



Schools Registration Guide 2019

Overview

Schools are crucial to the success of Lugton's Round the Bridges, and we encourage every child to get together with their peers and run together as a school. Both the Grassroots Trust Kids Challenge and the 6km/12km is an excellent opportunity for schools to be involved, both as a recreational and competitive outlet.

Key Price Dates 2019

ENTRY TYPE	SUPER SAVER 8 July - 31 Aug	EARLY BIRD 01 Sept - 13 Oct	FULL PRICE 14 Oct - 10 Nov	LATE ENTRIES 11 Nov - 17 Nov
Grassroots Trust Kids Challenge (1k or 2k)	\$6	\$8	\$10	\$15
Under 20's (6k or 12k)	\$10	\$14	\$18	\$28

Getting Your School Involved

This year, we have uploaded a list of all schools in the Waikato Region which parents & children are prompted to select from when registering for the Grassroots Trust Kids Challenge.

Please note this does not automatically create or join them to a School team. If your School chooses to enter a team, this needs to be created by a Team Captain (steps on how to do this outlined below). Creating a team will still be a very handy way for schools to monitor which children are participating.



Setting Up a Team for your School

It is a simple process to set up a school team. Please follow the applicable steps below.

IF YOU ARE THE **TEAM MANAGER CREATING A TEAM BUT ARE NOT PARTICIPATING**:

Please email kevin@roundthebridges.co.nz with the following information:

- Team Manager Name
- Email Address
- Phone number
- Team Name
 - *Please use your school's full and proper name. As much as we encourage creativity and fun, doing this will help us find any children that have not joined the team from your school, and successfully add them to it.*
- Password (optional)
 - *Creating a password to access to your team membership is optional. If you choose this option, you will need to communicate this with all your students/parents, since the correct password will be required to link the individual registration to your team.*
- Team Description (optional)

We will then create your team, and you will be able to provide your students all the information they need to join your team when they register.

When students register online, they will simply need to select "Join a team" and select your team name from the drop-down menu, and then enter the team password (if you chose this option).

YOU CAN CREATE A TEAM BY REGISTERING THE FIRST PARTICIPANT BY FOLLOWING THE STEPS BELOW. THIS IS AN EASY PROCESS IF YOU ALREADY HAVE CHILDREN TO ENTER.

1. Visit www.roundthebridges.co.nz
2. Click the ENTER NOW button at the top of the home page
3. You will be directed to our online entry platform
4. At the top of this page, under the heading "Individual or Team" select "Team". You will then be prompted to either "Join a Team" or "Create a Team". If your team has not yet been set-up, you will need to click on "Create a Team".

INDIVIDUAL OR TEAM

Choose whether you would like your entry to link with a Team (Business or Casual team)?

****Please Note:** All Kids Challenge participants should enter as an individual. You will be prompted to select your School Name further in the entry process.

- INDIVIDUAL or TEAM Entry? *
- Individual
I am an individual and DO NOT want to link my entry to a team.
- Team
Yes please, I WANT to link my entry to a Team

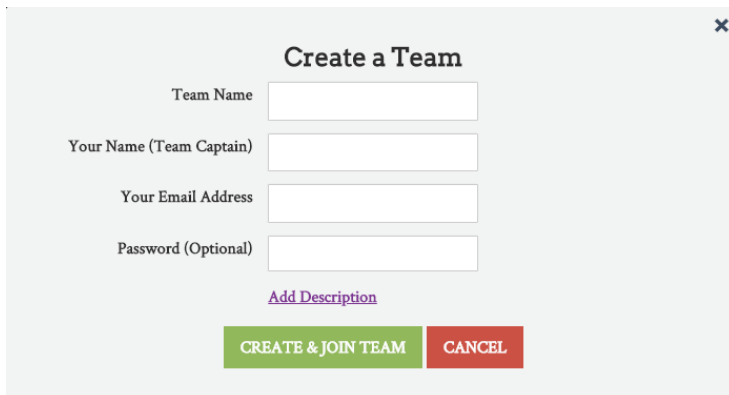
If your team is set-up, click on "Join a Team". If your team is not in the list, then a team will need to be created.

JOIN A TEAM

CREATE A TEAM

- TEAM DESCRIPTION (select the category which best describes your team) *
- School Team
- Corporate / Business Team
To be eligible for the Corporate Challenge, all competing runners must be employed by the organisation.
- Casual or Club Team
Clubs, Gyms or Social Groups
- Waikato District Health Board
Choose this option if you are a Staff member of WDHB

5. Follow the prompts – fill in Team Name, your name (Team Captain), your email address and password (optional). Select “Create & Join Team”



The screenshot shows a 'Create a Team' dialog box with the following fields and buttons:

- Team Name: [Text Input Field]
- Your Name (Team Captain): [Text Input Field]
- Your Email Address: [Text Input Field]
- Password (Optional): [Text Input Field]
- [Add Description](#) (link)
- CREATE & JOIN TEAM (green button)
- CANCEL (red button)

***NOTE** Creating a password to access to your team membership is optional. If you choose this option, you will need to communicate this with all your students/parents, since the correct password will be required to link the individual registration to your team.

6. Select Team Category “School Team” from the list.
7. Carry on and complete the remaining registration details.
8. Spread the word of your team name and password to your students and get them involved!



INSTRUCTIONS FOR HOW STUDENTS/TEAM MEMBERS CAN REGISTER AS PART OF YOUR SCHOOL TEAM:

1. Visit www.roundthebridges.co.nz
2. Click the ENTER NOW button at the top of the home page
3. You will be directed to our online entry platform
4. At the top of the page, under the heading "Individual or Team" select "Team", the "Join a Team".
5. Choose your school's team name from the drop-down menu (enter team password if applicable)
6. Complete your registration
7. Get your sneakers on and get ready for Hamilton's most iconic running event!

Please Note: When registering, and the Event Category option has been selected (ie; selected Grassroots Trust Kids Challenge category), you will be prompted to select a school. All entrants will need to do this even if they have "Joined a Team" at the beginning of the process. Selecting the school at the Event Category option does not join them to the team, hence the need to click "join a team" at the beginning.

We encourage all schools to place the responsibility of registering children onto the parents due to the amount of information required, and the requirement to acknowledgement event terms & conditions.

Children and their parents will need the following details to enter online:

- A valid email address (may be a parent's email address)
- Personal details including date of birth
- School name (and team name if you have opted to create a team)
- Contact phone number
- Emergency contact name and phone number
- Parent/guardian information (if under 16 at the time of the event)
- Medical Conditions, past and/or present
- Must agree to the event terms and conditions

We have a template for a letter that can be sent or emailed out to parents available for any schools to use, please email kevin@roundthebridges.co.nz for this. It details the registration process and will answer most FAQ's.

School Team Bib Delivery

In 2019, we will be delivering/couriering race numbers to schools with more than 10 registered participating students **within the Hamilton City limits**. All team members need to have entered and paid **before 5.00pm, Sunday 3rd November 2019** in order to receive the bibs. Any entries completed after this date will need to be collected at one of our pre-event registration locations.



Event Registrations

Event bids which need to be collected will be available from these registration locations and times.

Wed 13th November Registration

Time: 5.00pm - 7.00pm

Location: Hamilton City Hawks' riverside club room, Grantham Street.

Sat 16th November Registration

Time: 10.00am - 2.00pm

Location: Hamilton City Council Reception, Garden Place, Hamilton CBD.

Race Day - Sun 17th November Registration

Time: 7.30am - 8.00am (for Grassroots Trust Kids Challenge) or 9:30am (for 6km and 12km events)

Location: Hamilton City Council Reception, Garden Place, Hamilton CBD.

Team Captain Daily Summary Email

Team Captains will receive an email each day that someone signs up to their team (see below example). The email will include a summary of all New and Existing Team Members. It will also include a direct link to the registration form so if they wish to invite any new people to their team they can simply share the link. This daily team email will only go out on days that people join the team. If you have more than one person that would like to receive these emails or would like a specific person that is not the team captain to receive these emails, this can easily be set up. Please email your request to kevin@roundthebridges.co.nz

The screenshot shows an email client interface with a toolbar at the top containing icons for Delete, Reply, Reply All, Forward, Attachment, Meeting, Move, Junk, Rules, Read/Unread, Categorize, and Follow Up. The email content is as follows:

Team Awesome! Team Summary - RedPodium Sample

RedPodium Sample <noreply@webconnex.com>
Friday, July 8, 2016 at 12:00 AM
To: Ashley Mellott

As team captain of Team Awesome! you only receive daily summary emails when a new member joins your team. You registered at <https://awesomaco.redpodium.com/data-sample>

New Team Members		
Name	Email	Joined
Kathy Quattrin	kquattrin11@gmail.com	13 hours ago
Mike Mellott	mikermellott@gmail.com	13 hours ago
Shawn Loucks	sdloucks67@gmail.com	13 hours ago
Dawn Loucks	dawnlouckskaia@gmail.com	13 hours ago

Existing Team Members		
Name	Email	Joined
Patty Loucks	themiddlededot@gmail.com	2 weeks ago
Ashley Mellott	ashley@webconnex.com	4 months ago



Lugton's Round the Bridges 2019 – Grassroots Trust Kids Challenge

Fund Raising

As part of our long-term vision of helping Lugton's Round the Bridges become the Waikato's largest one-day fundraising event, we are once again encouraging our participants to fundraise at the event.

It is FREE for all schools, sporting organisations and community groups to join Everydayhero. Our platform does have service fees which are required to maintain the platform and ensure that we remain 100% secure.

Register your School: <https://www.everydayhero.com/nz/schools-2/>

Member's Hub

If you want to make changes to entry details, do this online via our **Member's Hub**. **To set up your Member's Hub account, simply click the Member's Hub button in the top right of our website or follow the link in your confirmation email.**

Please note Grassroots Trust Kids Challenge entrants cannot change to the 6km or 12km races online, if any kids wish to change to one of these please do this at one of our registration sessions.

Grassroots Trust Kids Challenge Prizegiving

Time: 10:35am

Location: Garden Place Main Stage

All kids who complete the Grassroots Trust Kids Challenge will receive a medal.

FAQ's

If I provide a list of children's names and details to Lugton's Round the Bridges, can they register everybody on the school's behalf?

No. We are not legally able to register anyone on their behalf. Again, we encourage all schools to place the responsibility of registering a child on the parents themselves due to the profile set up and information required.

A student has already registered but they forgot/didn't join our school team. They now want to be added, is this possible?

Absolutely! Simply email kevin@roundthebridges.co.nz with your team name and the name of the registered participant you wish to add and we will do this for you.

Not all children at our school are able to register online, what do I do?

In this case, we encourage you to handle this in whatever way works for you and your school. You can request a manual entry form by emailing natasham@classicevents.co.nz which can be sent to

the parents in question so it can be returned to you. We advise only using this entry form for this sole reason, and to wait until you have all children that fit this scenario, so they can be registered at the same time.

We would like to pay for all our school team members at the same time, can we do this?

Yes. This will need to be organised with the Lugton's Round the Bridges team by emailing Kevin at kevin@roundthebridges.co.nz

I am the Team Manager of our school, but plan on running in the 6km or 12km myself. Do I have to be part of the school team?

No. If you are the Team Manager, you can set up the school team as outlined at the beginning of this guide. Then still easily register as an individual participant by going through the regular registration process.

Will all the school's race numbers be delivered prior to the event?

Yes, for team's with more than 10 members. All entries that **have been paid for and completed by 5.00pm, Sunday 3rd November, and are located within the Hamilton City limits** will have all race numbers delivered before **3.00pm, Tuesday 12th November 2019**. Any entries completed after 3rd November will need to be collected at one of our pre-event registration locations.

I have children who want to race together but are in different age groups/start waves. Can they race together?

No. Everyone must race in their registered age group and start zone.

For any questions or queries regarding your school team, please don't hesitate to contact Kevin at kevin@roundthebridges.co.nz or 07 856 7215.

