



## Big Energy Race – Website guide

6 simple steps to getting started

### Step 1. Log on to the website

Go to [www.bigeneryrace.org/teams](http://www.bigeneryrace.org/teams) and enter your email and password in the “Already Registered” box.

Each main page has the following options:

#### Menu

Find out more about the race, read news articles or see the leaderboard

#### Team HQ

Go to ‘Team HQ’ to complete challenges and surveys.



#### Team Points

Watch your points rise as your team and team member complete Big Energy Race challenges. Click the links to see the leader boards.

#### Race Progress

Your team’s progress and stats.

#### Team News & Team HQ

Use these buttons to move between your team news (this page) and Team HQ, where you chose which challenges to do.

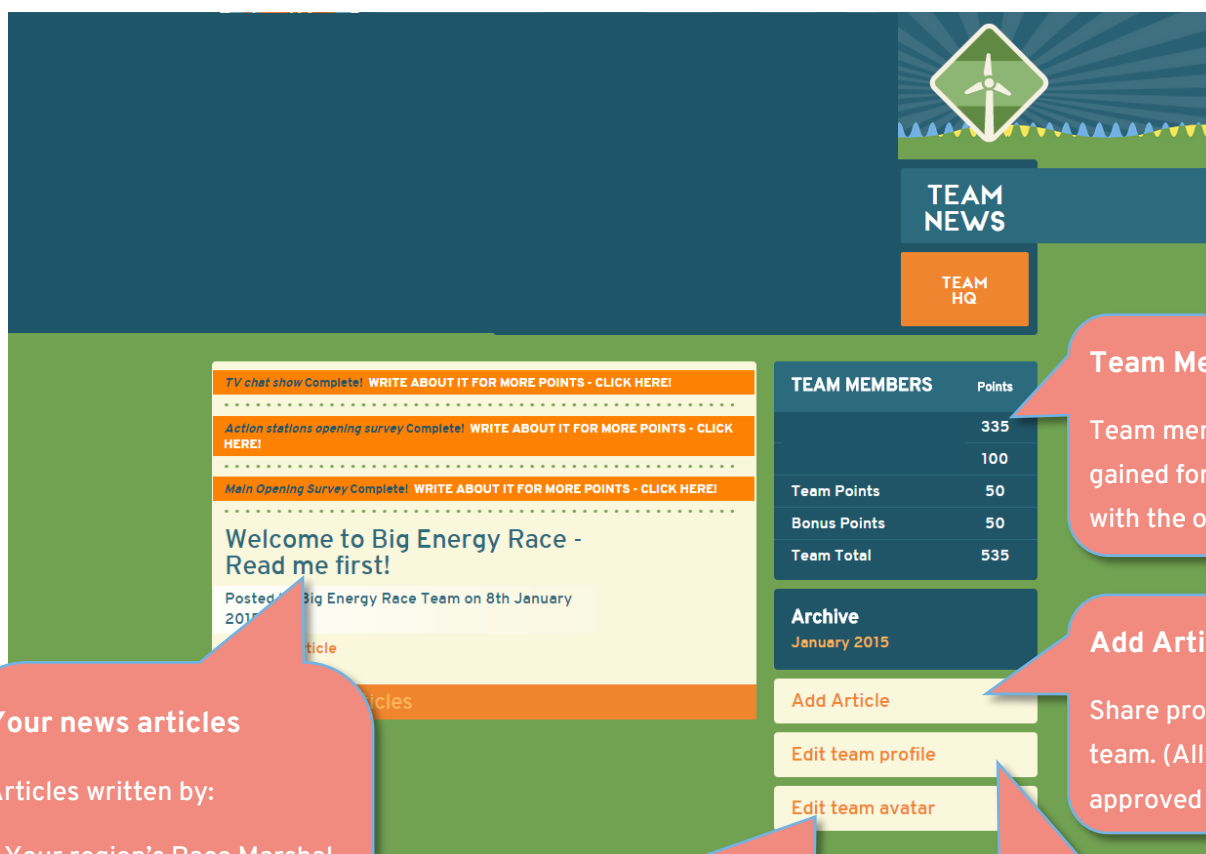
Each time you log in you’ll start at your Team News page. The two most important pages are Team News and Team HQ, so here is a quick tour of each.

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## Step 2. Team News Tour

On your Team News page you can:

- See who's on your team and how they're doing
- Read and publish articles about your race progress
- Edit your profile
- Create your team avatar (badge) if you're a team leader



### Your news articles

Articles written by:

- Your region's Race Marshal
- Your team leader, on behalf of your team
- Your team members (if the article is approved by your team leader)

### Edit Team avatar

Fancy a new look? Change the colour or format of your team badge. (You'll only see this if you are signed in as a team leader)

### Edit Team profile

View or change your details. (Team members will just be able to edit their personal details here.)

### Team Members

Team members and points gained for the team, along with the overall team points.

### Add Article ([Step 5](#))

Share progress with your team. (All articles must be approved by a Team Leader.)

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## Step 3. Team HQ Tour

Go to your Team HQ to get started and earn your first points.



### Opening Survey

After registering and entering your Team HQ, you must complete the short opening survey to unlock the race activities. (Tick shows that action is complete)

### Create Avatar (Team leader)

After completing the survey click create avatar to make your team badge. (Tick shows that action is complete). [Step 6](#).

### Instructions

Read this carefully before you get started.

### Challenges

Sets of challenges, from which you can choose what to complete. You can complete them in any order.

### [Step 4](#).

NB: Lead the Way can only be completed by Team Leaders.

### Closing Survey

After you have done as many challenges as you can or want to, fill in the closing survey.

Do not complete until you've really finished, as once the survey has been submitted all the incomplete challenges will be locked.

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## Step 4. Completing a Challenge

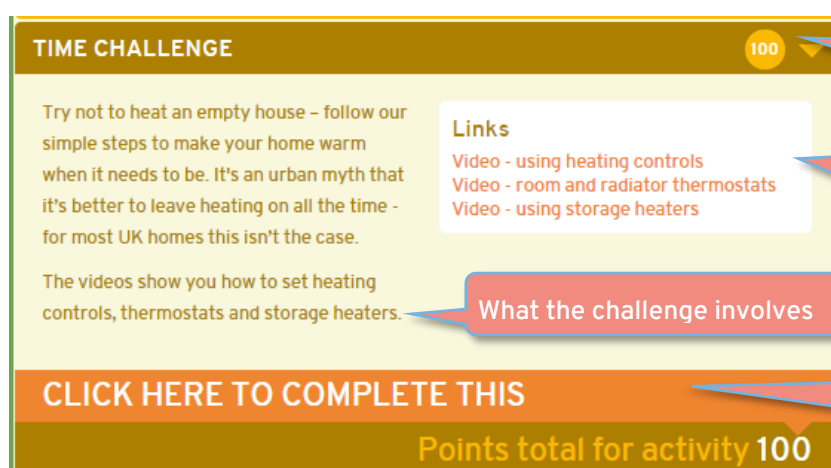
1. Go to your Team HQ.
2. Select a module from the left hand side: **Action Stations**, **Measuring Up**, **Savvy Shopper**, **Pass the Baton** or **Lead the Way**. (Lead the Way can only be completed by Team Leaders.)
3. Begin by completing the opening survey (this unlocks the activities within that challenge).



Click this button to return to Team HQ (Step 3) at any time.

Do this one first!

4. Then you can do as few or as many of the challenges within that module. **Please make sure challenges completed are done for the Big Energy Race and not a recount of something you've already done.** Click on a challenge to expand it, showing:



Number of points available

Useful links or downloads to help in completing the challenge

What the challenge involves

Report back after you've completed the challenge

5. When you click to complete the challenge you'll be asked some questions about how it went.
6. When you've completed all the challenges you want to in that module, please fill in the completion survey of the module.

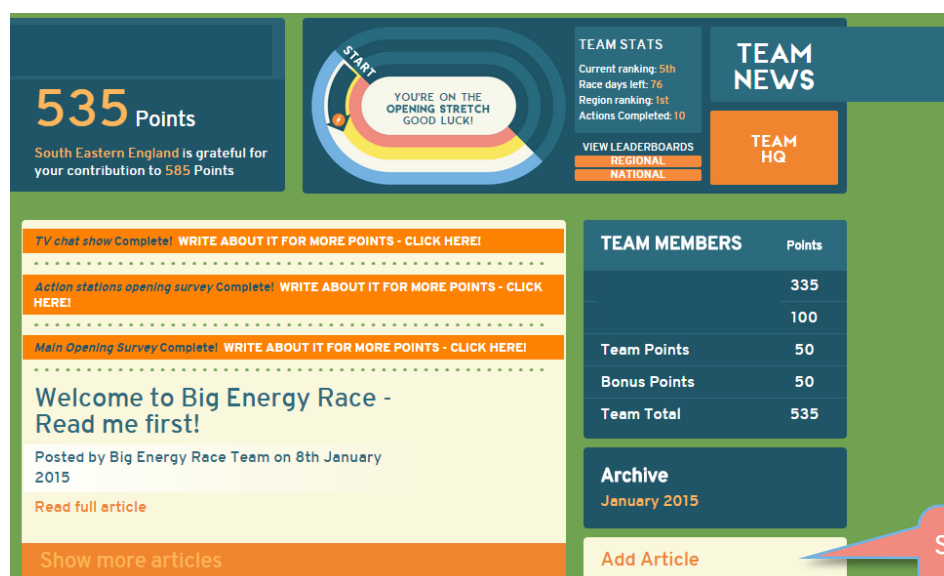


Complete this survey to finish & lock the module

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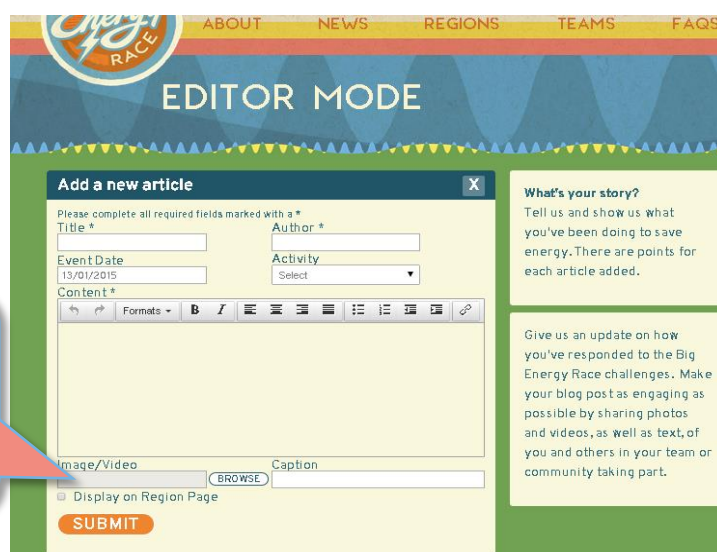
## Step 5. Writing an article

1. After you have completed a challenge you can earn extra points by writing about it.
2. Navigate to Team News and click **Add Article** at the bottom right hand corner of the page.



Select Add Article to begin writing.

3. After selecting Add Article, the following page will appear.



You can also upload an image or video with your article

4. Fill in the required fields and, when you are happy with your article, click submit.
5. Please note: An article will only appear on the Team News page after your Team Leader has approved it. If you are a team leader you need to preview and approve your own articles.



Indicates that approval by a team leader is needed

To approve an article (Team leader)

Click on "Read full article". You can then approve, edit or delete the article.



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## Step 6. Creating an avatar (Team Leaders Only)

1. Navigate to your Team HQ.
2. On the Team HQ page, go to step 1a and select **Create an avatar**.
3. Select a shape, icon, colour and background from each of the four categories to build your avatar.



4. When you are happy with your avatar, give your team a snappy name and hit save.  
You will be awarded points the first time you create your avatar.
5. Your avatar will now be visible on the top right hand corner of your Team News and Team HQ page.
6. You can change your avatar at any time from your Team HQ page.

## Any questions?

You can view our [Frequently Asked Questions](#) or contact us at [enquiries@bigenergyrace.org](mailto:enquiries@bigenergyrace.org).