

revolutioniseSPORT

Come & Try Program's | Set Up Guide

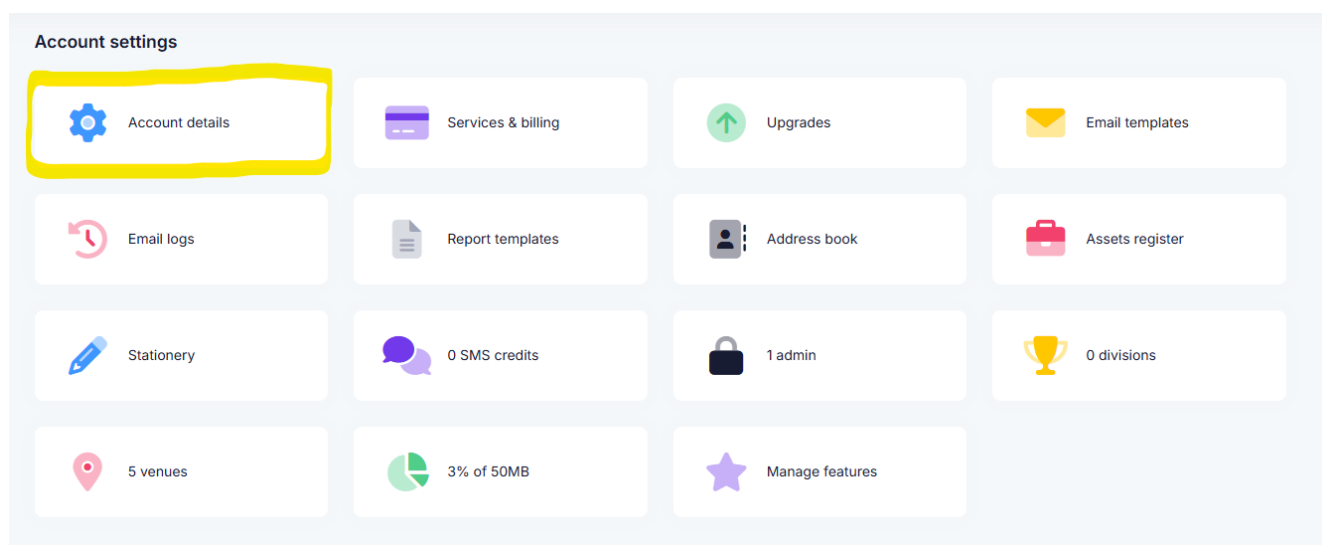
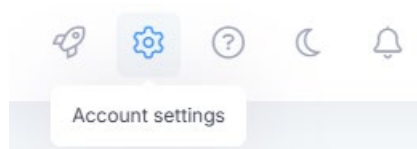
AusCycling Clubs

Introduction

This guide outlines how clubs and centres set up events for the following AusCycling participation programs, Come & Try.

Account details

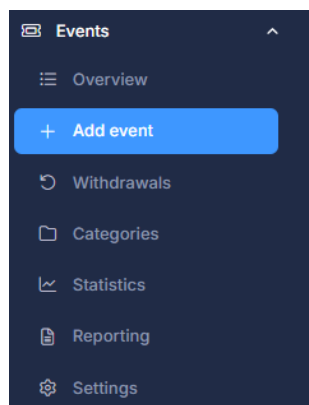
To go to your Account details please click on the Account settings (cog icon).



In this section, you will be able to update your account contact information and account settings such as update your key contact details, time zone, time format, upload a logo and update the email notifications.

Adding the event

Clubs can go to **Events > add event** and, critically, select the “Come & Try” course from the **link to course template** dropdown.



> Basic details

Basic details

<p>Name *</p> <input type="text" value="1st Gear - term 1 2025"/>	<p>Venue *</p> <input type="text" value="Sleeman Sports Complex"/>
<p>Category *</p> <input type="text" value="Come and Try"/>	<p>Link to course template *</p> <input type="text" value="AusCycling - AusBike 1st Gear (6 Weeks) (\$90.00)"/>

You have selected a course for which AusCycling charges \$90.00 per entry. You will be unable to charge less than \$90.00 when setting up event pricing.

Whole of sport registrations > Registration options

The event can be open to **whole-of-sport registrations**, meaning anyone with an active profile in the national ecosystem can register for it (as long as they meet any other eligibility criteria).

To do this, toggle on allow **whole of sport registration**.

Who can register for this event?

Allow people to register for this event



Registrations are open to *

Allow whole of sport registration



Select this option to open this event to your entire "whole of sport" network. Members not in your organisation will be able to register for this event using their National Member ID.

Booking fee > Payment & registration

The **booking fee** for the event will be set to the Course fee that AusCycling wishes to charge by default.

Clubs can add to this to collect their own fee for the event but can't reduce the cost below what AusCycling wishes to charge.

Payment options

This event accepts payment



This option cannot be disabled as this event already has registrations.

Fees

Booking fee

Booking fee terminology

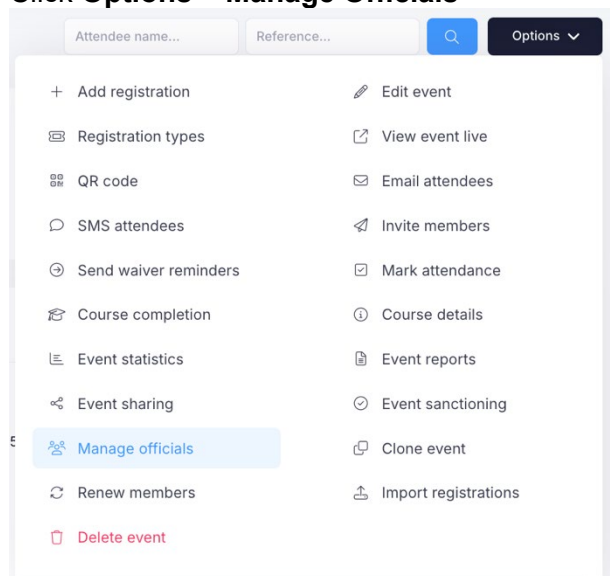
This amount must be at least \$90.00 to cover course fees for AusBike 1st Gear (6 Weeks).

Add officials

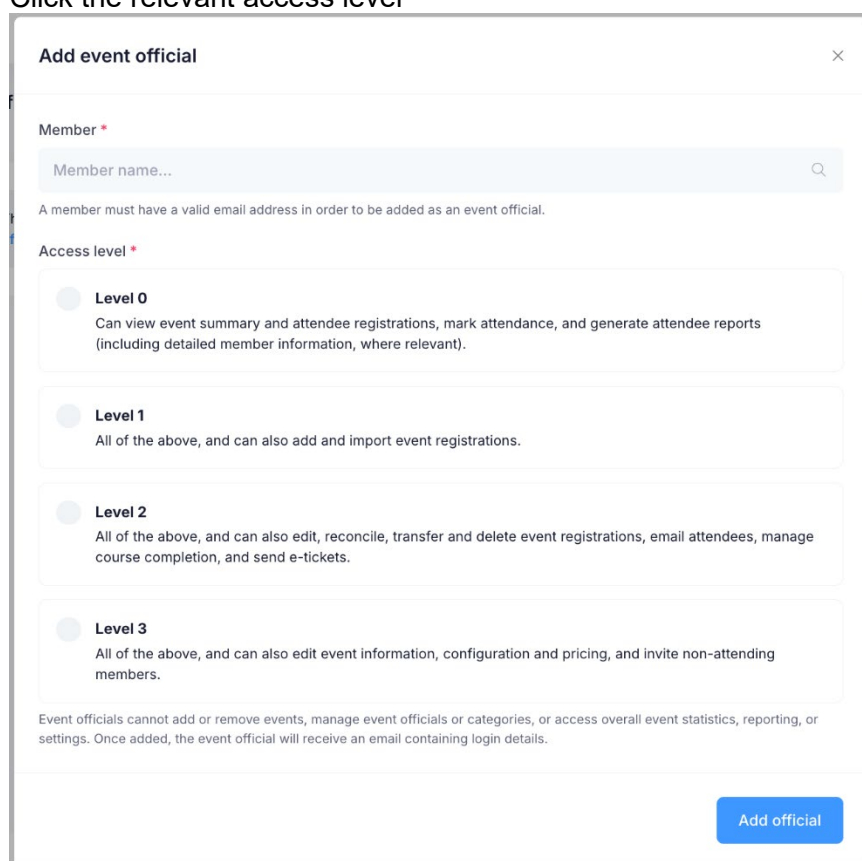
Before participants can be marked as completed (following completion of the program), **event officials** must be added to the program. Once event officials are added, administrators can see the list of members eligible for completion and mark them as **complete**.

To add an event official, go to the program in question.

Click **Options > Manage Officials**



Click **Add Official > Search the member's name** Click the relevant access level



Click **Add Official**

'Become a Member' Option

'Become a member', or BAM, is a workflow for allowing non-members to register into your members-only events. It aims to create a seamless experience for non-members wishing to register into the event, but who must join your organisation as a member first.

Specifically, the BAM workflow allows the prospective member to experience the process as follows:
 Visits the event (but can't register as they are not a member)
 Clicks the button to '**Sign up**' and 'become a member' (the terminology may differ)
 Completes the member registration process
 Is redirected back to the event, where they are now logged into their member profile
 Is then able to register for the event as a member

The BAM workflow also allows the client to specify whether the 'become a member' link directs the user to register under a specific payment class (or whether it allows them to select any payment class). This can be configured via **Events > Settings**.

Recording Program completions

Once you have delivered a program, you can mark those members as **completed** the program within your account.

The members who attended the course should already be marked as attendees within the **course-linked event**. (If they are not listed as attendees, you must register them for the event before they can be marked for program completion.)

You can mark members as complete from within your event as follows:

Go to **Events > View** your desired event.

Click **course completion** under *Options*.

Tick the box in the **Completed** column; if the course has modules, you can also mark off module completion here.

Fill in the **completion date** for each participant or use the bulk option to set the same date for all **completed** members.

Tick **Send email?** to email those participants, advising them they have completed the course.

Click **Save details** to save the completed information.

This course completion will then be recorded against the member profile.

Once a participant is marked as **completed** in your course-linked event, the action cannot be undone; they cannot be marked as 'not completed'. If you have marked someone as complete in error, please contact AusCycling, and they will assist you in reversing the completion status for that Participant.

ⓘ You are managing completion status for **Alpine Sport State - Squash Stars**. Only paid event entries are included below. A **completion date** must be entered for a member to be marked as completed.

SELECT ALL
Set all dates to... ▼
 EMAIL ALL?

Gilly Baunt	<input checked="" type="checkbox"/> Complete?	<input type="text" value="30/11/2023"/>	x 📄	<input type="text" value="Notes..."/>	<input checked="" type="checkbox"/> Send email?	⋮
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Releasing Program Payments

There is a rule for all clubs and centres that all programs must collect payments online through the Pin Payment gateway.

Furthermore, a business rule is enabled that 'holds' funds received through the system and does not automatically clear them.

The rule controls when funds are released into the club/centre bank account and program fees are distributed to AusCycling.

Important points to note:

Refunds should be processed before the money is released; otherwise, they must be processed manually. It is recommended that funds be released after the event/course has finished.

Funds can be released at any time during an event/course.

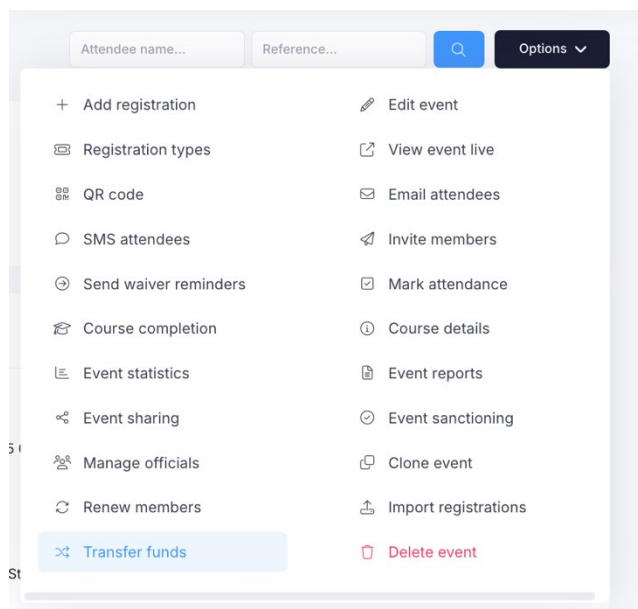
Money can be released regardless of whether a participant has completed a course. It is purely a function of whether they have paid online.

If a club/centre runs non-course-linked events, the same process will be followed, with no funds distributed to AusCycling.

The following steps outline how to release funds received for an event or program:

Click **Events** in the left-hand menu after logging in to your revolutioniseSPORT portal.

In the Events overview, click **three-dot menu > View Options > Transfer funds**



1. The summary of funds available to be transferred will be displayed. Click **Confirm transfer** to transfer course participants' payments to the club/centre bank account.
The Total Takings will subtract the transaction fee.
As highlighted in the bottom sentence, a fixed transfer fee of \$1.60 AUD applies every time funds are released. It is recommended that you only do this once after the course has finished.

Transfer event funds Options ▾

Event summary

Total registered 7

Ready to transfer

The amounts below are drawn from transactions made via Pin Payments. Transactions made via other methods will need to be processed externally. Upon clicking **Confirm transfer**, funds may take 2-3 business days to appear in your bank account (the exact times may vary).

Total takings (will be transferred) \$1,749.00 [Show details](#)

Transfer allocation

The below indicates how much of the transfer will be split off to each organisation. If you are transferring funds to an organisation other than yourself, a 1.60 AUD transfer fee will apply and will be deducted from the funds going to your own account.

Transfer to National	\$	<input type="text"/>
Transfer to State	\$	<input type="text"/>
Transfer to Club/Centre	\$	1749.00

[Confirm transfer](#)

Reporting

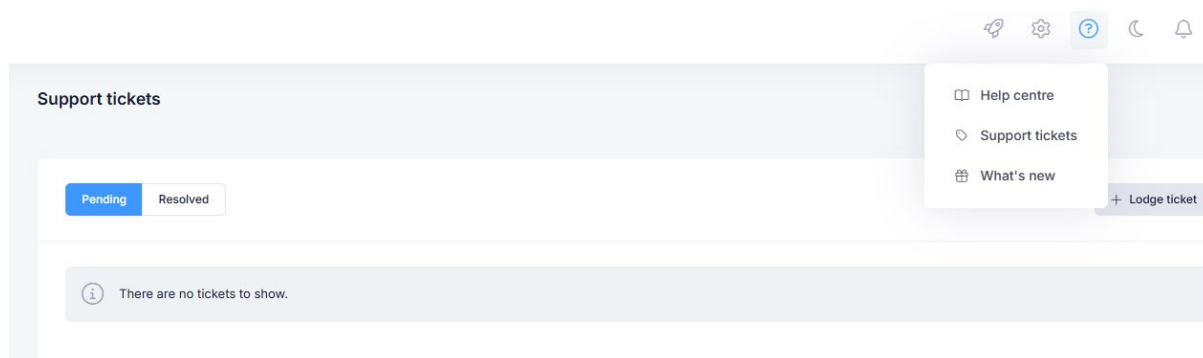
Clubs and centres can report on participants who participated in their programs.

All three levels can do this via:

- **Members > search > search by Courses or Accreditations**
- **Members > reporting > tick to include a Course or Accreditation**
- **Members > view a member > click view Courses or view Accreditations**

Need more help?

If you have further questions, please use our **Help Centre**, located at the top right corner of your screen.



The screenshot shows the top right corner of a user interface with navigation icons: a speech bubble, a gear, a question mark, a moon, and a bell. Below these is a 'Support tickets' section with a search bar and filters for 'Pending' and 'Resolved'. A dropdown menu is open, showing 'Help centre', 'Support tickets', and 'What's new', with a '+ Lodge ticket' button to the right. A message at the bottom states 'There are no tickets to show.'

Every administrator has unfettered access to hundreds of FAQs, how-to articles, and video tutorials in their portal.

Administrators are also able to liaise with our support team via a dedicated ticketing system (via **help > Support tickets**), which streamlines the response process and creates an audit trail for future review and feedback.

Help Centre – allows you to watch tutorials, ask for help and lodge suggestion and/or search popular topics/articles or even search for keyword. Note some videos may be a bit outdated since the platform has had some changes made.

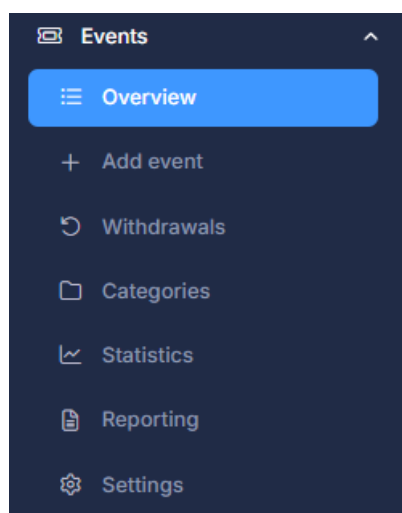
Support tickets – here is where you can lodge a ticket directly to revSPORT. Please ensure you provide them with as much information as can in the provided fields so they can understand the challenge/issue you are facing so they provide you with the best solution.

What's new – displays active or archived platform updates or account notifications

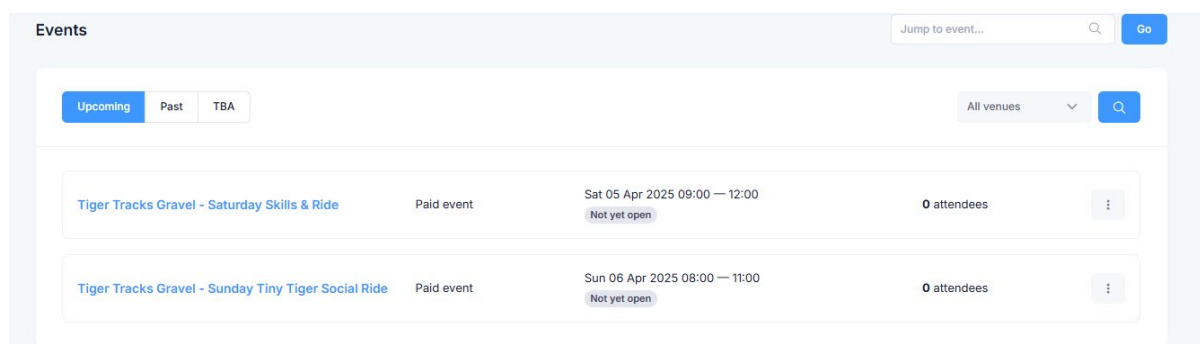
Event Sharing

For sharing your event on AusCycling Come and Try calendar please ensure your event is all set up ready to go.

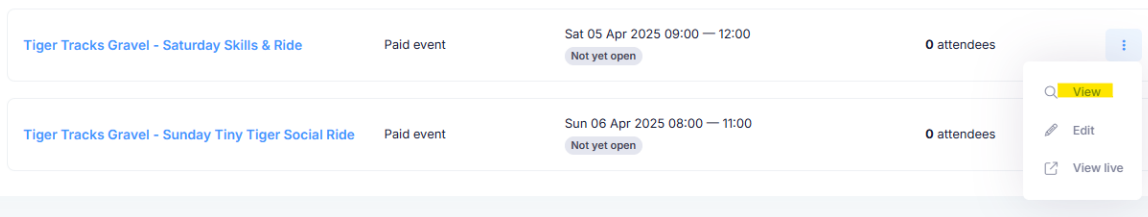
On the left-hand side bar under **Events**, select **Overview**.



This will take you to a page that displays all your events in a list (including a filter of upcoming, past or TBA).

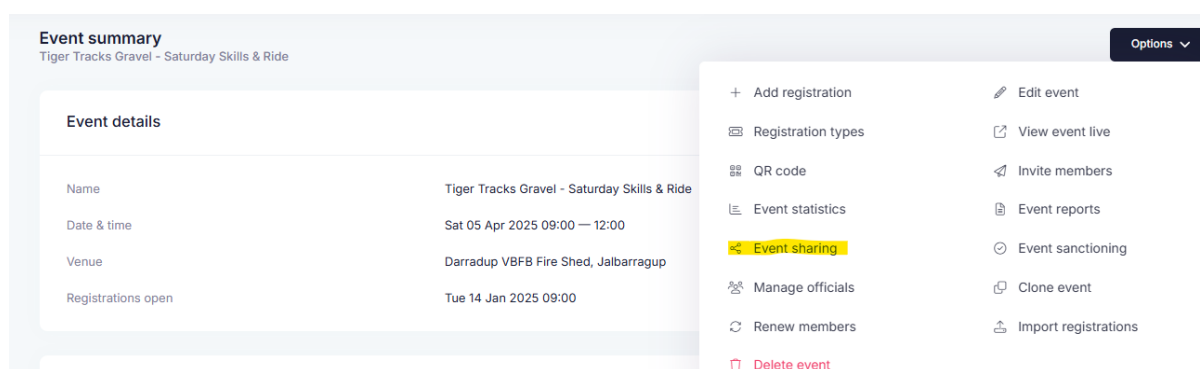


Move your cursor over to the 3 dots button of the event you wish to advertise and click **View**.



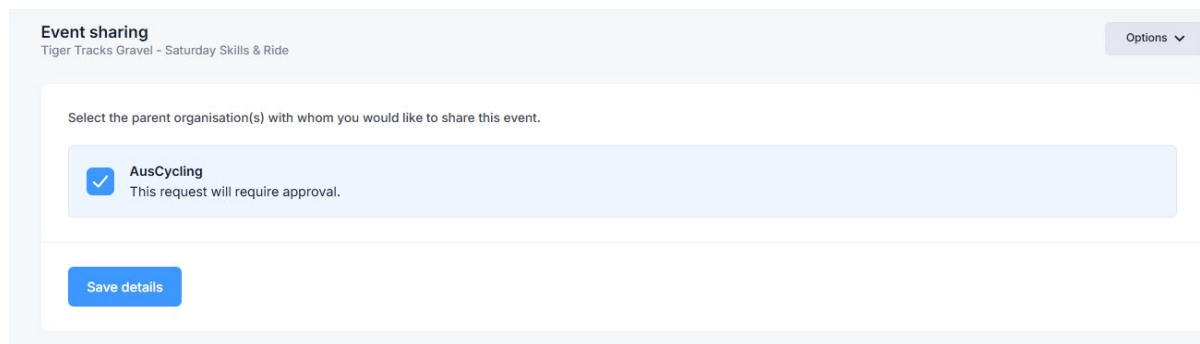
The screenshot shows a list of two events. The first event is 'Tiger Tracks Gravel - Saturday Skills & Ride', a paid event on Sat 05 Apr 2025 from 09:00 to 12:00, with 0 attendees and a 'Not yet open' status. The second event is 'Tiger Tracks Gravel - Sunday Tiny Tiger Social Ride', a paid event on Sun 06 Apr 2025 from 08:00 to 11:00, with 0 attendees and a 'Not yet open' status. A dropdown menu is open over the first event, showing options: 'View' (highlighted in yellow), 'Edit', and 'View live'.

Next, click on the **Options** button (top right corner) and select **Event sharing** from the options.



The screenshot shows the 'Event summary' page for 'Tiger Tracks Gravel - Saturday Skills & Ride'. The 'Options' dropdown menu is open, showing various actions. The 'Event sharing' option is highlighted in yellow. The event details on the left include: Name: Tiger Tracks Gravel - Saturday Skills & Ride; Date & time: Sat 05 Apr 2025 09:00 — 12:00; Venue: Darradup VBFB Fire Shed, Jalbarragup; Registrations open: Tue 14 Jan 2025 09:00.

Tick the box and click **Save details** button so AusCycling is notified and can review/approve your event. Please allow 1-2 business days.



The screenshot shows the 'Event sharing' page for 'Tiger Tracks Gravel - Saturday Skills & Ride'. It prompts the user to 'Select the parent organisation(s) with whom you would like to share this event.' The 'AusCycling' option is checked, with a note: 'This request will require approval.' A 'Save details' button is visible at the bottom.

Finally, once approved your program will show up on the [Come and Try page](#) by clicking on the **Find a Program** button.



Home > Events

Events

Download calendar

List Calendar Finder

Category

All AusBike Progressive Program

Come and Try - BMX RACING

Come and Try - MTB

Come and Try - TRACK

Search

Upcoming events

Past Upcoming

South Coast Cycling Come'n'Try

Mon 06 Jan 2025 17:30 — Mon 27 Jan 2025 19:00

South Coast Cycling - Edwardstown Velodrome

Come and Try - TRACK

Details

Kids MTB Weekly Come and Try Rides - January

Thu 09 Jan 2025 19:00 — Thu 30 Jan 2025 20:30

Albany Mountain Bike Club - The Mounts Top Carpark

Come and Try - MTB

Details

Monthly Social MTB Rides - February

Sun 02 Feb 2025 13:00 — 14:30

Albany Mountain Bike Club - The Mounts: Irrerup / Mt Adelaide & Corndarup / Mt Clarence

Come and Try - MTB

Details

ENDS