

# IT'S GREAT TO BE *Back*



*Koroit — Buningyong*  
SAT 26 NOV - SUN 4 DEC 2022



## 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'.

register now Public User

### 2021 Great Vic Bike Ride - Schools

School Group Name > School Group Details > Done

Create a School Group Name

School Group Name\* Max 50 characters

Example Team

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register now Privacy Policy | Security | Terms & Conditions

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2

Enter the contact details of the School Group Administrator.

## Great Vic Bike Ride - 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

### School Group Administrator

Please Note: Required fields are marked with \*

\* Name

First Name \*  Last Name \*

\* Email

Email Address \*

Confirm Email Address \*

\* Phone

Mobile Number #

Business Number #

# Only 1 phone number is required

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## 3

Select your payment option.

### School Group Options

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**School Group Payment Option \***

The **School Group members** pay for their own registration fees.

The **School Group** pays for all registration fees.

**Notify the School Group administrator when someone joins my School Group? \***

**X** No

**✓** Yes

By clicking 'Continue', you are indicating that you have read, understand, and accept the Register Now [Privacy Statement](#)

[← Back](#) [Continue >](#)

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 reenter 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.

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As the School Group Administrator, you have the option to receive an email notification every time someone joins your group. Select 'Yes' or 'No' and then select 'Continue'.

A screenshot of a web form titled "School Group Options". The form has two main sections. The first section, "School Group Payment Option", has two radio button options: "The School Group members pay for their own registration fees." and "The School Group pays for all registration fees.". The second section, "Notify the School Group administrator when someone joins my School Group?", has two radio button options: "No" (with an 'X' icon) and "Yes" (with a checkmark icon). The "Yes" option is selected. Below the options is a yellow banner with the text: "By clicking 'Continue', you are indicating that you have read, understand, and accept the Register Now Privacy Statement". At the bottom of the form are two buttons: a grey "Back" button and a green "Continue" button. A yellow box highlights the "Continue" button.

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Choose your payment type

A screenshot of a web form titled "Additional Questions". The form contains a single question, "QUESTION 1", which is "Select Payment Type \*". Below the question is a dropdown menu with the text "Please Choose" and a downward arrow.

Finally, you will need to select how your group will make payments. Options in the drop down are EFTPOS or Invoice.

Invoice is only available for school groups paying on behalf of all group members (see Step 3). Bicycle Network will then provide you with an invoice prior to the payment due dates.

School group members making individual payments will only have the option to pay via EFT through Register Now.

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Congratulations! You have successfully registered your School Group! Bicycle Network will endeavor to approve your School Group within 24-48 hours. Please contact Bicycle Network on (03) 8376 8888 if it is urgent.

Event Related Enquiries ▾ Technical Support

## Great Vic Bike Ride - Schools

YOU ARE PART OF EXAMPLE SCHOOL

School Group Name > School Group Details > Done

✓ You have successfully created a new School Group called 'EXAMPLE SCHOOL'.

What would you like to do now?

- + Add JOHN to School Group - Your group is pending approval by event organisers.
- + Add someone else to School Group - Your group is pending approval by event organisers.
- 👤 Manage School Group
- 🔗 Share Invite Link - Your group is pending approval by event organisers.

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## 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.

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Congratulations ALICE! Your School Group has now been created.

**You can access your School Group at any time by clicking here!**

**Important:** Your School Group registration is not complete until payment has been received for your School Group members.

### School Group Specific URL

This is your School Group specific link that you can share with everyone. This link will enable your School Group members to join your School Group with ease!

<https://www.registernow.com.au/secure/Register.aspx?E=40271&G=130672>

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Alternatively, follow the link below.

[Great Vic Bike Ride Schools Shop.](#)

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

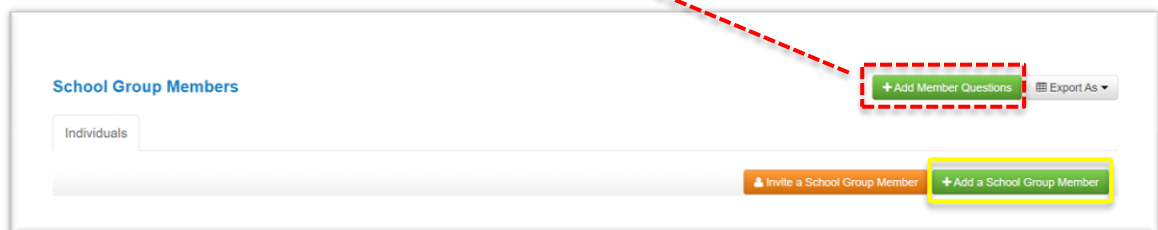
A 5-digit verification code will be sent automatically to your chosen email/mobile. Enter this code and select 'Verify Code'.

## 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.

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 **GREAT VIC  
BIKE RIDE**

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## Inviting riders to your school group

A screenshot of a web interface for managing school group members. At the top left, it says "School Group Members". To the right of this are two buttons: "+ Add Member Questions" and "Export As" with a dropdown arrow. Below this is a tab labeled "Individuals". At the bottom right of the interface, there are two buttons: "Invite a School Group Member" (highlighted with an orange border) and "+ Add a School Group Member".

- 1) Click the orange button to “Invite a School Group Member”.
- 2) 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.

Please contact the Great Vic school coordinator for assistance with registration via [greatvicschools@bicyclenetwork.com.au](mailto:greatvicschools@bicyclenetwork.com.au) or (03) 8376 8828.