How to Enter

Is Your School Registered For The Online Entry System?
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. Please email info@saschoolssnowsports.com.au if you are unsure if the school is registered. Your login will be the current school coordinator email address and password that was set on the online entry system.
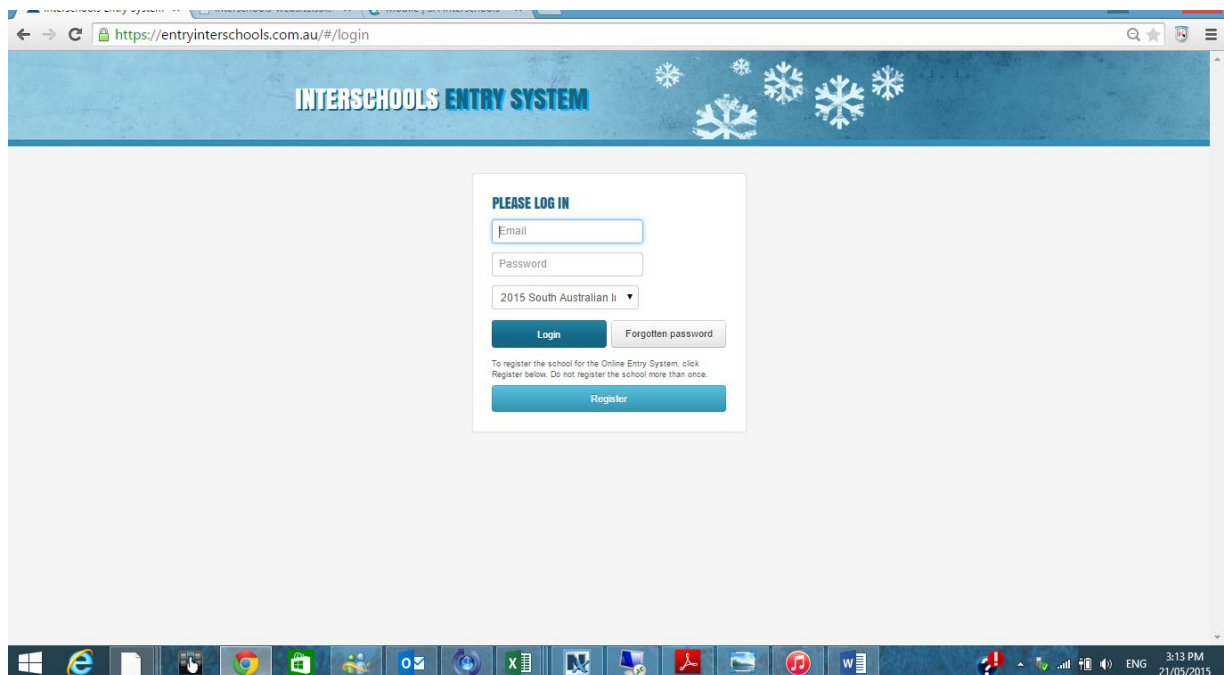
If you need to retrieve your login details, please email info@saschoolssnowsports.com.au

If you have misplaced your password only, you can retrieve this through the login page.

If you are a new school, you will need to register your school to receive a username and password for the online entry system.

Login
At https://entryinterschools.com.au and select the event you wish to enter.

Home Tab
The home page gives an overall picture of your schools entries.
- How many Participants entered;
- How many Team Managers have been allocated;
- The total number of Teams entered;
- The number of Race Entries; and

- (The Home page also includes space for Volunteer details. SA will not be using this function in 2015).

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 to enter it is recommended to use the excel spreadsheet to enter (email info@saschoolssnowsports.com.au for a copy of the spreadsheet) Once you have entered details of Participants and their events into the spreadsheet return email it and I will upload it into the entry system. Your entries will appear on the **Team List** page. You can edit your entries after this process by using the below steps. (or if you prefer, edit the spreadsheet and re-send)

Participants

This page allows you to add details of participants.

Click on the button **Add Participant** and enter details, ie Given Name, Surname, Year Level and Gender. Click on **Save Changes** for each participant entered. Participants can also be deleted from this page. Once entered, Participants will be listed and a total amount of Participants are listed in the top left of the page. Changes can also be made to Participants by clicking on the row and making corrections.

Always remember to save any changes before leaving the page.

To enter participants in events, go to the teams page.

Team Managers

This page allows school co-ordinators to enter Team Manager details.

To enter details click on the **Add Team Manager** button. Enter Team Manager Details, Given Name, Surname and Mobile. Click on **Save Changes**. Team Managers may also be deleted from this page.

Once entered, Team Managers will be listed and a total amount of Team Managers are listed in the top left of the page.

Changes can also 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 Mangers to teams or individual entries, go to the **Teams** Page.

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 down box in Discipline and select the discipline the team is to be entered, eg. Alpine, Moguls, Snowboard, etc. Click on the Division drop box to select the teams 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 the 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. Then select the racing position of the Participant selected from the Position 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 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. The total number of teams are displayed in the top left of the page.

Remember to save any changes you make.

Team List

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 also be viewed and saved as a PDF.
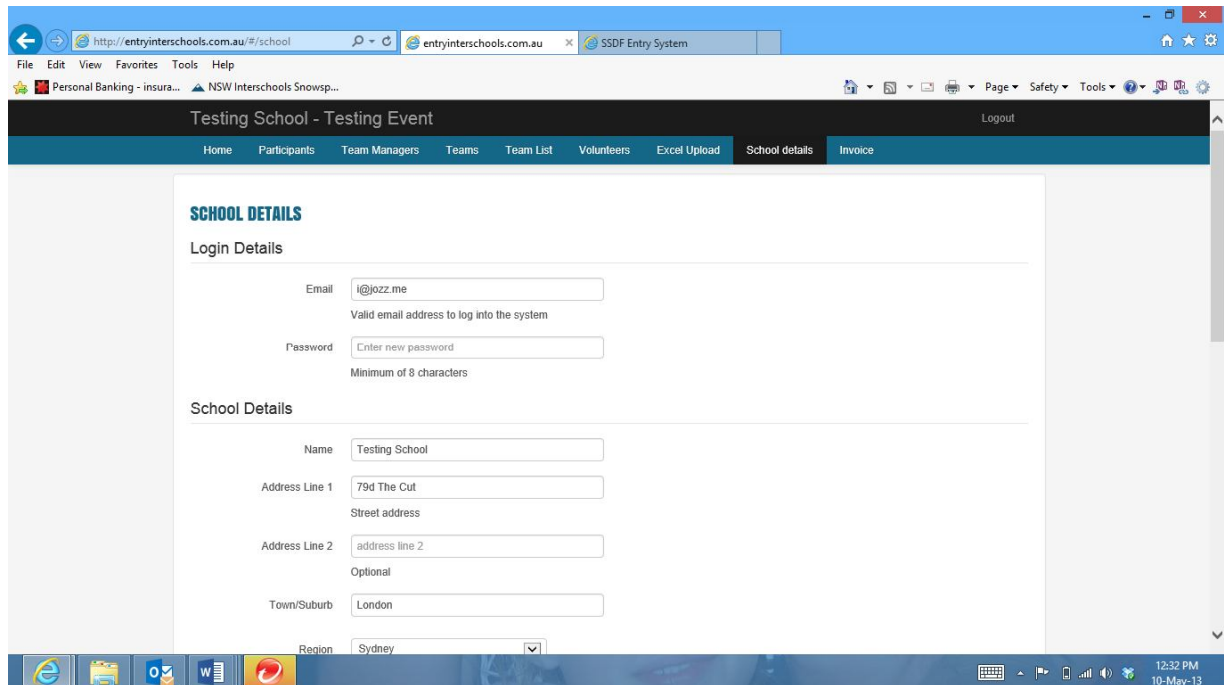

Volunteers

This functionality will not be used by SA in 2016. Please complete volunteer pdf form available on the website or email or phone details.

Waivers

 SA does not require waivers so you do not need to complete anything here.

School Details

This page allows schools to enter/change details of their school, Principal and Co-ordinators.

Invoice

Once entries have been entered along with Team Managers , select the Invoice tab and download the Tax Invoice for payment. Please note there is an early bird discount.

The SA Schools Snowsports Event Entry Fee must be paid in full prior to collection of competitor's race bibs. Competitors who have not paid the Event Entry fee will not be able to participate.