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

Version 3 - Prepared by Nigel Preston, October 2013

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
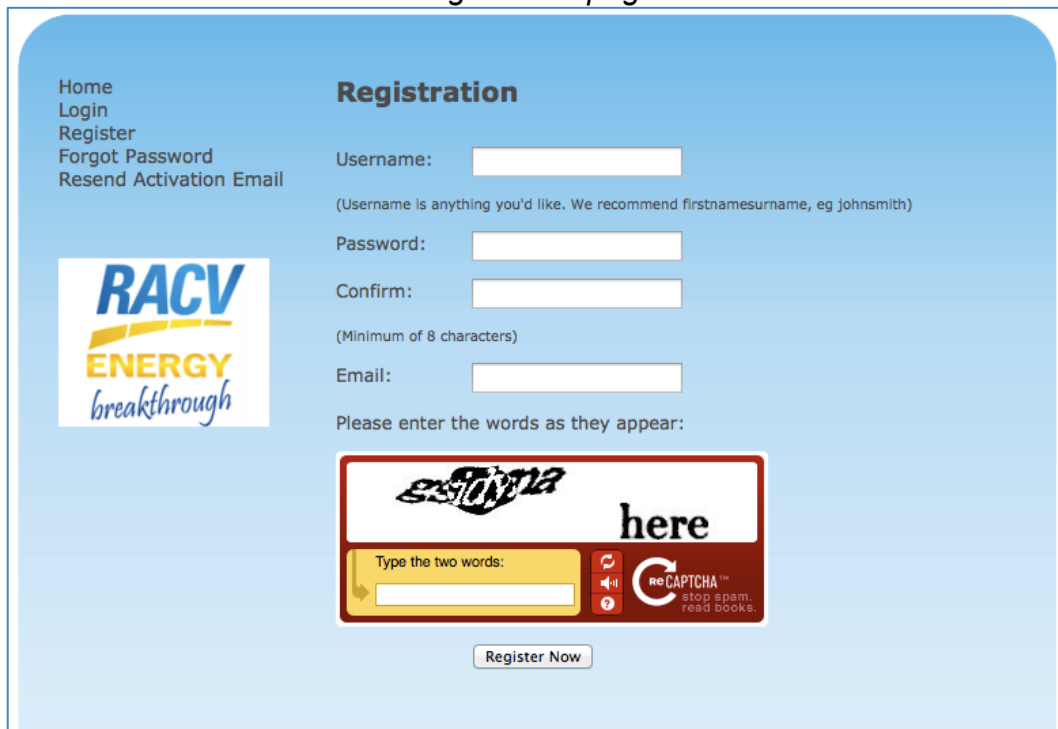
Steps for first timers:

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

Registration page:

Your first step to register, there will be a link on the RACV Energy Breakthrough website (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.

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
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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.
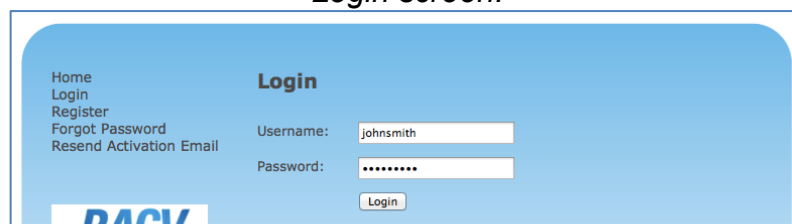The sender will be breakthrough@cgoldshire.vic.gov.au so please add this sender to your address book.
This email verifies that your email address is correct and that you have access to it. You must follow the activation link in the email to activate your account.

Account activation message:
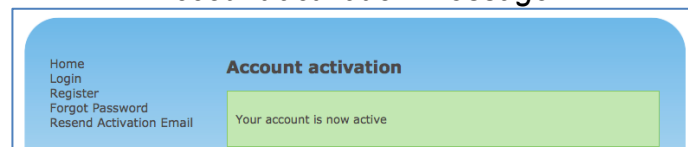
3. Login

Login screen:

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.

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.

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:

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

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 / Orgaisation details.

3) Select the save button...

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: *   Australian Capital Territory
Postcode: *
Phone:
Fax:

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

Next

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

Step 2.

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

Number of teams: 5

Enter 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.*

Next,
- Add in the **Team Name** for each team. *(These can be changed later)*
- **Select Event(s):** Choose the event.
  Select the checkbox:

- **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'*

6. Registration Wizard: Confirm Entries & Cost

Confirmation page:

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

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.
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 14 days from date of invoice.
- You can pay be 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 14 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.

7. Registration Wizard: Add Riders (Optional)

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.

8. Registration Complete!

Tips 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 using the email address you had used to register initially. We will look up the systen 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
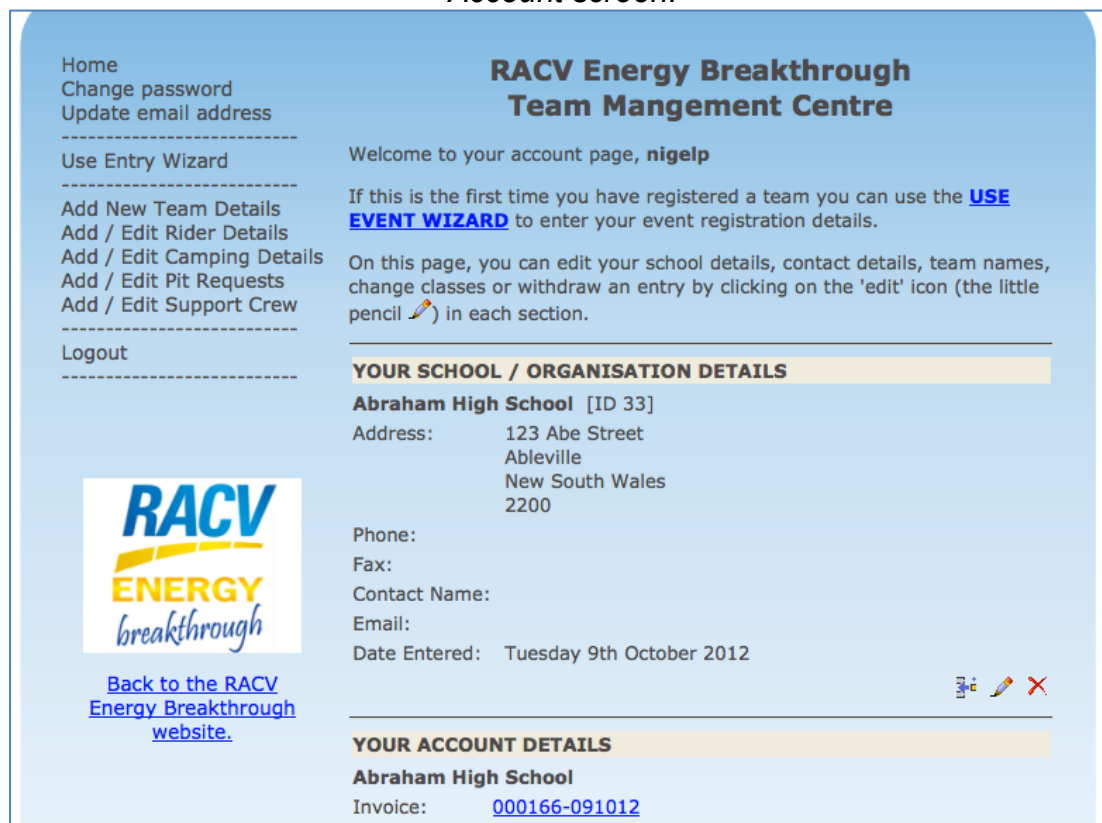
Your 'Account' screen

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:

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

Check / Enter Team Manager Details

Managers First Name: *	Abe
Managers Last Name: *	Smith
Managers Email: *	abesmith@gmail.com
Managers Mobile:	1234 564 892
Managers Phone:	03 9865 6857

Enter School / Organisation Details

Enter School / Organisation Name: *	Abraham High School
Address 1: *	123 Abe Street
Address 2:	
Suburb: *	Ableville
State: *	New South Wales
Postcode: *	2200
Phone:	

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 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.

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:

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:

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:

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, first section: Contact Details and Arrival Times:

Contact Details and Arrival Times

Name of contact travelling with school:	Abe Braham
Email of contact travelling with school:	joeblog@gmail.com
Mobile Phone No of contact travelling with school:	0412 345 678
Arrival Time:	12:00:00 Time in 24 hour clock.
Arrival Date:	22/11/201 Date in format DD/MM/YYYY
Departure Time:	15:00:00 Time in 24 hour clock.
Departure Date:	25/11/201 Date in format DD/MM/YYYY

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

Preferred Camping Area(s)

Princes Park Oval	☐	Reserved for Primary Schools.
Caravan Park	☐	Reserved for Primary Schools. Note: You will need to contact the Caravan Park 03 5460 4848 to confirm your place.
Hockey Field	☐	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.
Jubliee Oval	☑	Reserved for Secondary schools
Maryborough Harness Racing Complex	☐	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.
Other / Off-site	☐	Please provide venue and address where you will be camping for emergency purposes in the other details box below.
Other Details		

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

Number of people camping:

Number of Teams	1
Total No of Students	25
Total No of Teachers / Adults	5

Tents:

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.

Number of Small Tents (1-2 man)	3
Number of Medium Tents (3-5 man)	3
Number of Large Tents (over 5 man)	1

Motor Vehicles:

Estimated number of cars	2
Estimated number of buses	1
Other	0

Submit Camping Details   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.
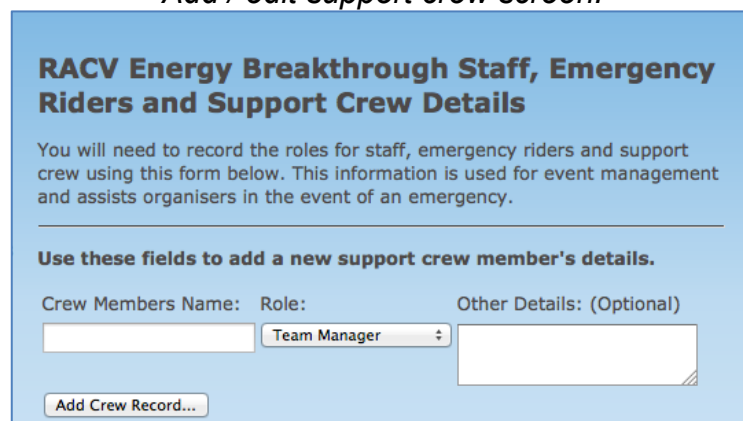
Important Notes:
- Team Managers are encouraged to complete one form for each school
- This process is **NOT** compulsory. If you don't complete a request, we'll allocate you a spot.
- Only HPV Primary (Class A), HPV Secondary (Classes All Female, B, C & Open), Energy Efficient Vehicles and Hybrids (All 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!

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: