



ONLINE ENTRY HANDBOOK



How to Complete School Online Entries

The online entry system is located at <https://entryinterschools.com.au/>

Schools can login at any time but will only be able to update the School Details once events are open to entries.

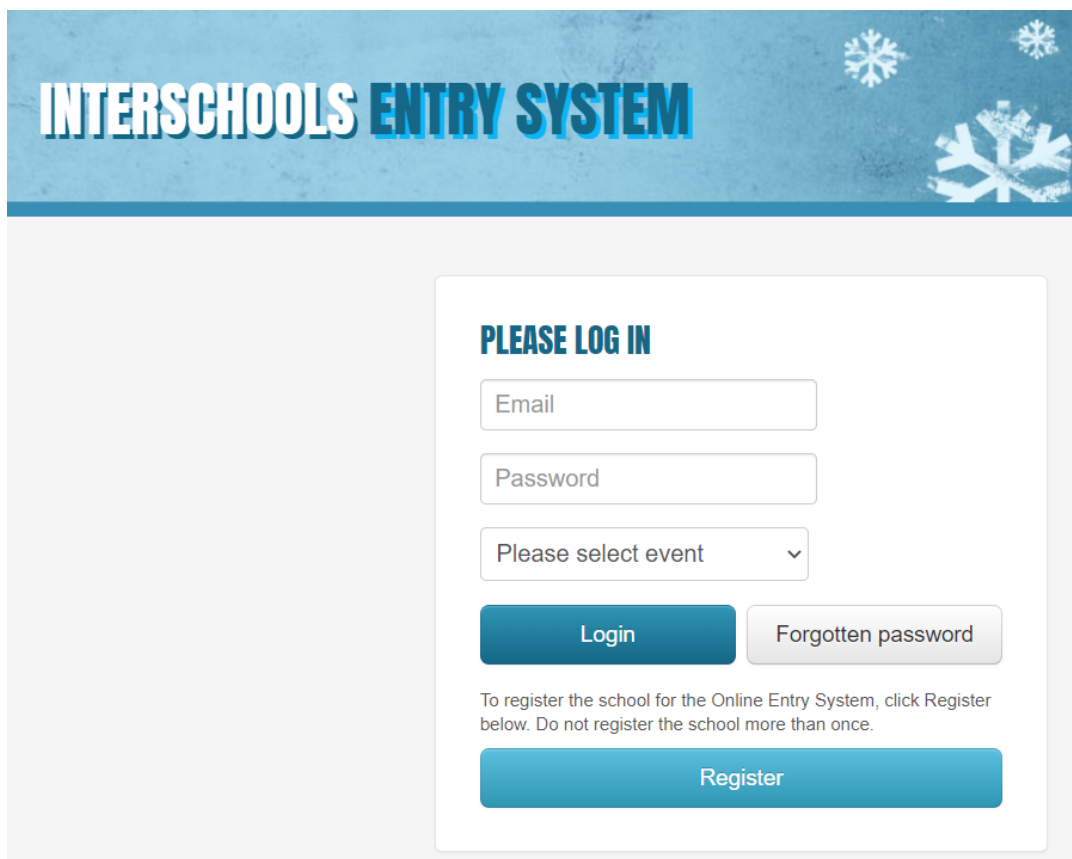
The online entry system works best using Google Chrome as your web browser. You can download it at [Google Chrome](#)

Is your school registered for the online entry system?

Schools need to register for the online entry system only once. If you are a new school, you can register the school at the above link. If you are not sure whether you need to register the school for the online entry system, please [email](#) Interschools first to confirm. The login for the online entry system is the school coordinator email address and password. If you are taking over from another school coordinator, [email](#) Interschools to amend the school login.

Login

At the login page enter your email as the username and password. If you have forgotten your password click on the "Forgotten Password" tab to re-set. Select the event you wish to enter from the dropdown box.



INTERSCHOOLS ENTRY SYSTEM

PLEASE LOG IN

Email

Password

Please select event

Login Forgotten password

To register the school for the Online Entry System, click Register below. Do not register the school more than once.

Register

Home Tab

The home page gives an overall picture of your schools' entries for the Championships you selected at login.

Two ways to enter

1. If you have a small number of participants to enter then it is best to enter them individually. Follow the steps below.
2. If you have a large number of participants, you can complete entries on the *Excel Upload* tab by using an excel spreadsheet to enter. Download and save the excel spreadsheet provided. On the **Participants** page, enter your students SnowID, name, and their events. On the **Team Managers** page, enter your team manager names and mobile phone numbers. Once finalised, upload it into the entry system. Your entries will appear on the **Team List** page. You then need to assign team managers on the **Teams** page. You can also edit your entries after this process by using the steps below.

Important note: Any time you upload an Excel spreadsheet it will overwrite all Competitor and Team Manager details that have been entered for your school. It is recommended that you first load as many of your Competitors and Team Managers via the excel upload first. Any further adjustments and changes can be made on the system as needed.

The screenshot shows the 'Excel Upload' tab selected in the top navigation bar. The main content area is titled 'EXCEL IMPORT' and includes a warning: 'Warning: All existing race entries will be deleted for this event'. Below this is a 'DOWNLOAD' section with a link to 'Participant and Team Manager spreadsheet' accompanied by an Excel icon. The 'UPLOAD COMPLETED SPREADSHEET' section contains a file selection interface with a 'Choose File' button, the text 'No file chosen', and a 'Submit' button.

Here is an example of how the excel spreadsheet is completed:

	A	B	C	D	E	F	G	H
1	Participant Snow Id	Participant Name	Year Level	Discipline	Event Team	Event Division	Position In Team	Race Gender
2	9999	Wednesday Adams	10	Alpine	A	2	1	F
3	9999	Wednesday Adams	10	Ski Cross	A	2	1	F
4	8888	Bilbo Baggins	8	Snowboard Cross	A	3	1	M
5	8888	Bilbo Baggins	8	Snowboard	A	3	1	M
6	7777	James Bond	7	Snowboard	A	3	2	M
7	6666	Ferris Bueller	7	Snowboard	A	3	3	M
8	5555	Forest Gump	7	Snowboard	B	3	1	M
9								

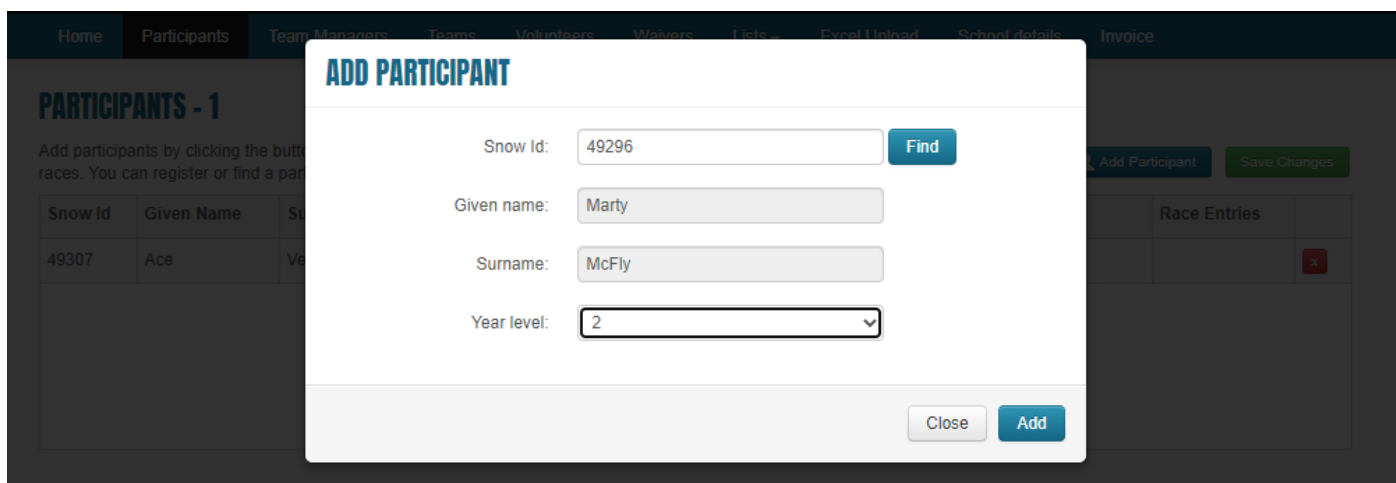
Participants

This page allows you to add details of participants.

Before entering new participants for the school, participants will be required to first obtain a SnowID from the Snow Australia website. All competitors must have an active SnowID number as a condition of entry into all Snow Australia Interschools events. An active SnowID number must be entered by the School Coordinators into the entry system at the point of registration for all Interschools events. SnowID's must be renewed each year from May 1.

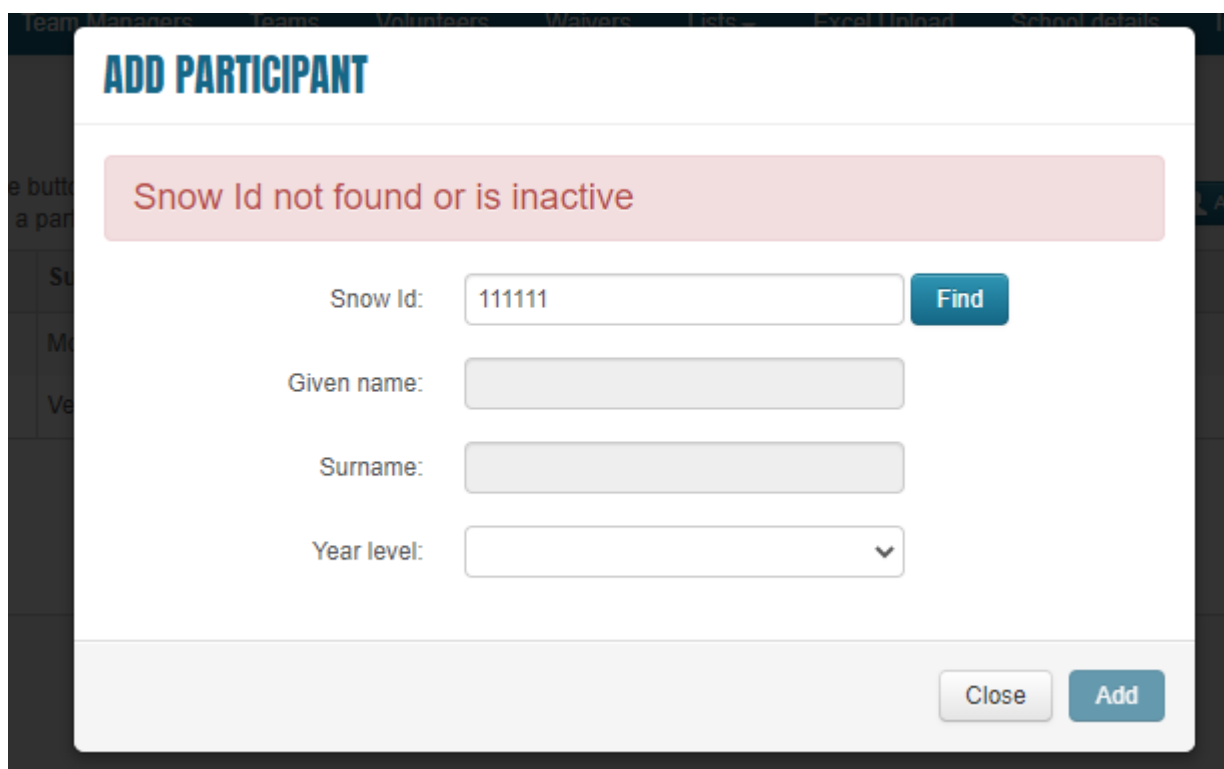
You can search, register and renew a Snow ID from the Snow Australia website <https://www.snow.org.au/membership/>

Click on the **Add Participant** button and enter the SnowID and click on the **Find** button. If the SnowID is active it will auto fill the Given and Surname of the participant. Select the Year level from the dropdown box and click on the **Add** button.



The screenshot shows the 'ADD PARTICIPANT' modal form. The 'Snow Id' field contains '49296' and the 'Find' button is highlighted. The 'Given name' field is filled with 'Marty' and the 'Surname' field is filled with 'McFly'. The 'Year level' dropdown menu is set to '2'. At the bottom right, there are 'Close' and 'Add' buttons. In the background, a table titled 'PARTICIPANTS - 1' is visible with columns 'Snow Id', 'Given Name', and 'Surname'. The first row shows '49307', 'Ace', and 'Ve'.

If the SnowID is incorrect or not active an error message will display. Please contact the parent/guardian to renew their SnowID first before you can enter them into events.



The screenshot shows the 'ADD PARTICIPANT' modal form with an error message. A red banner at the top of the form reads 'Snow Id not found or is inactive'. The 'Snow Id' field contains '111111' and the 'Find' button is highlighted. The 'Given name', 'Surname', and 'Year level' fields are empty. At the bottom right, there are 'Close' and 'Add' buttons.

Continue until all Participants have been added and then click on the **Save** button on the Participants page.

Home
Participants
Team Managers
Teams
Volunteers
Waivers
Lists
Excel Upload
School details
Invoice

PARTICIPANTS - 11

Add participants by clicking the button and entering participants' Snow Id, then go to the teams page to add participants to their races. You can register or find a participants' Snow Id here: www.snowracer.com.au/registration.

Add ParticipantSave Changes

Snow Id	Given Name	Surname	Year Level	Gender	Date of Birth	Email	Race Entries	
49305	Indiana	Jones	9	Male	10/10/2006			x
49300	Bilbo	Baggins	6	Male	05/05/2009			x
49304	James	Bond	8	Male	09/09/2007			x
49302	Ferris	Bueller	K	Male	07/07/2015			x
49303	Forest	Gump	7	Male	08/09/2008			x
49298	Captain	Kirk	4	Male	03/03/2011			x
49296	Marty	McFly	2	Male	01/01/2013			x
49299	Harry	Potter	5	Male	04/04/2010			x

If any details are incorrect or names mis-spelt they can only be amended in the participants membership details on the Snow Australia website. If this is the case, please either get in touch with the participant to change this or Interschools.

Participants may be deleted from this page by clicking on the red box and saving changes.

Team Managers

This page allows schools coordinators to enter Team Managers details.

To enter details, click on the **Add Team Manger** button. Enter Team Manager details – Given Name, Surname and Mobile. Click on **Save Changes**.

Team Managers may be deleted from this page by clicking on the red box and saving changes.

Changes can be made to Team Managers by clicking on the row and making corrections. Always remember to save any changes before leaving the page.

To assign Team Managers to teams or individual entries, go to the **Teams** page.

Home
Participants
Team Managers
Teams
Volunteers
Waivers
Lists
Excel Upload
School details
Invoice

TEAM MANAGERS - 6

Add Team ManagerSave Changes

Given Name	Surname	Mobile	
Bec	Door	874759248	x
Amber	Screen	7365236485	x
Amber	Screen	0482734832	x
Tim	Screen	6284734628	x
Lex	Sign	0473847827	x
Jon	Smith	84924837	x

Teams

The Teams page is where Participants are selected to make up teams. You can also add a Team Manager to teams or individual entries on this page.

To Add a Team or Individual entry select the **Add Team** button from the top right of the screen. Click on the drop box in *Discipline* and select the discipline the team is to be entered, eg, Alpine, Snowboard GS, etc. Click on the *Division* drop box to select the team's division, eg, 1, 2, 3, etc. Click on the *Team* drop box to select the Team order, eg, Team A, B, C, etc. Click on *Gender* to choose the Gender of the Team, eg, Male or Female.

Once the team has been selected, you can then select the participants of the team. Individual entries will be a team with one member in position 1. Click on the **Add Participant** button and select the name of the Participant from the drop box. Continue until the team is complete.

Once all Participants have been selected for the team you can then allocate a Team Manager to the team. Click on the **Add Team Manager** button and select name from the drop box. Click on **Save Changes** to save the team.

Changes can be made to any team by simply clicking on the row of teams at the top of the page and making corrections.

Remember to save any changes you make before leaving the Team page.

[Home](#) [Participants](#) [Team Managers](#) **Teams** [Volunteers](#) [Waivers](#) [Lists](#) [Excel Upload](#) [School details](#) [Invoice](#)

TEAMS - 1

[Add Team](#) [Save Changes](#)

Discipline	Division	Team	Gender	
Alpine	2	A	Male	x

PARTICIPANTS

[Add Participant](#)

Participant	Position	Bib	
Harry Potter	4		x
Marty McFly	3		x
Captain Kirk	2		x
Forest Gump	1		x

TEAM MANAGER

[Add Team Manager](#)

Team Manager	
Bec Door	x

Lists

Team Lists

All teams can be viewed in the Team List tab. This page shows all teams, in race order, entered in all disciplines and the Team Manager allocated to the team. This can be also viewed and saved as a PDF.

[Home](#) [Participants](#) [Team Managers](#) [Teams](#) [Volunteers](#) [Waivers](#) [Lists](#) [Excel Upload](#) [School details](#) [Invoice](#)

View as PDF

TESTS SCHOOLS

ALPINE

DIVISION 2A MALE

1. Forest Gump

2. Captain Kirk

3. Marty McFly

4. Harry Potter

TEAM MANAGER

Bec Door

874759248

SNOWBOARD CROSS

DIVISION 4A MALE

1. Bilbo Baggins

TEAM MANAGER

Amber Screen

7365236485

Start Lists

Coordinators will be able to download start lists via the Start Lists page. Start lists with competitors bib numbers assigned will also be available on the Interschools website closer to the event date for the public to view.

[Home](#) [Participants](#) [Team Managers](#) [Teams](#) [Volunteers](#) [Waivers](#) [Lists](#) [Excel Upload](#) [School details](#) [Invoice](#)

START LISTS

Discipline

Alpine

Division

2

Gender

Male

View

School	Bib	Participant	Bib	Participant	Bib	Participant	Bib	Participant
Tests Schools (A)		Forest Gump		Captain Kirk		Marty McFly		Harry Potter

6 | Page

Volunteers

Coordinators will be able to enter Volunteers details and positions on this page. Schools are required to supply volunteers for every 8 entries they make. The system will indicate how many volunteers are required on this page. You can add additional volunteers on this page above the number you need to supply.

Click on the **Add Volunteer** button and enter details, Given Name, Surname, Mobile and Email. Click on **Save Changes** for each volunteer entered. Volunteers can also be deleted from this page by clicking on the red box and saving changes.

Changes can made to Volunteer details by clicking on the row and making corrections.

Complete all positions under **Assign Volunteers**. Select the Volunteer name in Volunteer Position 1, then their preferred discipline, division, gender of event and preferred position.

Volunteer registration is on a first come first served basis, so you may find that a volunteer spot (discipline, gender and division) is not available. In this case, schools will need to register for another event that the volunteer can do.

Repeat the process for all other positions. Always remember to save any changes before leaving the page.

[Home](#) [Participants](#) [Team Managers](#) [Teams](#) [Volunteers](#) [Waivers](#) [Lists](#) [Excel Upload](#) [School details](#) [Invoice](#)

VOLUNTEERS - 5

[Add Volunteer](#) [Save Changes](#)

Given Name	Surname	Mobile	Email	
Jo	Smith	0402 123 456	jo@sky.com	x
Sheryn	Tom	04839403827	bectest@test.com	x
Gavin	Tool	030494721	test@test.com	x
Tom	tom	04809233	test@tes.com	x
Don	Tom	04809233	test@tes.com	x

ASSIGN VOLUNTEERS

Based on the number of team entries you need to provide 0 volunteer positions, though you can add [additional positions](#)

Volunteer position 1

Volunteer

Discipline

Division

Gender

Preferred position

Jo Smith

Alpine

2

male

Gate Keeper

Waivers

Coordinators will be able to check completed participant and volunteer waivers on this page.

Participants

Once entries are completed Participant Names will appear under **Participants**. Once the online waiver has been completed by a Parent/Guardian, a green tick will appear next to the Participants name. If there is no tick, then a waiver has not been completed.

Names listed under **Unmatched Participant Waivers** have completed a waiver but they either have not yet been entered in a discipline in the online entry system or they have completed a waiver with the name spelt different to that in the online entry system. You can edit their name to match the spelling as entered in the

system. They will then appear under **Participants** with a green tick. Once you have assigned the Participant to an event, their name will be listed under **Participants**.

Volunteers

Once volunteers have been assigned to a volunteer position in the online entry system, their names will appear under **Volunteers**. Once volunteers have completed an online waiver, they will receive a green tick. If there is no tick, they are yet to complete their waiver.

Names listed under the **Unmatched Participant Waivers** have completed a waiver but they either have not yet been assigned to a volunteer position in the online entry system or they completed a waiver with the name spelt different to that in the online entry system. You can edit their name to match the spelling as entered in the system. They will then appear under **Volunteers** with a green tick. Once you have assigned the Volunteer Position, then name will be listed under **Volunteers**.

[Home](#)
[Participants](#)
[Team Managers](#)
[Teams](#)
[Volunteers](#)
[Waivers](#)
[Lists](#)
[Excel Upload](#)
[School details](#)
[Invoice](#)

Save Changes

ENTERED PARTICIPANTS

Participants entered into events will show here. Once waiver is completed, a green tick will appear.

Given name	Surname	Completed
Bilbo	Baggins	
Forest	Gump	
Captain	Kirk	
Marty	McFly	
Harry	Potter	

ASSIGNED VOLUNTEERS

Volunteers allocated to events will show here. Once waiver is completed, a green tick will appear.

Given name	Surname	Completed
Sheryn	Tom	

UNMATCHED PARTICIPANTS

Participants entered here have completed a wavier. Edit and save name to match to the name above.

Given name	Surname	
Optimus	Prime	

UNMATCHED VOLUNTEERS

Volunteers entered here have completed a wavier. Edit and save name to match to the name above.

Given name	Surname	
Jo	Smiths	

School Details

This page allows schools to enter/change details of their School, Principal and Coordinators.

[Home](#)
[Participants](#)
[Team Managers](#)
[Teams](#)
[Volunteers](#)
[Waivers](#)
[Lists](#)
[Excel Upload](#)
[School details](#)
[Invoice](#)

SCHOOL DETAILS

Login Details

School Coordinator Email Address

rmasterton30@gmail.com

Valid email address for logging into the system

Password

Leave blank to keep existing password

School Details

School Name

Tests Schools

Invoice

Once entries have been entered along with Team Managers and Volunteers, coordinators may select the **Invoice** tab to generate a Cost Summary.

The Cost Summary itemises:

- The Registration fee for the number of participants and the total cost
- The Event Entry fee for the number of participants and the total cost
- The Total amount due for payment
- Payment options

Home	Participants	Team Managers	Teams	Volunteers	Waivers	Lists ▼	Excel Upload	School details	Invoice
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COST SUMMARY

Tax invoice will be available once payment has been recieved.
Processing may take up to three working days.


2021 NORTHERN NSW & QLD INTERSCHOOLS SNOWSPORT CHAMPIONSHIPS

REGISTRATION FEES		
	No. Participants	Cost (inc. GST)
Registration Fee	4	\$120

EVENT ENTRY FEES		
	No. Participants	Cost (inc. GST)
Alpine	4	\$196

Total GST: \$28.73

Total Amount Due: \$316.00

PAYMENT OPTIONS		
Pay online	Direct Deposit Bank: National Australia Bank Acc Name: Ski & Snowboard Australia - Northern BSB: 083-347 ACC No: 35650 2327 Please include the tax invoice number in the description field & include a copy of the payment details when sending in this signed tax invoice.	BPAY  Billor Code: 126359 Reference: 00000044044119

There are three payment options; pay online with a credit card, direct deposit (you must reference school name when completing your transaction), and BPay.

Once your school payment has been processed (which may take up three working days), the tax invoice will be available on the invoice tab, which you can download as a PDF by clicking 'view invoice'.

Home	Participants	Team Managers	Teams	Volunteers	Waivers	Lists ▼	Excel Upload	School details	Invoice
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COST SUMMARY

Tax invoice: [View Invoice](#)

The principal and/or Coordinator's endorsement for the team/s to compete in the Interschools events must be signed off on the tax invoice. Please email signed tax invoices to interschools@snow.org.au

Pay Online

The 'Pay Online' feature allows you to make a credit card payment.

Pay Now

316.00 AUD

Save toPDFCSVXero

TAX INVOICE

Tests Schools

Due Date: 16/06/2021

Invoice Date


24/05/2021

Invoice Number

SnowAus-0809

Reference

2021 Northern NSW & QLD Interschools
Snowsport Championships



Snow Australia
Level 2 105 Pearl River Rd
DOCKLANDS VIC 3008
AUSTRALIA
ABN 98 063 859 423

Description	Quantity	Unit Price	GST	Amount AUD
Registration Fees	4.0000	27.2700	10%	109.0900
Alpine entry	4.0000	44.5500	10%	178.1800
Subtotal				287.27
Total GST 10%				28.73


'Pay Now' will take you to a secure payment gateway system to pay your tax invoice.

Checkout

Personal Information

Email	test@hotmail.com
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Payment Information


Name on Card	Jane Doe		
 Card number	MM/YY	CVV	

Order Details

1 x SnowAus-0795	\$256.00
Total	\$256.00

Place Order

By continuing, you agree to the [Square Privacy Policy](#).


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[Privacy Policy](#)

Please ensure that the payment of events is made prior to the due date. Payment for the school's entries must be made in one lump sum, not individual payments. The due date is indicated on the invoice.

The Interschools Event Entry fee must be paid in full prior to collection of the competitor race bibs. Competitors who have not paid the Interschools event entry fee will not be able to participate.