



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:

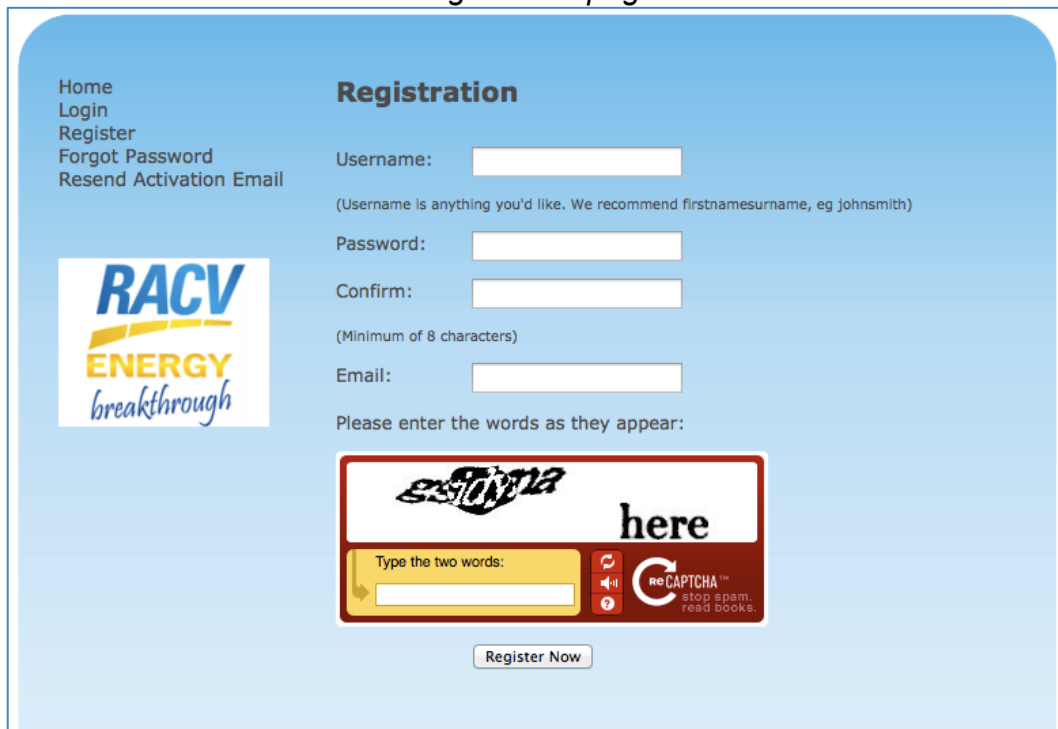
1. Register your account
2. Activate your account
3. Login
4. Registration Wizard: Add Team Manager & School Information
5. Add Team Entry/s
6. Confirm Entries & Cost
7. Add Riders (Optional)
8. Complete!

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
 - o Changing a Team Name
 - o Changing an entry's class
 - o Withdrawing a Team
- Rider Details
- Camping Details
- Other Details

1. Register your account

Registration page:

The screenshot shows the 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 Password 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 'stop' and 'here' with a 'Type the two words:' input field. A 'Register Now' button is at the bottom.

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,

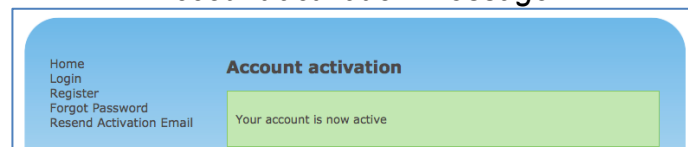
RACV Energy Breakthrough Planning Committee
<http://www.racvenergybreakthrough.net>
breakthrough@cgoldshire.vic.gov.au

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.

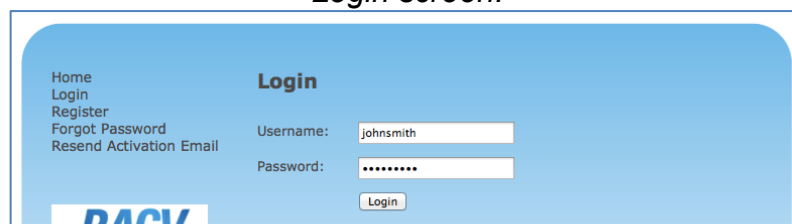
This email verifies that your email address is correct and that you have access to it. You must follow the activation link in the email to activate your account.

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.

Account Screen:

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
Logout

RACV Energy Breakthrough Team Mangement Centre

Welcome to your account page, **johnsmith**

If this is the first time you have registered a team you can use the [REGISTRATION WIZARD](#) to enter your registration details.

YOUR SCHOOL / ORGANISATION DETAILS - [add school](#)

You do not have any schools registered to your user name

YOUR ACCOUNT DETAILS

You do not have any accounts registered to your user name

YOUR TEAM DETAILS - [add team](#)

You do not have any teams registered to your user name

RIDER DETAILS

You do not have any riders registered to your user name

OTHER DETAILS

this is where other information will be displayed including camping, arrival time etc

I am a **Standard User**

You joined on **Thursday the 15th March 2012**

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:

RACV Energy Breakthrough Registration Wizard

The registration wizard guides you through the registration process.

* = Required Fields

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

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...

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:

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

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](#)
[Payment History](#)
[Logout](#)



Step 2.
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.

Categories:

Innovations in Technology: \$20.00

☐ Carfty Design (Primary)
☐ Craft Design (Secondary)
☐ Moving Water (Primary)
☐ Moving Water (Secondary)

Pushcart: \$200.00

☐ Section 1 (150 or less students)
☐ Section 2 (more than 150 students)

Human Powered Vehicle (Primary): \$330.00

☐ Section 1 (200 or less students)
☐ Section 2 (more than 200 students)

Human Powered Vehicle (Secondary): \$330.00

☐ B1 (Yr 7 & 8)
☐ B2 (Yr 9 & 10)
☐ C (Yr 11 & 12)
☐ OPEN (Over 50% male riders)
☐ All Female B/C

Energy Efficient Vehicles (EEVs) (Secondary): \$330.00

☐ Hybrid Section 1 B/C (pedal power plus one other source)
☐ Hybrid Section 1 OPEN (pedal power plus one other source)
☐ Hybrid Section 2 (2 power sources excluding pedal)
☐ Electric Only B/C (Vehicles are electric power only)
☐ Electric Only OPEN (vehicles are electric power only)
☐ Petrol Only B/C (vehicles are petrol only)
☐ Petrol Only OPEN (vehicles are petrol only)

Try-athlon: \$330.00

☐ Primary
☐ B/C (Yr 7 - 12)
☐ OPEN

[Save Team Details](#)

Next,

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

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 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 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 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

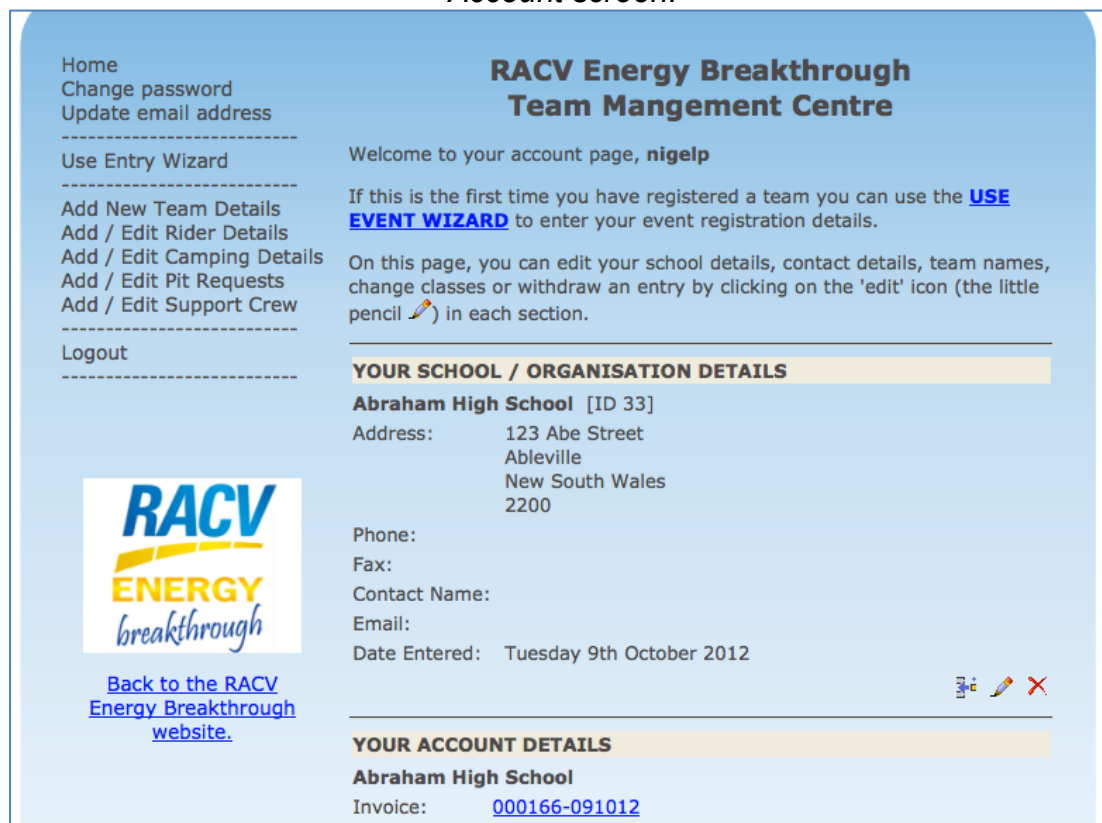
Your 'Account' screen


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' for a user named 'nigelp'. The page has a light blue background with a white sidebar on the left. The sidebar contains links: 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, and Logout. The main content area has a header 'RACV Energy Breakthrough Team Mangement Centre' (note the typo 'Mangement'). Below the header, it says 'Welcome to your account page, nigelp'. A message states: 'If this is the first time you have registered a team you can use the [USE EVENT WIZARD](#) to enter your event registration details.' Another message says: '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.' There are two main sections: 'YOUR SCHOOL / ORGANISATION DETAILS' and 'YOUR ACCOUNT DETAILS'. The first section shows details for 'Abraham High School [ID 33]' with address '123 Abe Street, Ableville, New South Wales, 2200', and empty fields for Phone, Fax, Contact Name, and Email. The Date Entered is 'Tuesday 9th October 2012'. The second section shows details for 'Abraham High School' with an Invoice number '000166-091012'. At the bottom right of the main content area, there are three icons: a list icon, a pencil icon, and a red X icon. At the bottom left of the sidebar, there is a RACV Energy Breakthrough logo and a link 'Back to the RACV Energy Breakthrough website.'

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 Mangement 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	
Check / Enter Team Manager Details	
Managers First Name: *	<input type="text" value="Abe"/>
Managers Last Name: *	<input type="text" value="Smith"/>
Managers Email: *	<input type="text" value="abesmith@gmail.com"/>
Managers Mobile:	<input type="text" value="1234 564 892"/>
Managers Phone:	<input type="text" value="03 9865 6857"/>
Enter School / Organisation Details	
Enter School / Organisation Name: *	<input type="text" value="Abraham High School"/>
Address 1: *	<input type="text" value="123 Abe Street"/>
Address 2:	<input type="text"/>
Suburb: *	<input type="text" value="Ableville"/>
State: *	<input type="text" value="New South Wales"/>
Postcode: *	<input type="text" value="2200"/>
Phone:	<input type="text"/>

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	
Abraham High School	
Invoice:	000166-091012
Date Created: Tuesday 9th October 2012	
Item(s):	
	Woolly Jumpers - Human Powered Vehicle (Secondary) : C (Yr 11 & 12) \$330.00
	TOTAL INVOICE AMOUNT inc gst \$330.00
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.

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.
<input type="button" value="Confirm Class Change"/> <input type="button" value="Cancel"/>	

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, first section: Contact Details and Arrival Times:

Contact Details and Arrival Times	
Name of contact travelling with school:	<input type="text" value="Abe Braham"/>
Email of contact travelling with school:	<input type="text" value="joeblog@gmail.com"/>
Mobile Phone No of contact travelling with school:	<input type="text" value="0412 345 678"/>
Arrival Time:	<input type="text" value="12:00:00"/> Time in 24 hour clock.
Arrival Date:	<input type="text" value="22/11/201"/> Date in format DD/MM/YYYY
Departure Time:	<input type="text" value="15:00:00"/> Time in 24 hour clock.
Departure Date:	<input type="text" value="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	<input type="checkbox"/> Reserved for Primary Schools.
Caravan Park	<input type="checkbox"/> Reserved for Primary Schools. Note: You will need to contact the Caravan Park 03 5460 4848 to confirm your place.
Hockey Field	<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.
Jubilee Oval	<input checked="" type="checkbox"/> Reserved for Secondary schools
Maryborough Harness Racing Complex	<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.
Other / Off-site	<input type="checkbox"/> Please provide venue and address where you will be camping for emergency purposes in the other details box below.
Other Details	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

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	<input type="text" value="1"/>
Total No of Students	<input type="text" value="25"/>
Total No of Teachers / Adults	<input type="text" value="5"/>
Tents:	
<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>	
Number of Small Tents (1-2 man)	<input type="text" value="3"/>
Number of Medium Tents (3-5 man)	<input type="text" value="3"/>
Number of Large Tents (over 5 man)	<input type="text" value="1"/>
Motor Vehicles:	
Estimated number of cars	<input type="text" value="2"/>
Estimated number of buses	<input type="text" value="1"/>
Other	<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:

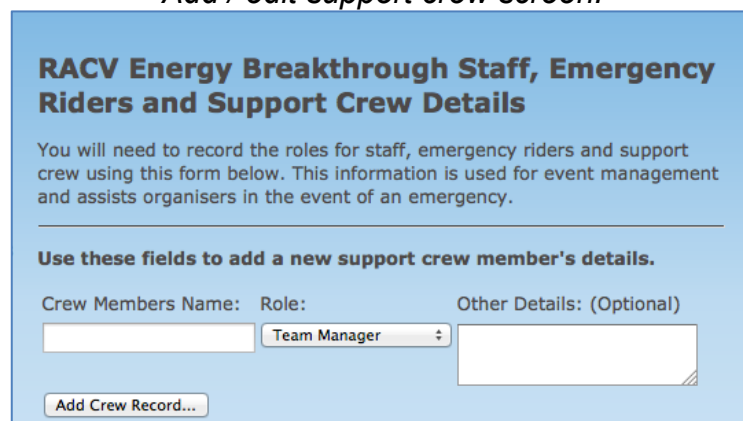
- Team Managers are encouraged to complete one form for each school
- This process is **NOT** compulsory. If you don't complete a request, we'll allocate you a spot.
- Only HPV Primary (Class A), HPV Secondary (Classes All Female, B, C & Open), Energy Efficient Vehicles and Hybrids (All Classes) and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

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.

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

Crew Members Name: Role: Other Details: (Optional)