



# 2025

# GENERAL INFORMATION



## STC WEBSITE

[www.schoolstriathlonchallenge.com](http://www.schoolstriathlonchallenge.com)



## SOCIAL MEDIA

For important information updates please [Like us on Facebook](#) "Schools Triathlon Challenge" (Please also encourage parents to like this as it is the best way I can instantly communicate to everyone about current information).



## EVENT DATES

Thurs 20th Nov	Devonport STC (Devonport Bluff)	Secondary / College 7-12
Fri 21st Nov	Devonport STC (Devonport Bluff)	Primary 3-6
Thurs 27th Nov	Hobart STC (Bellerive Beach)	Secondary / College 7-12
Fri 28th Nov	Hobart STC (Bellerive Beach)	Primary 3-6



## ENTRY FORMS

Entry forms can be printed directly off the STC website.

- The STC is an event students can enter without qualification so you can get your entry forms out to students whenever suits your school.
- Allow about 3-4 weeks to get forms out and back (as some students will need time to get organised in teams etc).
- Once you have all your entry forms back you are ready to transfer details off the form onto the entry spreadsheet (Excel doc – information below).



## PROMO POSTERS

The posters can be printed directly off the STC website (full colour A3 is best). These look great around the school and motivate students to get involved.



## PARTICIPATION CERTIFICATES

Participation certificates can be found under "Other Info" on the STC website, students names can be typed directly onto certificates and then printed off.



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE



# 2025

# GENERAL INFORMATION CONTINUED...

## ALL ENTRIES ARE DUE BY NO LATER than FRIDAY 17th OCTOBER

- The 17th of October is in week 1 of term 4 - the first Friday of term 4.
- If possible, please get entries to me by the end of term 3 or through the term 3 school holidays as it really helps me out getting organised, but the final deadline is the Friday 17th October.

## STC ENTRY FEE: \$25 (per student)

- Students can enter individual and team events or participate in both. The \$25 entry fee is per student so students can be in individual and team events and it is still \$25.
- Students will receive a shoestring back pack, swim cap, race number bibs (ind & team bibs if in both) and pins, bike number sticker, finishers cap (at the finish line), fruit and water (on event day), insurance, fully closed roads for the event, nutritional and lifestyle information, sponsor product / promotions, spot prizes on event day.

## INVOICE FOR ENTRY FEES

- All entry fees should be taken to your school office.
- I will invoice the School Business Manager directly and include you on the email so one payment can be made for all entries.
- This invoice will be sent when I confirm your entries have been processed.

## PARTICIPANT GEAR

- Students race gear will be made available to schools at least 2 weeks prior to your events so you can get gear out to your students.
- Your school box will contain all shoestring back packs, swim caps, race number bibs and pins, bike stickers, along with a document showing all your students allocated numbers so you can allocate them to students.
- **Devonport:** All schools attending the Devonport STC events will have their box of student race gear freighted directly to your school office.
- **Hobart:** All schools attending the Hobart STC events can collect their box of race gear from 12a Aotea Road, Sandy Bay on Saturday 8th November between 9.00am and 4.00pm.

**NOTE: Any schools that would like their box of kits left at Blackmans Bay Primary School for collection from the office, please email me to let me know.**



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE



# 2025

# GENERAL INFORMATION CONTINUED...

## ENTRY SPREADSHEET (Excel document)

**PLEASE MAKE SURE YOU ENABLE MACROS WHEN YOU OPEN AND START USING THE SPREADSHEET.**

- NEVER USE THE CUT FUNCTION. Doing this can cause problems with corrupting the information on the spreadsheet. Just use copy, paste and delete to achieve the same result if you want to move student details around the spreadsheet and you will not have any problems.
- Thanks for your feedback in previous years, there were very few issues with data entry and use of the spreadsheet last year.
- **Note:** Make sure you use the spreadsheet provided this year, DO NOT USE previous year's spreadsheets as they are not compatible with this year's database.
- **PLEASE DO NOT change the file type / format of the spreadsheet I send you as it WILL NOT IMPORT INTO THE DATABASE. Making it a Google Doc. or any other variation to the spreadsheet makes it unusable when I get it back.**
- **If your spreadsheet arrives on email and is not working properly it is usually because your department's email firewall has disabled the live parts of the spreadsheet, this occurred with Catholic School spreadsheets last year. Please ask your school IT tech if they can get the email allowed through the firewall or email me and ask me to send it again to a personal email address if possible so I can get the spreadsheet to you effectively. This will save all of us time.**

## WHEN YOU OPEN YOUR SPREADSHEET

You will find 3 tabs at the bottom of the spreadsheet

1. "Front Page" - Please complete all details in this section. This is critical as I need the details to invoice correctly and also to include you on the STC email list that gets generated from this data.
  2. "All Competitors" - Enter all individual's details as per designated fields. Make sure all fields are completed.
  3. "Team Members" - Simply select the names of team members from the drop down list of names available for each leg. These fields are populated by correctly completing the "All Competitors" tab.
- **The spreadsheet has clear instructions when you open it up to help you fill it out correctly (Please read them before completing the spreadsheet).**
  - **There is a live link to click on. It can be found on the front page of the spreadsheet which takes you through a video tutorial on how to correctly complete the 3 tabs should you have any trouble.**
  - **Please save your spreadsheet as your school name so when I receive it, it is clear which school's spreadsheet I am saving from email.**

The entry spreadsheet is very simple to complete and saves you on typing out details as you only have to enter names once in the "All Competitors" spreadsheet and then click on names in the "Team members" tab to enter teams.

## NOTE: TEAMS INFORMATION

- Students can be entered in an individual event and a team event
- Teams can be made up of students from different grades
- Teams can be all male, all female or mixed
- Teams can be made up of 2 or 3 students
- Students only pay \$25 regardless of how many events they are entered in.



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE



# 2025

## Time saving function for entering data into spreadsheet in 2025

### “Import Competitors from last year” function

A great new time saving function introduced in 2018 has been built into your spreadsheet. You can now import students from last years STC directly into this years Spreadsheet all with the click of a button on the “All Competitors” tab. This function will save schools who have large teams a lot of time as all you do once you import students is select what event they are doing (click YES for individual or team or both) and all other details are updated and copied across. Please read the below instructions, but it is very simple. You can still enter all data in the same way as previous years as well.

1. You will be provided (by email) with your own School version of the Entry Spreadsheet that has been prepared for you and also contains the data from the 2024 spreadsheet, ready for you to import previous students.
2. Open spreadsheet, click on “Enable Editing” and / or “Enable Content” buttons if they appear.
3. Ensure correct event has been selected eg: 2025 South (Primary Schools)
4. Check Schools details and update any new details, contacts, emails etc.
5. Select the “All Competitors” tab at the bottom left of the spreadsheet
6. **The New Function** – On the top right hand corner of the All competitors page is a grey click button that says “**Import Competitors from last year**” – Click on that button
7. **Select any students** from the 2024 database you would like to re-enter for 2025, by clicking the checkbox next to their name.
8. Click on “**Add selected people to this year’s competition**”
9. Allow a few seconds for that process to happen and you will be returned to your spreadsheet once its completed importing.
10. The year / grade and number of STC completed data will autocorrect to the current year, (but please double check as you go through them in your spreadsheet)
11. The data will present highlighted in **RED**. Once you click “Yes” to Individual or Team entry or both, the boxes should show as white or light pink.
12. If the parent details boxes (Name, phone number or email are not completed), they will show as yellow / orange, please fill those boxes out
13. If the boxes show as light Pink then it means you have selected “Team Entry”, Until you actually go to the team tab and enter the student into their team it will remain in pink.
14. Go to the “Team Members” Tab at the botton left of the spreadsheet and fill out for each team. Students who you have clicked “YES” to “Team Entry” on the All competitors Tab will show on the drop-down lists...select each student and make teams
15. The aim is for all the data boxes for each student to show in white and then you know all data has been entered correctly.
16. If a box is still pink, it means you have selected “YES” to “Team Entry” but you have still not entered them into a team in the “Team Members” tab.

### Note

- You can import students on bulk or 1 at a time, so use this function as you would like.
- If you import a student into your spreadsheet and want to remove them, just manually “delete” them out and a blank line will remain. (Do NOT use the CUT function)
- You can enter any new students into that line or if you “import Competitors from last year” again, it will automatically use the next available lines on your spreadsheet to drop the imported data, so that will fill up the blank lines.





# 2025

# GENERAL INFORMATION CONTINUED...

## STC WEBSITE PLATFORM IS NOW LIVE

[WWW.SCHOOLSTRIATHLONCHALLENGE.COM](http://WWW.SCHOOLSTRIATHLONCHALLENGE.COM)

- The new look STC website is the key place to find all information on the STC.
- Most information is in downloadable forms using drop down menus and the new site is much easier to navigate and find what you need. Information is available for the Devonport and Hobart events in separate documents, just click & select.
- The "Event Information" tab contains:
  - » Event dates
  - » Entry form
  - » Event posters
  - » Course maps
  - » Transition maps
  - » Event timetables / distances
- The "Other Information" tab contains:
  - » Event distances
  - » Participant certificates
  - » Health & nutrition
  - » Traffic management
  - » Bike maintenance checklist
  - » Teacher cheat sheet
  - » Junior sport code of conduct
- FAQ - Has many of the other questions teachers, students and families may ask. Make sure you direct people here to have a read.
- Fundraising Tab - Contains all information on fundraising for Diabetes Tasmania and the link where students can set up fundraising pages.
- Health & Nutrition Info - Contains Information Cards for use in school or at home with specific health information written by dieticians and health professionals from Diabetes Tasmania and funded by the Pennicott Foundation.
  - There are 11 years worth of topics and downloadable information available on a wide range of Diabetes Information.
  - The nutritional cards print up really well in full colour for display in school halls or classrooms.
- Sponsors - Recognises all our wonderful Sponsors, Supporters and Partners

**I encourage you to use the website as your first port of call for all information, familiarise yourself with the site and information (additional to this email) and to also encourage your students and parents to get on it and have a look for answers to any questions they may have.**



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE



# 2025

# GENERAL INFORMATION CONTINUED...

## RAISE FUNDS FOR DIABETES AUSTRALIA IN 2025

**Be in the running for 1 of 2 x \$10,000 prizes available in 2025**

Schools Triathlon Challenge is proud to partner with Diabetes Australia. 2025 is our 11th year supporting Diabetes Australia and children living with or at risk of diabetes.

We would love to have your support, as every dollar really does make a huge difference both here in Tasmania and right across Australia.

**It is very easy to set up your school or student fundraising page:**

1. Visit <https://give.diabetesaustralia.com.au/event/school-triathlon-challenge>
2. Click on 'Register'
3. Enter your details, search for your school name or create your own school

This year will be the 11th year optional fundraising is available for students to take on for our event partner Diabetes Australia. We'll be using the Funraisin online platform, so once your school team page or individual page has been created, you can share to your wider network.

The fundraising allows students / families to raise funds for Diabetes Australia that will be used on several targeted projects within Tasmania and nationally, it also allows students the opportunity to do a great community service and to learn community values while they are doing something positive for themselves. I believe that doing something for charity is a wonderful way to teach students that we all contribute to what is going on in our community. Over time I hope that this will become a significant fundraiser for Diabetes Australia annually.

Fundraising information and the fundraising link can be accessed through the website "Fundraising" tab.

**The fundraising link to set up a fundraising page is:**

<https://give.diabetesaustralia.com.au/event/school-triathlon-challenge>

**Schools can win! Fundraise to be in the running for 1 of 2 x \$10,000 prizes**

This year there are some great prizes for the schools. We have [\\$10,000 for the highest fundraising school at the Hobart Event](#) and [\\$10,000 for the highest fundraising school at the Devonport event](#). This will be calculated based on the number of students at your school, so it doesn't matter how small or large your school is, everyone has an equal chance to take out this amazing prize. All students from your school are able to fundraise even if they are not participating in the Schools Triathlon Challenge. More information will be out to schools and available on the fundraising website.

Note: If your child would like to do their own fundraising, they can create their own fundraising page. Please make sure your students join their school page when they register. If their school is not registered that is ok. You can still register your child, and please check if your school would like to be involved. If you have any questions on the fundraising or would like more information, contact Pip at Diabetes Australia at [fundraising@diabetesaustralia.com.au](mailto:fundraising@diabetesaustralia.com.au)



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE



# 2025

# GENERAL INFORMATION CONTINUED...

## STC TIMELINE FOR ENTRY PROCESS 2025

1. Print off copies of the event poster and photocopy to put up around your school. A3 Colour copies look fantastic and grab the kid's attention.
2. Photocopy enough entry forms for your interested students (or they can print them off the website).
3. Let your students know about the event, the website and some general information about what they have to do in the STC (again all this info is on the website, relay team info, event distances, etc).
4. Students can participate as an individual, in a team or both. (Students only pay \$25 regardless of how many events they are entered in).
5. Hand out entry forms to students.
6. Collect entry forms back in from your students.
7. The \$25 entry fee per student should be collected and held at your school office and I will provide your office staff with an invoice after I have processed your entries.
8. Please enter ALL your student's details into the Entry Spreadsheet.
9. Please email me your completed Entry Spreadsheet to [timsmithevents@gmail.com](mailto:timsmithevents@gmail.com)
10. I will then email confirmation that entries have been received.
11. **Final cut-off date for entries is: Friday 17th October 2025 (End of Week 1 / term 4)** so that event preparations can be finalised, but please get entries in sooner if possible, by the end of term 3 would be appreciated and helpful.
12. Encourage students to take on the fundraising initiative to not only help raise money for Dtas, but to also help teach students an important community value of "giving back".
13. Note: Can you please retain the hard copy entry forms at your school on file.
14. Volunteers: If you know of anyone who would like to help volunteer Please pass their details onto me or ask them to contact me directly on [timsmithevents@gmail.com](mailto:timsmithevents@gmail.com) or 0417 552 181.



## CONTACT DETAILS

**TIM SMITH (SCHOOLS TRIATHLON CHALLENGE)**

**MOBILE:** 0417 552 181

**EMAIL:** [timsmithevents@gmail.com](mailto:timsmithevents@gmail.com)

**WEB:** [www.schoolstriathlonchallenge.com](http://www.schoolstriathlonchallenge.com)



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE





# 2025

# THANKS TO OUR SPONSORS



## OUR EVENT PARTNERS

Proudly  
supporting



## AND OUR EVENT SUPPORTERS



The Schools Triathlon Challenge is run for and supported by all school sports associations statewide. We would like to wish all students the best of luck at this year's STC events. Creating healthy bodies and healthy minds...one step at a time.



**SWIM BIKE RUN**  
SCHOOLS TRIATHLON CHALLENGE