



## **Step-by-Step Guide to Online Entry System for the RACV Energy Breakthrough 2012**

*Version 2 - Prepared by Nigel Preston, October 2012*

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Welcome to our updated Step-by-Step Guide to our Online Entry System. This was first introduced to the RACV Energy Breakthrough at the start 2012. We hope that it makes the process of entering and maintaining your entry in our event easier for you as a participant and us as organisers.

You will now be able to manage your Team's details by logging in throughout the year. You will be able to enter the event, plus be able to edit your Team Names, Rider Lists, Support Crew Details, Camping Details, Pit Requests and Arrival Times.

If you require assistance or help with any part of the Online Entry System, or have any enquiries about the Energy Breakthrough, please email [breakthrough@cgoldshire.vic.gov.au](mailto:breakthrough@cgoldshire.vic.gov.au)

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### **Steps for first timers:**

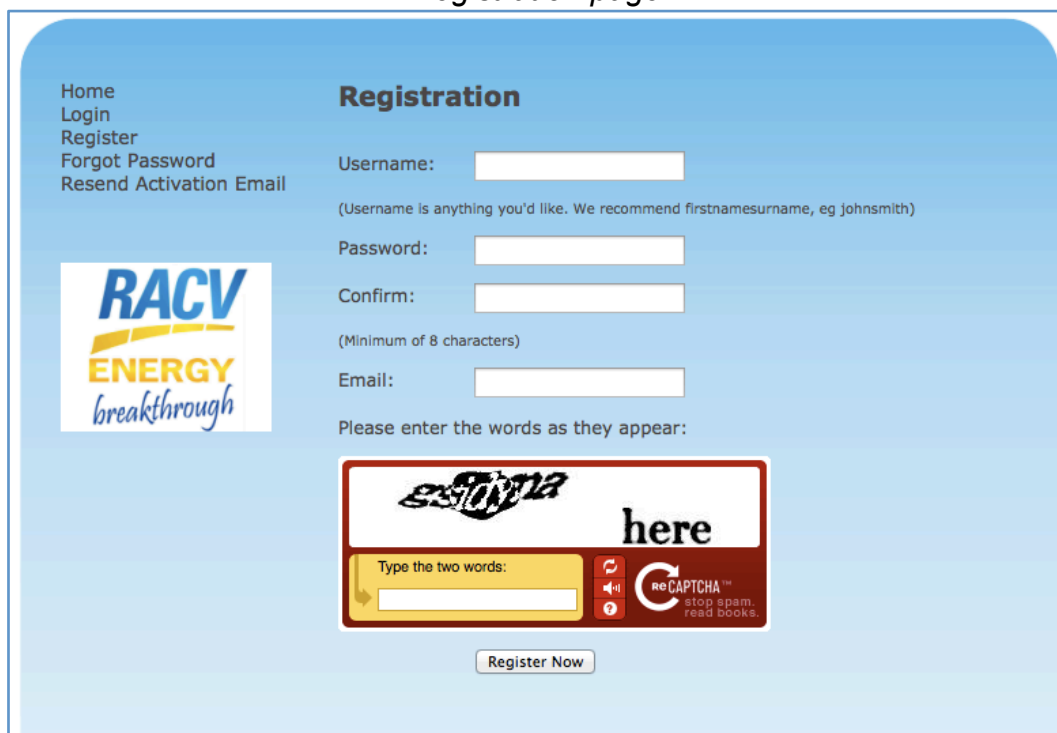
- Step 1. Register your account
- Step 2. Activate your account
- Step 3. Login
- Step 4. Registration Wizard: Add Team Manager & School Information
- Step 5. Add Team Entry/s
- Step 6. Confirm Entries & Cost
- Step 7. Add Riders (Optional)
- Step 8. Complete!

### **Steps for existing team managers:**

- Lost Password
- Lost Username
- Registering another team
- 'Account' screen
- Editing your team manager, school or organisation details
- Account Details
- Team Details
  - Changing a Team Name
  - Changing an entry's class
  - Withdrawing a Team
- Rider Details
- Camping Details
- Other Details

## Step 1. Register your account

*Registration page:*

The screenshot shows a web registration page for RACV Energy Breakthrough. On the left, there is a navigation menu with links: Home, Login, Register, Forgot Password, and Resend Activation Email. Below the menu is the RACV Energy Breakthrough logo. The main heading is 'Registration'. The form includes fields for Username, Password, Confirm, and Email. A note under the Username field says '(Username is anything you'd like. We recommend firstnamesurname, eg johnsmith)'. A note under the Confirm field says '(Minimum of 8 characters)'. Below the Email field, it says 'Please enter the words as they appear:'. There is a CAPTCHA image showing the words 'esoma' and 'here'. Below the CAPTCHA is a text input field with the prompt 'Type the two words:'. To the right of the input field is a reCAPTCHA logo with the text 'stop spam. read books.'. At the bottom of the form is a 'Register Now' button.

Your first step to register, there will be a link on the RACV Energy Breakthrough website ([www.racvenergybreakthrough.net](http://www.racvenergybreakthrough.net)) directing you to the Online Entry System.

### Username

You will need to choose a username.

This can be anything you like, but make sure it is memorable as you will need it and your password every time you log in.

We recommend *firstnamesurname* (ie. *johnsmith*), but it's really up to you.

This username will not appear anywhere publicly on the website, ever.

You will also need it for future events (*yes, we're looking into the future*), so make sure you write it down somewhere.

### Password

Your password will need to be at least 8 characters long.

Again, be sure that this is memorable.

### Email Address

This is critical, as without a valid email address, you won't be able to activate your account.

### CAPTCHA

Complete the coded test at the bottom of the page. This is to reduce spam accounts being created on our system.

## Step 2. Activate your account

### *Account Activation email:*

Hello johnsmith

Thank you for joining our RACV Energy Breakthrough website.

You will need first activate your account before you can login, follow the below link to activate your account.

<http://trim.com.au/racv/activate-account.php?token=1da46ce9cd62bed9aa6f9baa047a35e5>

Having trouble?  
You may need to cut and paste this link into your address bar.

If you did not request this activation then please ignore this message, if you keep receiving it, please contact our Planning Committee.

Regards,

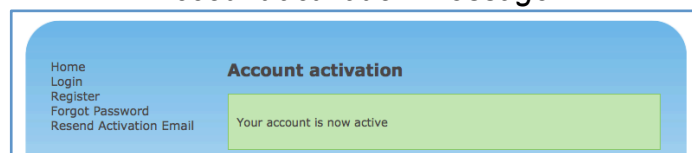
RACV Energy Breakthrough Planning Committee  
<http://www.racvenergybreakthrough.net>  
[breakthrough@cgoldshire.vic.gov.au](mailto:breakthrough@cgoldshire.vic.gov.au)

Once you've registered, you'll receive an email (like the one above) with a link to activate your account. Please check your Junk mail box as sometimes these messages end up in there.

The sender will be [breakthrough@cgoldshire.vic.gov.au](mailto:breakthrough@cgoldshire.vic.gov.au) so please add this sender to your address book.

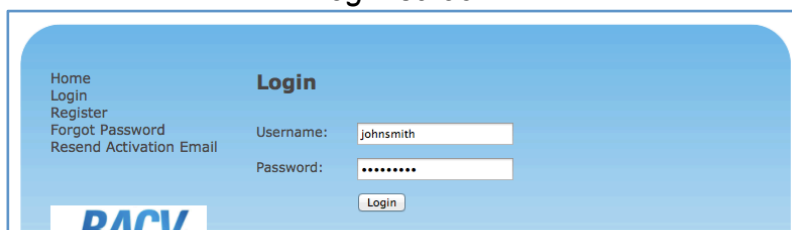
This email verifies that your email address is correct and that you have access to it. You must follow the activation link in the email to activate your account.

### *Account activation message:*



### Step 3. Login

*Login screen:*



The screenshot shows the login interface for the RACV Energy Breakthrough system. On the left is a navigation menu with links: Home, Login, Register, Forgot Password, and Resend Activation Email. The main heading is 'Login'. Below it are two input fields: 'Username:' with the text 'johnsmith' and 'Password:' with a masked password '\*\*\*\*\*'. A 'Login' button is positioned below the password field. The RACV Energy Breakthrough logo is at the bottom left.

Click on the Login page and enter your username and password.  
Now that you have registered, in the future you can come straight to this step.

*Account Screen:*



The screenshot displays the 'RACV Energy Breakthrough Team Mangement Centre' (sic) account page for user 'johnsmith'. The left sidebar contains a comprehensive menu: Home, Change password, Update email address, Use Registration Wizard, Add New School Details, Add New Team Details, Add New Rider Details, Add New Camping Details, Payment History, and Logout. The main content area is titled 'Welcome to your account page, johnsmith' and includes a message about using the 'REGISTRATION WIZARD'. Below this are several sections, each with a header and a message indicating no data is currently registered, followed by an 'add' link: 'YOUR SCHOOL / ORGANISATION DETAILS - add school', 'YOUR ACCOUNT DETAILS', 'YOUR TEAM DETAILS - add team', 'RIDER DETAILS', and 'OTHER DETAILS'. The 'OTHER DETAILS' section contains a placeholder text: 'this is where other information will be displayed including camping, arrival time etc'. At the bottom, it identifies the user as a 'Standard User' who joined on 'Thursday the 15th March 2012'. The RACV Energy Breakthrough logo is in the bottom left corner.

Once you've logged in, you will be presented with your Account page.

In the future, all of your details will be listed here, but first you'll need to use the 'Registration Wizard' to enter your registration details.

#### Step 4. Registration Wizard: Add Team Manager & School Details

In your account screen, click on 'Registration Wizard' to get started.

The Registration Wizard will guide you through the registration process.

*Registration Wizard - Start page:*

### RACV Energy Breakthrough Registration Wizard

The registration wizard guides you through the registration process.

\* = Required Fields

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**The Registration Wizard will take you through the following steps: /**

**1) School / Organisation Creation or Selection**

If you have already created school / organisation details you can select the one this registration is for from a list.

If you have yet to record your school / organisation details you will firstly prompted to do so.

**2) Team Registration(s)**

You will be asked how many teams you wish to register and then supplied with enough online forms to complete the registration.

**3) Registration Confirmation and Invoicing**

An invoice for the event(s) and class you have entered will be emailed to you.

Payment options are EFT and Cheque and details are included on the Invoice.

Please note that your entry into the event is not completed until payment has been received.

**4) Rider Names**

If you know your riders you can enter these now. If not, you can enter these later by logging into the Team Manager Centre.

[Begin](#)

Once you click *Begin*, you can enter Team Manager & School /Org Details.

The Fields are:

*Team Manager: Name, Email, Mobile, Phone.*

*School: Name, Address, State, Postcode, Office Phone, Fax.*

### RACV Energy Breakthrough Registration Wizard

The registration wizard guides you through the registration process.

\* = Required Fields

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**Step 1 of 4.**

**You do not have any Schools / Organisations registered to your name OR you are not registered as a team manager.**

1) Please enter details about yourself (or the team manager).

2) Please either select a previously entered School / Organisation (you must know the School / Organisation Password) OR enter a New School / Organisation details.

3) Select the save button...

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**Enter Team Manager Details**

Managers First Name:

\* Managers Last Name:

Managers Email: \*

Managers Mobile:

Managers Phone:

---

**Enter School / Organisation Details**

Enter School / Organisation Name: \*

Address 1: \*

Address 2:

Suburb: \*

State: \*

Postcode: \*

Phone:

Fax:

## Additional Team Managers:

**Multiple Team Managers** - Would you like this school / organisation to have multiple team managers? If yes tick the box below...

Multiple Managers: ☐

**School / Organisation Password** - If you have checked the box above you need to assign a password (8 to 50 characters) to allow other team managers to attach to this school / organisation. The other managers will need this password when they register.

School / Organisation Password:

Confirm Password:

**Other Team Managers can edit these details** - If you have ticked the box above to allow multiple team managers, you can now choose to allow them to edit these details by ticking the following box.

Other Team Managers can edit these details: ☐

**OR Select Existing School**

Select School / Organisation Name:

Password:

Because we appreciate that some schools have multiple Team Managers, you can allow multiple Team Managers to access your school's details and add entries to it.

To do this, you will need to tick the check boxes to allow this, and also create a school/organisation password (different to your account password). Then let your additional Team Managers know this password.

Additional Team Managers must still Register an account and proceed through steps 1 to 4, however on the Team Entry page, they will be able to select and choose your school from the drop down box and enter the password.

### Step 5. Registration Wizard: Add Team Entry/s

Now it's time to add your entries for this year's event.

*Note: For future events, you will not need to 'Register' or enter information about your school. You will be able to 'Login' and start entering your teams.*

**RACV Energy Breakthrough  
Registration Wizard**

The registration wizard guides you through the registration process.

\* = Required Fields

School / Organisation has been added successfully...

**Step 1 of 4.**

Please select the School / Organisation this registration is for or [add a new school](#):

☒ Smith's School

First select the school you'd like to make these entries for, hit 'Next'.

### RACV Energy Breakthrough Registration Wizard

The registration wizard guides you through the registration process.

\* = Required Fields

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**Step 2.**

Please enter the number of teams your School / Organisation wishes to enter:

Number of teams:

Next, enter the number of teams you'd like to enter now, and hit 'Enter Teams'. *Note: You can always add in additional teams later.*

Add New Team Details

Add New Rider Details

Add New Camping Details

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Payment History

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Logout

**Step 2.**

Please enter details for each team:

<b>Team Name:</b>	<input style="width: 90%;" type="text"/>	
<b>Event(s):</b>	<input style="width: 90%;" type="text"/>	
RACV Energy Breakthrough 2012:	<input type="checkbox"/>	By selecting this event you accept the terms and conditions of entry.
<b>Categories:</b>		
Innovations in Technology:	<input type="radio"/>	\$20.00
	<input type="radio"/> Carfty Design (Primary) <input type="radio"/> Craft Design (Secondary) <input type="radio"/> Moving Water (Primary) <input type="radio"/> Moving Water (Secondary)	
Pushcart:	<input type="radio"/>	\$200.00
	<input type="radio"/> Section 1 (150 or less students) <input type="radio"/> Section 2 (more than 150 students)	
Human Powered Vehicle (Primary):	<input type="radio"/>	\$330.00
	<input type="radio"/> Section 1 (200 or less students) <input type="radio"/> Section 2 (more than 200 students)	
Human Powered Vehicle (Secondary):	<input type="radio"/>	\$330.00
	<input type="radio"/> B1 (Yr 7 & 8) <input type="radio"/> B2 (Yr 9 & 10) <input type="radio"/> C (Yr 11 & 12) <input type="radio"/> OPEN (Over 50% male riders) <input type="radio"/> All Female B/C	
Energy Efficient Vehicles (EEVs) (Secondary):	<input type="radio"/>	\$330.00
	<input type="radio"/> Hybrid Section 1 B/C (pedal power plus one other source) <input type="radio"/> Hybrid Section 1 OPEN (pedal power plus one other source) <input type="radio"/> Hybrid Section 2 (2 power sources excluding pedal) <input type="radio"/> Electric Only B/C (vehicles are electric power only) <input type="radio"/> Electric Only OPEN (vehicles are electric power only) <input type="radio"/> Petrol Only B/C (vehicles are petrol only) <input type="radio"/> Petrol Only OPEN (vehicles are petrol only)	
Try-athlon:	<input type="radio"/>	\$330.00
	<input type="radio"/> Primary <input type="radio"/> B/C (Yr 7 - 12) <input type="radio"/> OPEN	

Next,

- Add in the **Team Name** for each team. *(These can be changed later)*
  - **Select Event(s):** Choose the '2012 RACV Energy Breakthrough'.
- Select the checkbox:

Please enter details for each team:

**Team Name:**

**Event(s):**

RACV Energy Breakthrough 2012: ☒ By selecting this event you accept the terms and conditions of entry.

- **Select Categories:** Choose the category & class you'd like this team to be entered into. Please note the special gender, age or vehicle requirements for each class.
- Once complete, hit 'Save Team Details'

## Step 6. Registration Wizard: Confirm Entries & Cost

Confirmation page:

<b>Step 2 of 4. Confirmation</b>	
Please check the details for each team:	
<b>Team Name:</b>	<b>Smithys Gun Team</b>
<b>Event(s):</b>	
RACV Energy Breakthrough 2012:	By selecting this event you have accept the terms and condtions of entry.
<b>Category:</b>	
Innovations in Technology:	Class = Carfty Design (Primary)
<b>Cost:</b>	<b>\$20.00</b>

You will now be asked to check and confirm the details for each team. The confirmation page will show the total amount payable for all of your entries.

If edits need to be made, click '*Back*'.

If all correct, hit '*Confirm*'.

### An invoice will now be sent to you

You will now be sent a PDF Invoice to the email address you supplied from [breakthrough@cgoldshire.vic.gov.au](mailto:breakthrough@cgoldshire.vic.gov.au).

Again, please check your 'Junk' mail box as sometimes these messages end up in there.

### Important Notes:

- Entries are filled on a first come, first served basis.
- Your team's entry in the event will not be confirmed until payment is received.
- Payment must be received with 28 days from date of invoice.
- You can pay by Electronic Funds Transfer (EFT) and Cheque. Details are included on the Invoice.
- You will be notified by email when your payment has been processed.
- If, after 28 days, your payment has not been received, your team's entry will be dropped onto the Waiting List.
- No refunds, except to teams placed on the Waiting List and not offered a place in the event.



## Step 7. Registration Wizard: Add Riders (Optional)

*Rider Details page:*

<b>Team Name:</b>	<b>Woollen Jumpers</b>		
<b>Class:</b>	<b>Human Powered Vehicle (Secondary) - C (Yr 11 &amp; 12)</b>		
	<i>You must have at least 6 riders and no more than 8. There must be at least an equal number of Female to Male Riders.</i>		

<b>Rider Details</b>	<b>Name</b>	<b>DOB dd/mm/yyyy</b>	<b>Gender</b>
Rider 1 :	<input type="text" value="Rancho"/>	<input type="text" value="02/10/1985"/>	<input type="button" value="M"/>
Rider 2 :	<input type="text" value="Nacho"/>	<input type="text" value="10/10/1985"/>	<input type="button" value="F"/>
Rider 3 :	<input type="text" value="James"/>	<input type="text" value="03/12/1983"/>	<input type="button" value="F"/>
Rider 4 :	<input type="text" value="Gilbert"/>	<input type="text" value="01/01/1990"/>	<input type="button" value="F"/>
Rider 5 :	<input type="text" value="Penny"/>	<input type="text" value="01/01/1970"/>	<input type="button" value="M"/>
Rider 6 :	<input type="text" value="Fox"/>	<input type="text" value="01/01/1970"/>	<input type="button" value="M"/>
Rider 7 :	<input type="text" value="Bill"/>	<input type="text" value="01/01/1970"/>	<input type="button" value="M"/>
Rider 8 :	<input type="text" value="Wilma"/>	<input type="text" value="01/01/1970"/>	<input type="button" value="F"/>
Rider 9 :	<input type="text"/>	<input type="text"/>	<input type="button" value="-"/>
Rider 10 :	<input type="text"/>	<input type="text"/>	<input type="button" value="-"/>

The final step is to add Rider details for your teams.

Please refer to the School's Handbook about the number and gender requirements your category allows.

If you know these details now, you can add them in and hit 'Save Riders'. If not, you can hit 'Not Now' and always come back to this page later in the year.

## Step 8. Registration Complete!

## Steps for Existing Team Managers

### Lost Password

If you have lost your password, click on the 'Lost Password' link on the top left hand corner of the log-in page and enter in your username and email address. A new password will be emailed to you.

### Lost Username

If you have forgotten your username, please email [breakthrough@cgoldshire.vic.gov.au](mailto:breakthrough@cgoldshire.vic.gov.au) using the email address you had used to register initially. We will look up the system and email you your username.


### Registering another team

If you have already registered, but would like to add an additional team, please use the 'Entry Wizard' to walk you through the steps

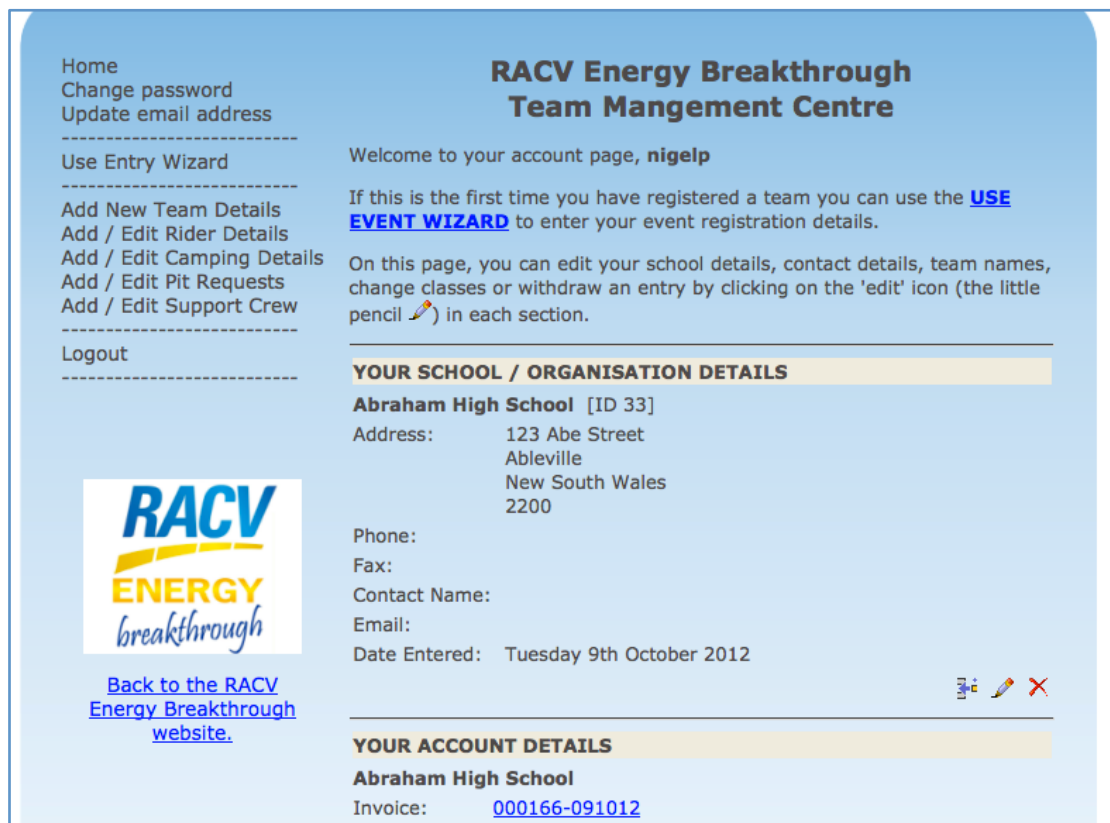
### Your 'Account' screen

The 'Account' screen is the page you will see when you have log-in each time.

On this page, you can view all of the information related to your entries.

On this page, you can edit your school details, your contact details, team names, change classes or withdraw an entry by clicking on the 'edit' icon (the little pencil ) in each section.

*Account screen:*




The screenshot shows the 'Account screen' of the RACV Energy Breakthrough Team Management Centre. The page has a light blue background with a white sidebar on the left containing navigation links. The main content area is divided into sections for user information, school details, and account details. The user is logged in as 'nigelp'. The school details section shows information for 'Abraham High School'. The account details section shows the school name and an invoice number.

**Home**  
Change password  
Update email address  
-----  
Use Entry Wizard  
-----  
Add New Team Details  
Add / Edit Rider Details  
Add / Edit Camping Details  
Add / Edit Pit Requests  
Add / Edit Support Crew  
-----  
Logout  
-----

**RACV Energy Breakthrough Team Management Centre**




Welcome to your account page, **nigelp**

If this is the first time you have registered a team you can use the **USE EVENT WIZARD** to enter your event registration details.

On this page, you can edit your school details, contact details, team names, change classes or withdraw an entry by clicking on the 'edit' icon (the little pencil ) in each section.


**YOUR SCHOOL / ORGANISATION DETAILS**

**Abraham High School** [ID 33]  
Address: 123 Abe Street  
Ableville  
New South Wales  
2200  
Phone:  
Fax:  
Contact Name:  
Email:  
Date Entered: Tuesday 9th October 2012

**YOUR ACCOUNT DETAILS**

**Abraham High School**  
Invoice: [000166-091012](#)



[Back to the RACV Energy Breakthrough website.](#)

## Editing your team manager or school / organisational details

This section displays the details for your school / organisation, such as address, phone number, fax number (if entered), Contact name, email and date entered.

You can edit this information by clicking the pencil in the right hand corner of this section.

### *School / Organisation details on the Account screen:*

**YOUR SCHOOL / ORGANISATION DETAILS**  
**Abraham High School** [ID 33]  
Address: 123 Abe Street  
Ableville  
New South Wales  
2200  
Phone:  
Fax:  
Contact Name:  
Email:  
Date Entered: Tuesday 9th October 2012  
 

### *Edit School / Organisation / Team Manager page:*

## RACV Energy Breakthrough School / Organisation Details

This is where the School / Organisation Details are Added / Edited

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**Check / Enter Team Manager Details**  
Managers First Name: \*   
Managers Last Name: \*   
Managers Email: \*   
Managers Mobile:   
Managers Phone:

**Enter School / Organisation Details**  
Enter School / Organisation Name: \*   
Address 1: \*   
Address 2:   
Suburb: \*   
State: \*   
Postcode: \*   
Phone:   
Fax:

Once you've entered in all of your information correctly, hit 'Update Details' to save your changes.

## YOUR ACCOUNT DETAILS

This section displays your invoice and any payments made against that invoice.

You can download your invoice at any time by clicking on the Invoice number displayed in [blue](#).

*Account details on the Account screen:*

YOUR ACCOUNT DETAILS	
<b>Abraham High School</b>	
Invoice:	<a href="#">000166-091012</a>
Date Created: Tuesday 9th October 2012	
Item(s):	
	Woolly Jumpers - Human Powered Vehicle (Secondary) : C (Yr 11 & 12) \$330.00
	<b>TOTAL INVOICE AMOUNT inc gst \$330.00</b>
Payments:	
	No payments have been recorded against this invoice.

## YOUR TEAM DETAILS

This section displays details of each of your teams including the Team Name, category of entry, the date the team was entered and their status in the event (ie/ whether they are on a wait list or not).

You can edit each team's information by clicking the pencil in the right hand corner of each entry.

*Edit Team Details screen:*

RACV Energy Breakthrough Team Details		
This is where the Team Details are Added / Edited		
<b>Edit Team Details</b>		
<b>Team Name:</b>	<input type="text" value="Woollen Jumpers"/>	
<b>Event(s):</b>		
RACV Energy Breakthrough 2012:	<input checked="" type="checkbox"/>	By selecting this event you accept the terms and conditions of entry.
Request Registration:	<input type="checkbox"/>	By selecting withdrawal an email will be sent to the event organisers and they will contact you for confirmation.
Withdrawal:	<input type="checkbox"/>	
<b>Categories:</b>		
Innovations in Technology:		<b>\$20.00</b>
	<input type="radio"/>	Carfty Design (Primary)
	<input type="radio"/>	Craft Design (Secondary)
	<input type="radio"/>	Moving Water (Primary)
	<input type="radio"/>	Moving Water (Secondary)
	<input type="radio"/>	Junkyard Challenge (Primary)
Pushcart:		<b>\$200.00</b>
	<input type="radio"/>	Section 1 (150 or less students)
	<input type="radio"/>	Section 2 (more than 150 students)
Human Powered Vehicle (Primary):		<b>\$330.00</b>

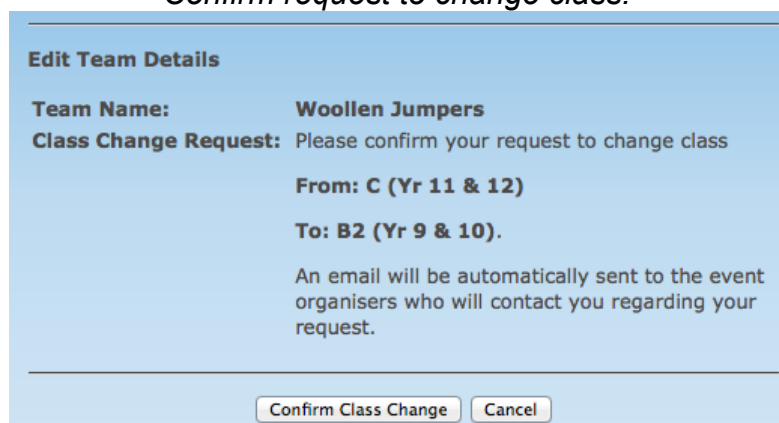
## Changing a Team Name

You can change a Team Name at any time by editing the team name in the box at the top of the Team Details screen and then clicking 'Update Team Details' at the bottom of the page.

## Changing a Team Class

You can request to change a class for any entry at any time by clicking on a different category in the Team Details screen. Once you have chosen your new class, click 'Update Details' at the bottom of the page. You will be asked to confirm your request.

### *Confirm request to change class:*



**Edit Team Details**

**Team Name:** Woollen Jumpers

**Class Change Request:** Please confirm your request to change class

**From:** C (Yr 11 & 12)

**To:** B2 (Yr 9 & 10).

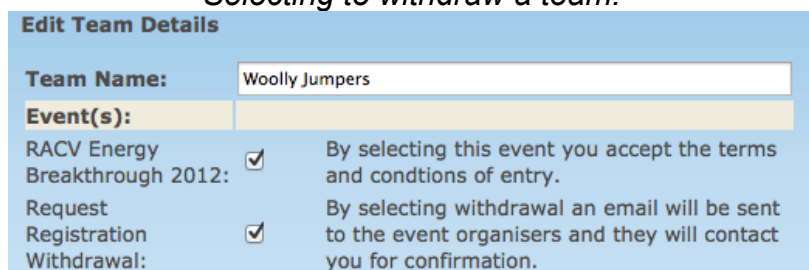
An email will be automatically sent to the event organisers who will contact you regarding your request.

Upon confirmation of your request to change class, an email will be sent to the Event Organisers to review. You will be notified by phone or email to discuss your request.

## Withdrawing a Team

Should you wish to withdraw a team, simply click on the pencil next to the team, and then click the second box: 'Request Registration Withdrawal.'

### *Selecting to withdraw a team:*



**Edit Team Details**

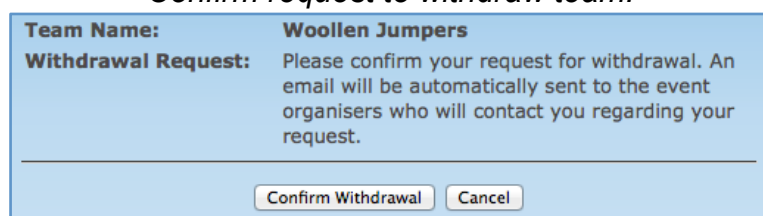
**Team Name:** Woolly Jumpers

**Event(s):**

RACV Energy Breakthrough 2012:	<input checked="" type="checkbox"/>	By selecting this event you accept the terms and conditions of entry.
Request Registration Withdrawal:	<input checked="" type="checkbox"/>	By selecting withdrawal an email will be sent to the event organisers and they will contact you for confirmation.

Once you have selected to request a withdrawal, click 'Update Details' at the bottom of the page. You will be asked to confirm your request.

### *Confirm request to withdraw team:*



**Team Name:** Woollen Jumpers

**Withdrawal Request:** Please confirm your request for withdrawal. An email will be automatically sent to the event organisers who will contact you regarding your request.

Upon confirmation, an email will be sent to the Event Organisers to review your request. You will then be contacted to confirm your withdrawal.

## RIDER DETAILS

This section of the Account screen shows the riders or team members that have been listed with each entry.

You can edit these at any time using the 'Add / Edit Rider Details' link.

## OTHER DETAILS

### Add / Edit Camping Details

For the smooth running of the event, the Event Organisers require contact details, camping details and arrival times for your school or organisation.

These can be updated at any time, but the arrival and departure times will be used to help inform Display & Presentation and Design & Construction timetables.

*Add / Edit Camping details screen, first section: Contact Details and Arrival Times:*

Contact Details and Arrival Times	
<b>Name</b> of contact travelling with school:	<input type="text" value="Abe Braham"/>
<b>Email</b> of contact travelling with school:	<input type="text" value="joeblog@gmail.com"/>
<b>Mobile Phone No</b> of contact travelling with school:	<input type="text" value="0412 345 678"/>
<b>Arrival Time:</b>	<input type="text" value="12:00:00"/> Time in 24 hour clock.
<b>Arrival Date:</b>	<input type="text" value="22/11/201"/> Date in format DD/MM/YYYY
<b>Departure Time:</b>	<input type="text" value="15:00:00"/> Time in 24 hour clock.
<b>Departure Date:</b>	<input type="text" value="25/11/201"/> Date in format DD/MM/YYYY

*Add / Edit Camping details screen, second section: select camping area:*

Preferred Camping Area(s)	
<b>Princes Park Oval</b>	<input type="checkbox"/> Reserved for Primary Schools.
<b>Caravan Park</b>	<input type="checkbox"/> Reserved for Primary Schools. Note: You will need to contact the Caravan Park 03 5460 4848 to confirm your place.
<b>Hockey Field</b>	<input type="checkbox"/> Generally reserved for Hybrid and Try-athlon teams. Note: if you are a Try-athlon team and wishing to leave before the end of the 24 hour race please select the Adventure Playground Camping Ground.
<b>Jubilee Oval</b>	<input checked="" type="checkbox"/> Reserved for Secondary schools
<b>Maryborough Harness Racing Complex</b>	<input type="checkbox"/> Reserved for caravans, campervans, motor homes and all other wheeled sleeping vehicles. Note: You will need to contact the Maryborough Harness Racing Phone: 03 5464 2451 Mobile: 0418 552 294 to make a booking.
<b>Other / Off-site</b>	<input type="checkbox"/> Please provide venue and address where you will be camping for emergency purposes in the other details box below.
<b>Other Details</b>	<div></div>

*Add / Edit Camping details screen, third section: input details on number of people camping, the number of tents and motor vehicles.*

<b>Number of people camping:</b>	
<b>Number of Teams</b>	<input type="text" value="1"/>
<b>Total No of Students</b>	<input type="text" value="25"/>
<b>Total No of Teachers / Adults</b>	<input type="text" value="5"/>
<b>Tents:</b>	
<i>Please note marquees or tents with pegs larger than 30cm long are not permitted on the sporting ovals. The sprinkler and water systems don't like them very much.</i>	
<b>Number of Small Tents (1-2 man)</b>	<input type="text" value="3"/>
<b>Number of Medium Tents (3-5 man)</b>	<input type="text" value="3"/>
<b>Number of Large Tents (over 5 man)</b>	<input type="text" value="1"/>
<b>Motor Vehicles:</b>	
<b>Estimated number of cars</b>	<input type="text" value="2"/>
<b>Estimated number of buses</b>	<input type="text" value="1"/>
<b>Other</b>	<input type="text" value="0"/>
<input type="button" value="Submit Camping Details"/> <input type="button" value="Cancel"/>	

## Add / Edit Pit Requests

This form captures your preferences for Pit Spots and details of any other school you'd like to be 'Pitted' alongside. A confirmation email will be sent to you afterwards.

### Important Notes:

- Team Managers are encouraged to complete one form for each school
- This process is **NOT** compulsory. If you don't complete a request, we'll allocate you a spot.
- Only HPV Primary (Class A), HPV Secondary (Classes All Female, B, C & Open), Energy Efficient Vehicles and Hybrids (All Classes) and Try-athlon teams are encouraged to complete this process. It does not apply to Pushcart or Innovations in Technology teams.
- We'll do our best to accommodate everyone's request, though sometimes this is not possible!

### *Pit Requests screen:*

**Pit Requests:**

Please select your pit preferences. If pit number is known from previous years you can place a specific request in the box provided and we will do our best to accommodate you where appropriate.

**Holden Track**  
**Try-athlon Teams & Hybrid Teams**

Most Try-athlon teams are placed on the back straight of the Holden Track, for ease of exit once their 8 Hour endurance trial is completed.

All Energy Efficient Vehicle & Hybrid teams are placed on the front straight of the Holden Track for the 24 hour endurance trial.

**HPV Class A Teams (Primary)**

Front Straight	(Pits 1 – 37)	<input checked="" type="radio"/>
Back Straight	(Pits 38 – 74)	<input type="radio"/>
Specific Pit Request	Holden Track	15

**RACV Track**  
**HPV Classes All-Female, B, C and Open Teams**

Front Straight	(Pits 1 - 45)	<input type="radio"/>
Back Straight	(Pits 56 - 95)	<input checked="" type="radio"/>
Specific Pit Request	RACV Track	57

**Other Comments? / Would you like to be positioned adjacent another school?**  
*(Some schools share resources and equipment)*

Please provide any other information that may assist us in allocating your pit:

Submit Pit Requests Cancel / Reset



## Add / Edit Support Crew

You will need to record the roles for staff, emergency riders and support crew using this form. This information is used for event management and assists organisers in the event of an emergency.

Simply enter in the person's name, select their role and then hit 'enter' and you're done.

*Add / edit support crew screen:*

**RACV Energy Breakthrough Staff, Emergency Riders and Support Crew Details**

You will need to record the roles for staff, emergency riders and support crew using this form below. This information is used for event management and assists organisers in the event of an emergency.

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**Use these fields to add a new support crew member's details.**

Crew Members Name:

Role:

Other Details: (Optional)

Team Manager

▾

Add Crew Record...