



Online Entry System Guidelines

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1.1 - Is your School Registered?

Before you can start you need to know if your school has previously registered in the Championships. If they have, you do not need to re-register. If you need to retrieve your login details, please contact either:

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 Mobile: 0422 240 483
 Email: wpinkerton@interschools.org.au

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If you are a new school, you will need to register your school to receive a username and password for the online entry system. Go to the NSW Interschools website at www.interschools.org.au > Click on NSW menu tab > Click on Online Entry menu tab > Click on Register School. You will be asked to complete an online form and assign yourself a username and password for the system.

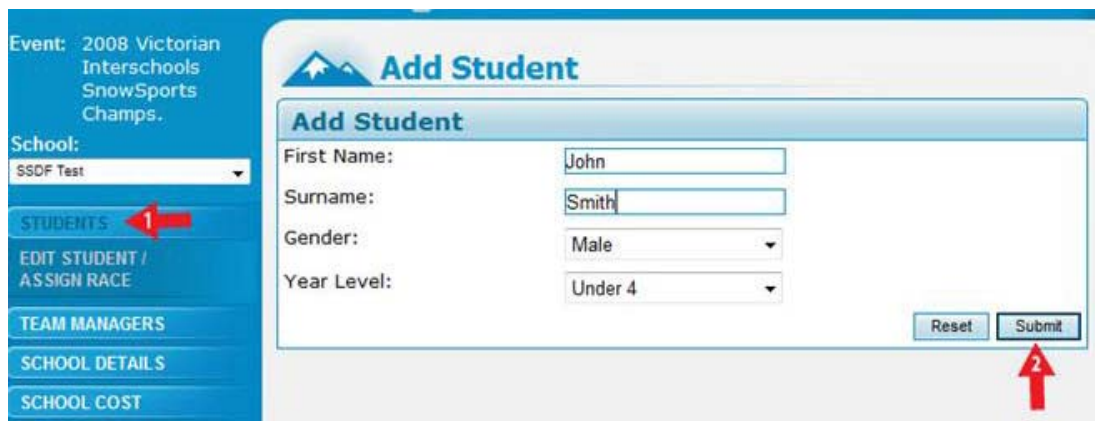
2.1 How to Enter

There are two methods for entering a school's entries. You can either use the manual entry process or import your entries using an excel spreadsheet (which must be downloaded from the online entry system). It is suggested that if you are entering less than 10 entries, use the manual entry process. If you are entering more than this it may take less time completing your entries via an excel spreadsheet.

2.2 Entry Process Method One - Manual Entry

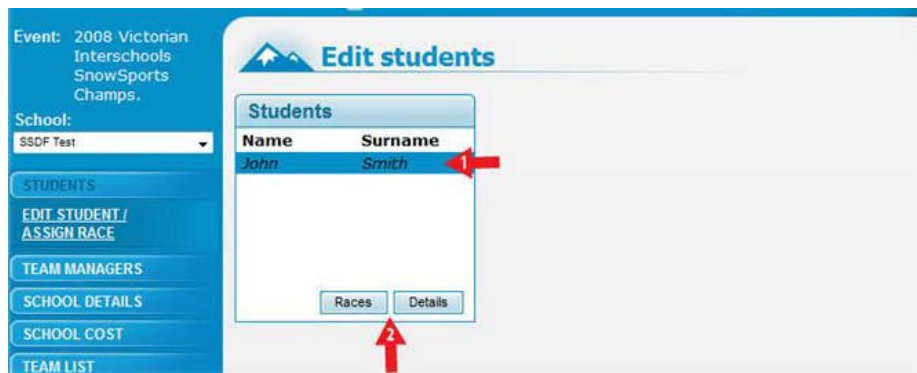
After successfully registering your School and logging in to www.interschools.org.au/events you will be able to follow the steps outlined below:

Step 1. First click on the "Students" tab. Enter all the students names and details for your School. If names have been entered previously, they are stored in the system and do not need to be re-entered. If you enter a student name that is already in the system, you will see the message "student already exists".



The screenshot shows the 'Add Student' form. On the left, a navigation menu includes 'STUDENTS' (highlighted with a red arrow and the number 1), 'EDIT STUDENT / ASSIGN RACE', 'TEAM MANAGERS', 'SCHOOL DETAILS', and 'SCHOOL COST'. The main form area is titled 'Add Student' and contains the following fields: 'First Name' (John), 'Surname' (Smith), 'Gender' (Male), and 'Year Level' (Under 4). At the bottom right of the form are 'Reset' and 'Submit' buttons, with a red arrow and the number 2 pointing to the 'Submit' button.

Step 2. To assign students to events, Click on the "Students" tab in the menu. Directly under this tab an "Edit Student / Assign Race" Tab will appear on the menu, click on it. When this page loads a box with all the student's names will be displayed. To assign a student to an event click on the student's name (the name will highlighted blue when you have accurately clicked on the name).



The screenshot shows the 'Edit students' page. On the left, the navigation menu includes 'STUDENTS' (highlighted with a red arrow and the number 1), 'EDIT STUDENT / ASSIGN RACE', 'TEAM MANAGERS', 'SCHOOL DETAILS', 'SCHOOL COST', and 'TEAM LIST'. The main form area is titled 'Edit students' and contains a table with the following data:

Name	Surname
John	Smith

Below the table are 'Races' and 'Details' buttons, with a red arrow and the number 2 pointing to the 'Races' button.

Step 3. Now that the student's name has been clicked on, two new option buttons will appear on the screen. ("Races" and "Details").

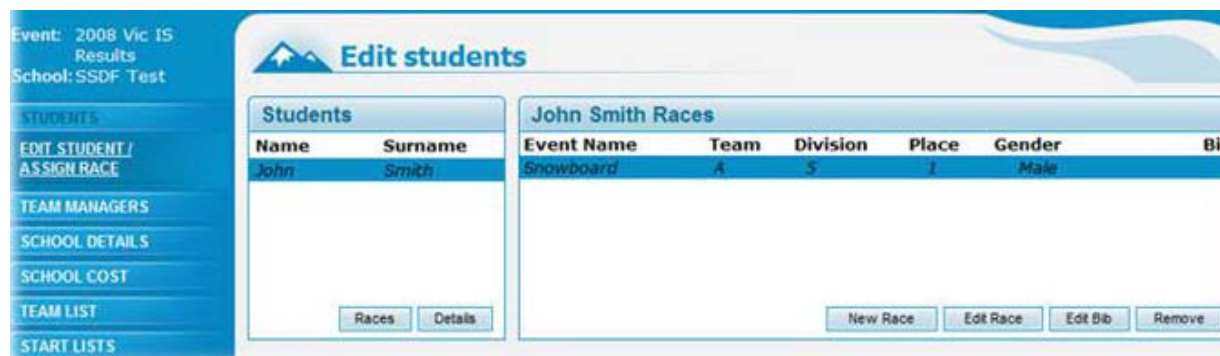
- To change a student's details, eg gender, school year Name etc, click on "Details".
- To Assign a student to a race, edit a student's races, or remove a student from a race click on "Races".

Step 4. To Assign a Student to a race, Click on the “Races” button. This will open a new box on the Screen. The box is titled Student’s races (eg. John Smith’s Races). Here you will see what races your student is entered in, and if they are not previously entered you will be able to assign them to a new race.



Step 5. To assign the student to a new race, click on the “New Race” button. When this is pressed another box will appear on the screen. Here you can select the discipline, team, gender and position in the Team for that student. When all is correct you can then hit the “Add Student to Event” button which will appear after you have selected a discipline. (Tip: always select the discipline first)

When the student is entered they will appear in the student’s races box. It will show the event name, team, division, place, and gender. Once the draw has been run you will also be able to see the bib number here as well. You can complete this step multiple times for each student so that all their entries are in.



Step 6. To check that you have correctly entered your teams, you will need to go to the “Team Lists” tab on the menu.

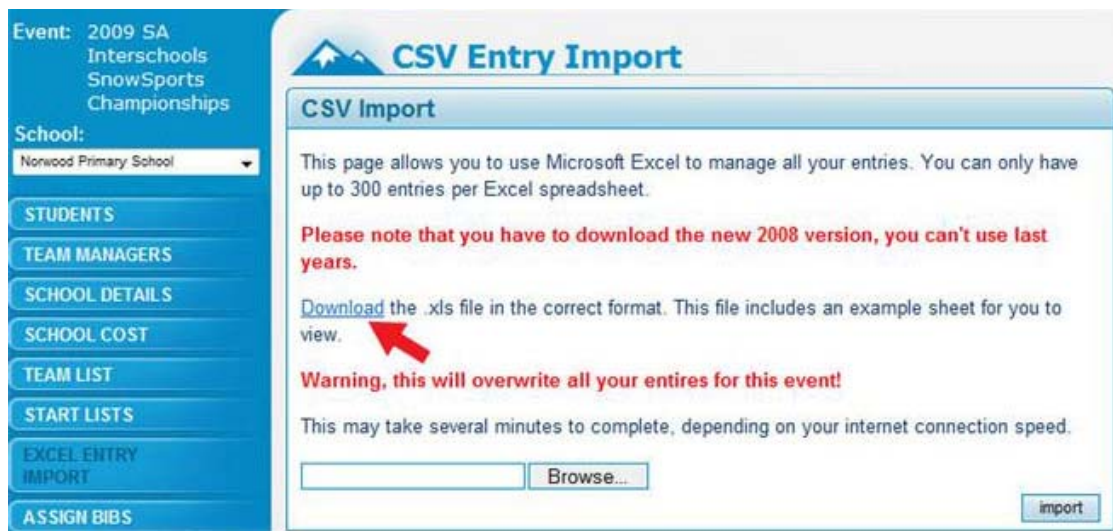
Following this School’s should assign your Team Managers (see instructions 5.1 below) and print out their Tax invoices by selecting “School Cost” menu tab.

2.2 Entry Process Method Two - Excel Spreadsheet Entry (CSV Import)

After successfully registering your School and logging in to www.interschools.org.au/events you will be able to follow the steps outlined below:

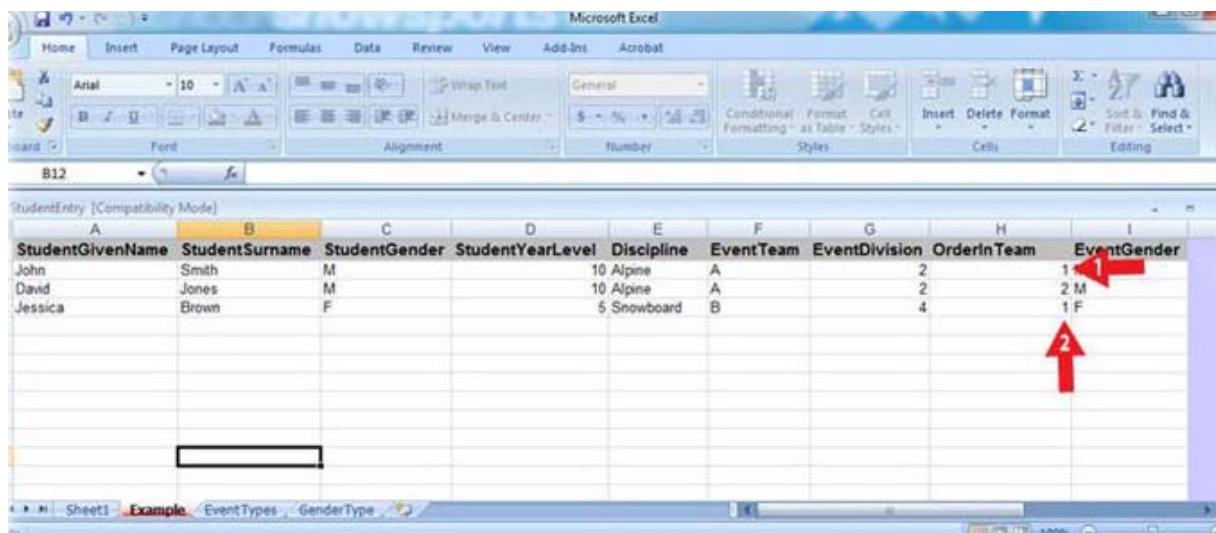
Step 1. First Go to the “CSV Entry Import” Menu Tab.

Step 2. When the page is loaded, click on the word “Download” to then download the entry spreadsheet. Save this file with the extension “.xls” which is an Excel Spreadsheet format.



Step 3. Edit this spreadsheet on your computer. “Sheet 1” (the worksheet tab at the bottom left of the screen) is the sheet which all entries should be entered into. There is also an example sheet to view how entries should be correctly entered.

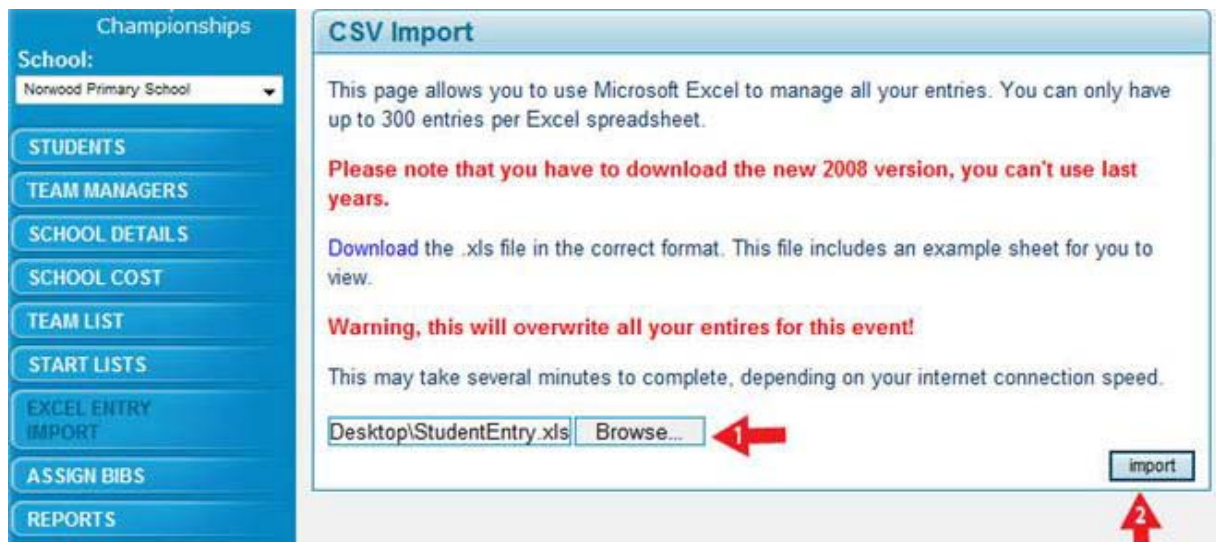
When entering the student gender, event type, and event gender information you can use the drop down boxes which have auto fields. These will have the correct format for the disciplines and gender. By simply clicking on a cell under one of these columns you will be able to activate the drop down box. An arrow will appear pointing down. Click on the arrow and all the discipline names (or gender options) will pop up.



If entering an individual they must have a letter of a team listed. For Example 1 child entered on their own would be *Event Team A* and *Event Team Place 1*. After Team A is completed, any other students in the same division and gender should be placed in a Team B, and so on.

All team members must be numbered sequentially. Eg. A team runner 1, 2, 3, etc. Not A team runner 1, 1, 2. Another key problem to avoid is that Given Names and Surnames are in the right columns.

Step 4. When you have completed the excel spreadsheet of your entries, save the file and select the “CSV Entry Import” menu item back in the on-line entry system. Click on the browse button in the page. When you have selected the spreadsheet that you wish to import, click “Open”.



This will return you the “CSV Entry Import” page. Then (with the file name showing in the field box on the page) click on the “Import” button. If this is successful you will be told on the screen that the import was successful.

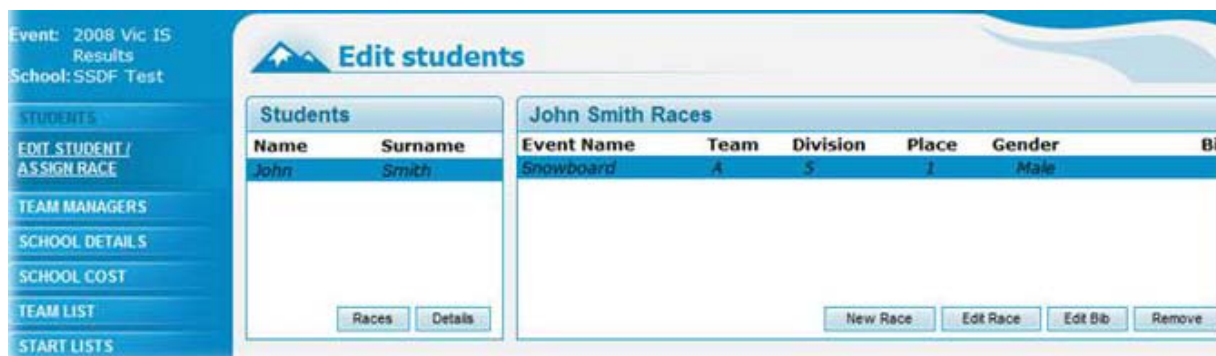
Step 5. To check that you have correctly entered your teams, you will need to go to the “Team Lists” tab on the menu.

Following this School’s should assign your Team Managers (see instructions 5.1 below) and print out their Tax invoices by selecting “School Cost” menu tab.

3.1 Editing or Removing a Student from a race

Editing a Student’s races.

After you have completed your school entries, you can log in and edit races until the close of entries date. Click on “Students” > “Edit Student / Assign Race”. Click on the Student’s name you wish to edit and then select the “Races” button. Click on the race you wish to edit so it becomes highlighted blue, and then select the “Edit Race” button. When you have selected this you will see a box below with the Student’s Race (eg. John Smith’s Race). This will already have the drop boxes loaded with the current information for that particular race that you have selected to edit.



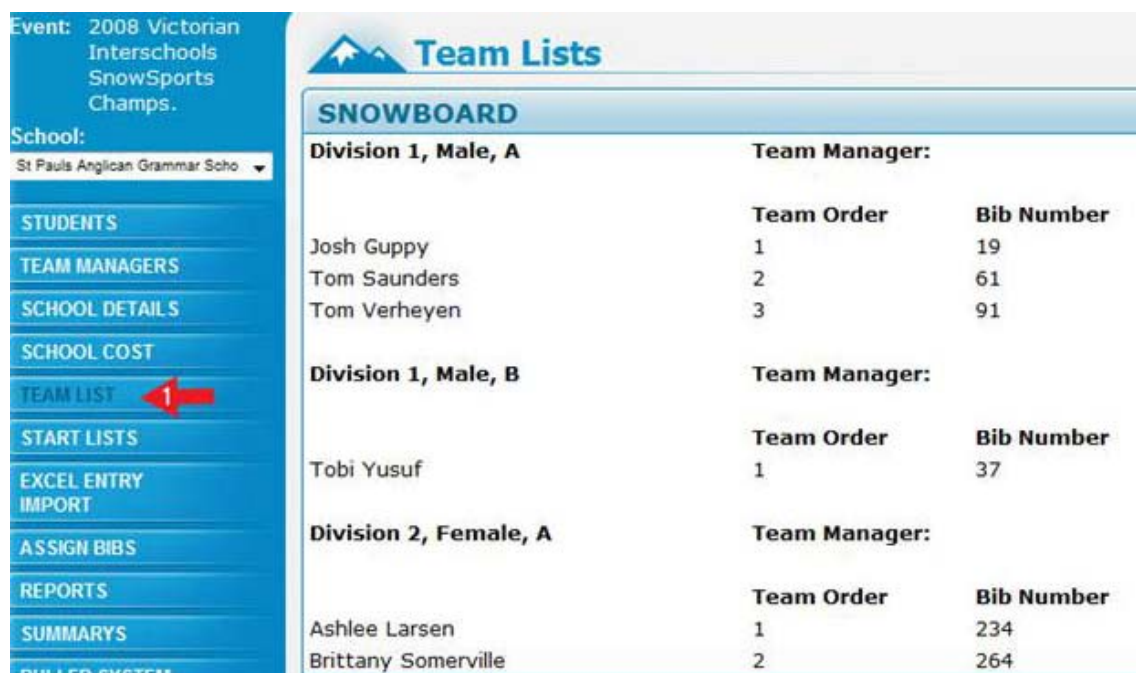
You can then select a new position, or discipline etc to edit your student. When you have finished editing the information click on the “Change” button.

Removing a Student from a race.

To Remove a student from a race, click on “Students” > “Edit Student / Assign Race”. Click on the Student’s name you wish to edit and then select the “Races” button. Click on the race you wish to remove so it becomes highlighted blue, and then select the “Remove” button. This will remove the student from that Race.

4.1 Double Checking Entries

When you have completed the necessary entries you can double check all your entries by Clicking on the “Team Lists” Tab on the Menu. This will show you all the entries you have successfully entered via the steps above.



SNOWBOARD		
Division 1, Male, A		Team Manager:
	Team Order	Bib Number
Josh Guppy	1	19
Tom Saunders	2	61
Tom Verheyen	3	91
Division 1, Male, B		Team Manager:
	Team Order	Bib Number
Tobi Yusuf	1	37
Division 2, Female, A		Team Manager:
	Team Order	Bib Number
Ashlee Larsen	1	234
Brittany Somerville	2	264

5.1 Assigning Team Managers

Team managers are entitled to a discounted lift ticket on the day(s) they are a team manager at the competition resort. Team managers must be assigned to teams in the online entry system to be entitled for the discounted ticket. Please note that Individuals without team members are included as *Teams*.

Step 1. First click on the “Team Managers” tab. Enter all the team manager names and details. If names have been entered previously, they are stored in the system and do not need to be re-entered. If you enter a team manager name that is already in the system, you will see the message “Race Coordinator already exists”

Step 2. To Assign team managers to races, click on the “Team Managers” tab in the menu. Directly under this tab an “Edit Race Coordinators / Assign Race” tab will appear on the menu, click on it. When this page loads a box with all the team manager’s names will be displayed. To assign a team manager to an event click on the team manager’s name. (The name will highlight blue when you have accurately clicked on the name)

Step 3. Now that the team manager’s name has been clicked on 3 new option buttons will appear on the screen. (“Details”, “Delete” and “Races”).

- To change a team manager’s details, click on “Details”.
- To delete a team manager’s from the system, click on “Delete”.
- To Assign a team manager to a race or remove a team Manager from a race click on “Races”.

Step 4. To Assign a team manager to a race, click on the “Races” button. This will open a new box on the screen. The box is titled team manager’s races (eg. John Smith’s Races). Here you will see what races your Team Manager is assigned to, and if they are not previously entered you will be able to assign them to a new race.

Step 5. To assign the team manager to a new race click on “New Race”. When this is pressed another box will appear on the screen. Here you can select the discipline, team and gender of the team. When all is correct you can then hit the “Add Race Coordinator to Event” button.

When the team manager is entered they will appear in the team manager’s races box. It will show the event name, team, division and gender.

You can complete this step multiple times for each team manager and their race(s).

Step 6. To remove a team manager from a race, click on the team manager’s name you wish to edit and then select the “Races” button. Click on the race you wish to remove so it becomes highlighted blue, and then select the “Remove” button.

Step 7. To check that you have correctly assigned your team managers, you will need to go to the “Team Lists” tab on the menu.

6.1 Printing your Tax Invoice

Select the “School Cost” menu tab. This will display the tax invoice on the screen. You will be able to print it off from the screen. Please have your school principals’ signature on the tax invoice and send it with your school cheque or receipt of electronic payment.

7.1 Payment

All Payments should be sent to the NSW Interschools SnowSports:
C/- PO Box 740, Jindabyne, NSW 2627.

7.2 Electronic Transfers

Payments can be made electronically using the bank details on the tax invoice. Please include the School Name in the payment details when doing the transfer and send your receipt with the signed tax invoice to the address above.

8.1 Need Help with your Entries?

Please contact either:

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