

# NSW Premier's Sporting Challenge Race Around Australia guide:

Finalising RAA details for  
certificate printing



NSW Premier's Sporting Challenge

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# Editing RAA student/class details


**NOTE:** The terms 'student' 'class' and 'school' can be interchanged for 'participant', 'team' and 'organisation' in the case of staff challenge participants.

The following information will be printed on the official RAA end of challenge certificate which will be signed by the NSW Premier.

- **Student's name and total individual RAA KMs**
- **Student's class name and total class RAA KMs**
- **Student's school name and total school RAA KMs**

Please ensure these details are **correct** for each RAA participant.

1. Login to the [RAA website](#) using the correct login pathway. E.g. if you are a RAA teacher, please ensure you login through the **'School challenge' > 'I'm a teacher' login.**
2. Find the appropriate class and select **'View class' (team is shown below).**

**Test team - 677714** 

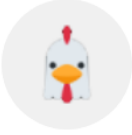
4 members

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Verified **146.0 Km**

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Managed by

  
Bianca Herden

**View team** **Leave team**

3. You will see your class details and a list of students. Please review the class name, each participant's name, and entered/verified distances, and edit as necessary.


**NB:** Remember these details will be on the printed RAA certificates.

### Test team

Participants join with team code: 677714

[Manually add participants](#) [Edit details](#)

### Team managers

  
Bianca Herden

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### Individual distance

Search [Add distances](#)

<input type="checkbox"/>	Name	Total distance (Km)	Last entry	Action
<input type="checkbox"/>	<a href="#">John Smith</a>	13.0	24-05-2021	<a href="#">Add distance</a>
<input type="checkbox"/>	<a href="#">Jane Smith</a>	34.0	24-06-2021	<a href="#">Add distance</a>
<input type="checkbox"/>	<a href="#">John Doe</a>	38.0	24-06-2021	<a href="#">Add distance</a>
<input type="checkbox"/>	<a href="#">Jane Doe</a>	61.0	24-06-2021	<a href="#">Add distance</a>

Items per page: 10 1 - 4 of 4 < >

4. To edit a student's name, click on the appropriate name and select the **'Edit details' button**. This will allow you to correct spelling, insert title case, and/or remove symbols or other unwanted or inappropriate characters. Then select the **'Save' button**.

### Edit participant

Participant name \*


Email

[Cancel](#) [Save](#)

- To edit the class name, click **'Edit details' button**. This will allow you to change the class name as needed – please remove any symbols or characters. Then select the **'Save'** button.

## Test team

Participants join with team code: 677714

**Manually add participants** **Edit details**

## Removing inactive RAA students

It would be appreciated if you could please remove/delete any students who are inactive.

If students have RAA kms attached to them and they are deleted, the class and school total will be affected by deleting their account/details.

- To delete a student/s from your class click the check box/s to the left of their name/s then select the **'Remove selected participant(s)' button**.

**Individual distance** Search  **Add distances**

<input type="checkbox"/>	Name	Total distance (Km)	Last entry	Action
<input type="checkbox"/>	John Smith	13.0	24-05-2021	<b>Add distance</b>
<input type="checkbox"/>	Jane Smith	34.0	24-06-2021	<b>Add distance</b>
<input type="checkbox"/>	John Doe	38.0	24-06-2021	<b>Add distance</b>
<input checked="" type="checkbox"/>	Jane Doe	0.0	25-06-2021	<b>Add distance</b>

Items per page: 10    1 – 4 of 4    < >

**Remove selected participant(s)**

# Transferring a RAA student to another class

7. If a student has moved classes and needs to be transferred to their correct class, this can be done by clicking on their name and selecting the **'Transfer participant' button** - you will need the class code of the class they are transferring to.

## Sporty Spice

Thomas Reddall High School

PASS test



### Transfer student

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New class code

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## Resources

RAA information and resources can be found on our PSC website Race Around Australia webpage: (<https://app.education.nsw.gov.au/sport/psc/RAA>), and in the RAA support and resources webpage: <https://app.education.nsw.gov.au/sport/psc/RAAresources>

## Assistance

For general assistance with Race Around Australia, please contact the PSC team by email: [psc@det.nsw.edu.au](mailto:psc@det.nsw.edu.au) or phone: 9508 5522.