

Entry Management

The entry form we use is available on line for downloading, but prior to setting up on line registration this year, the form was widely distributed in paper format. This is done in order to push people to enter prior to the event day which massively eases the administration on the day. It also means that the money is already in the organisers' bank account whether or not the person turns up. We have a strict no refund policy as all the money is being donated to charity.

The entry form we use can be found on this website under Register and Pay. All those who enter must agree to the terms and conditions of the ride (see Terms and Conditions on this website).

Paper entries are submitted to one nominated entry manager who maintains in spreadsheet format the details of all entrants. On-line entries which come in via the website are also manually recorded in this way so as to create an overall spreadsheet of all entries.

Entries are processed as soon as they are received to minimise postal costs in distributing numbers and information. Where possible (and as most of the entries come via school) the numbers are distributed via the school children. All entrants receive a rider number (see bottom of this information) and a confirmation of entry letter (see end of this information).

2011 will see on line entry implemented. This has been done by setting up an PayPal account into which the money will be received from on line registration. The account will be in the name of Sonning Common PTA who administers On Your Bike. A separate On Your Bike bank account has also been set up by the PTA. The on line entrant's names are matched with the payment details in the PayPal account before being processed. The entry manager then sends a confirmation e-mail to the entrant. In the future this can be automatic, but for the first year of on line registration this is being done manually.

To boost pre-ride entry a local bike company donates a bike which all those entering prior to an agreed date are eligible to win. (This doubled pre-ride entries from when we introduced this for the first time in 2010). The draw is made at school a reasonable time before the ride so the winner can pick up their prize and ride it during the event.

On the day registration

On the day of the ride a separate registration area is set up away from the main check in area for those pre-registered. On the day entrants complete a form which they collect from a separate desk before queuing to register and receive their rider numbers. Typically we process about 100 riders in this way. The riders do not then have to check in at the check in desk, as they are listed as participating by the registration officials.

The separate check in desk confirms that the riders are present and will start the ride.

We dissuade people from registering on the day but increasing the entry fee by £2.

Check In at the end of the ride

All riders are required to return to the Check In desk to confirm they are back safely. If a rider needs to retire part way round the ride, they must inform a marshal who will relay the information back to the Check in officials.

In this way all riders are accounted for at the end of the ride.

The efficiency of the registration and check in process is critical especially if the weather is poor, to avoid children and adults getting cold and the start of the ride being delayed.

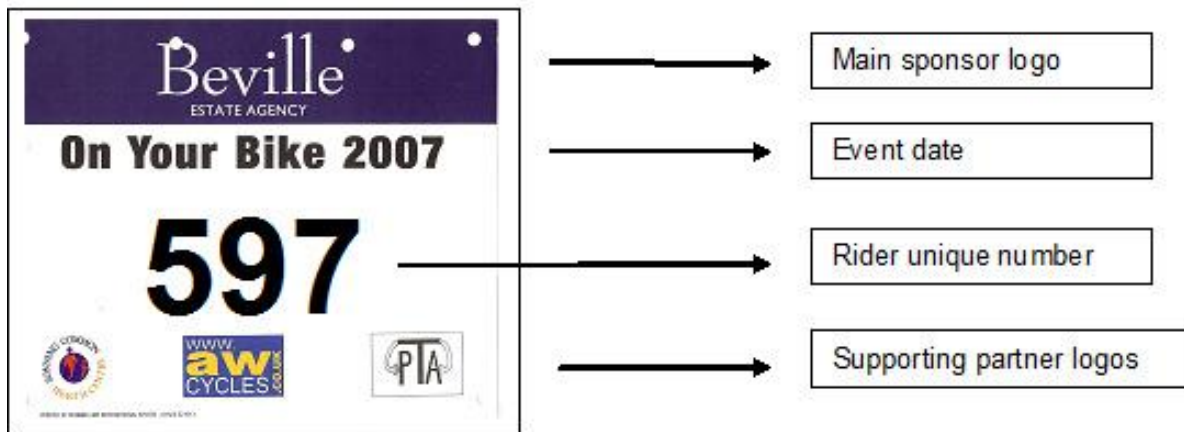
We encourage only one person to register on behalf of the group and encourage the others to purchase raffle tickets, refreshments etc.

Database

All entrants are maintained in a database. As much as possible is communicated by e-mail and the web site so e-mail contacts are key.

All past participants are e-mailed in advance of each event as well as after the event to thank them and let them know how much money has been raised.

Sample Rider Number



Sample Entry Confirmation Letter

Welcome to On Your Bike [insert date]. Please find enclosed your rider number(s) which should be pinned to the front or back of your clothing, so that each rider has a visible number when participating. **DO NOT FORGET YOUR SAFETY PINS!**

Check in - Please check in at school from [insert details], when you will be given the route map. The check in desk will be located [insert details] and will be clearly signed.

Start –The ride will start at [insert time]. Riders will be set off in groups of approximately 10, at 1 minute intervals. We will endeavour to start all riders as soon as possible to minimise waiting around. Please therefore be prompt.

The route – will be clearly signed. Marshals will be positioned on major junctions. The route will be marshalled until [insert time]. If you are in trouble for any reason, please try to make your way to the next marshal point to call for help. You will be given an emergency contact procedure when you check in.

Finish – All riders MUST check back in at school. If for any reason you cannot continue the ride, you must inform a marshal. When you finish the ride please return to the check in desk at [insert detail]. This is imperative so that we know all riders have safely returned.

Checklist - A helpful pre-ride checklist and all up to date information is available on our website [insert details]

Parking – [insert details]

Fund raising – All proceeds will be shared between [insert details]. Anyone who wishes to make additional donations will be welcome to do so. Every penny from your entrance fee will go toward the charities.[delete if this is not the case]

Photograph – There will be a group photograph of all participants at [insert details].

Refreshments – insert information

PLEASE ENSURE THAT YOU RE-READ THE TERMS AND CONDITIONS FOR ADDITIONAL INFORMATION WHICH ARE AVAILABLE ON [insert website details]. FOR ANY QUERIES PLEASE CONTACT....[INSERT DETAILS]. THANK YOU FOR YOUR SUPPORT.