastings</b>	Thursday 17th February 2022	<b>Nelson</b>	Tuesday 15th March 2022
<b>Hamilton</b>	Tuesday 22nd February 2022	<b>Hutt City</b>	Friday 18th March 2022
<b>Christchurch Morning</b>	Tuesday 1st March 2022	<b>Wellington</b>	Tuesday 22nd March 2022
<b>Christchurch Afternoon</b>	Tuesday 1st March 2022	<b>Palmerston North</b>	Wednesday 23rd March 2022



## 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.

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 Group Import Spreadsheet (see section [4.1. Sending Permission Slips](#)) using the information provided by parents on the permission slips.

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 November onward.



Individuals

Group Import + Add SCHOOL GROUP Administrator as Participant Invite a SCHOOL GROUP Member + Add a SCHOOL GROUP Member

## 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](mailto: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. <i>(If the child is doing the Individual TRYathlon, leave blank)</i>	Only select a race leg for team participants. <i>(If the child is doing the Individual TRYathlon, leave blank)</i>	(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
Herminoie	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 -

Step 2 -  
 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.

### 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.

[Back to top ^](#)



A	B	C	D	E
FirstName	LastName	DOB	Gender	EventCategory
		(DD/MM/YYYY)	(select from drop down)	(select from drop down)
Harry	Potter	25/08/2010	Male	Individual TRYathlete
Ronald	Weasley	14/07/2009	Male	Teams of Two
Hermino	Granger	6/01/2009	Female	Teams of Two

X	Y
Processed	Import Status
TRUE	OK
FALSE	EmergencyContactName no data recorded
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 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 \$3.00 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 [sophia@smcevent.co.nz](mailto:sophia@smcevent.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 **three (3) weeks** prior to the event date to receive the TRYathlete packs on time.

School Group Import Deadlines			
<b>Mt Maunganui</b>	Thu 27 <sup>th</sup> January 2022	<b>Dunedin</b>	Thu 17 <sup>th</sup> Feb 2022
<b>Hastings</b>	Tue 1 <sup>st</sup> February 2022	<b>Nelson</b>	Thu 24 <sup>th</sup> Feb 2022
<b>Hamilton</b>	Thu 3 <sup>rd</sup> February 2022	<b>Hutt City</b>	Mon 28 <sup>th</sup> Feb 2022
<b>Christchurch AM</b>	Tue 8 <sup>th</sup> Feb 2022	<b>Wellington</b>	Thu 3 <sup>rd</sup> March 2022
<b>Christchurch PM</b>	Tue 8 <sup>th</sup> Feb 2022	<b>Palmerston North</b>	Mon 7 <sup>th</sup> March 2022



## 5. Changing Participant Details

All participant details MUST be changed by contacting Customer Services via email ([tryathlon@sanitarium.co.nz](mailto:tryathlon@sanitarium.co.nz)) or phone on 0800 WEETBIX (0800 9338 249).

### 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 name - 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.

🏠 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. *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.*