



**SCHOOLS**

# Schools Affiliation- 2025

Everything you need to know on how to affiliate your School for 2025.

# What is affiliation?

- Affiliating your School for 2025 means that you are eligible to enter into our Schools Cycling events for the calendar year.
- This will mean that you are an associate member of Cycling New Zealand Schools.
- This is a one-off annual fee that covers you for the whole year!

# How do you affiliate?

- The affiliation process must be carried out by the Schools Sports Coordinator/Administrator only (not by parents)
- This is done through the platform called EnterNow
- If you no longer have access to this or need a new login, you can request this by emailing [help@enternow.nz](mailto:help@enternow.nz)
- Head to the EnterNow website, click on your dashboard and you will see our affiliation tab
- Enter all rider details that are part of your Schools Cycling programme for 2025- ensure all details are filled out

# How to affiliate?

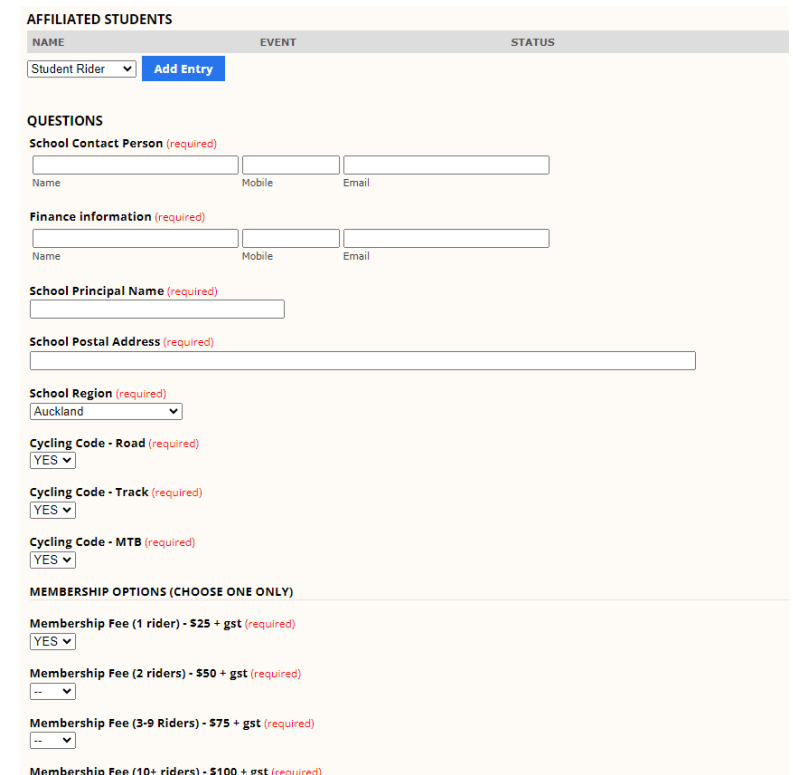
- You can add new riders into your affiliation list at any time throughout the year. Please ensure to keep this updated and let us know of any new riders joining the program as this may affect your invoice
- Once all riders are added, select the blue button to download your invoice
- Pay your affiliation fee through the details provided on the invoice
- Once our team has received payment (this may take a few working days), we will open up entries and you can then enter the available events that are open to register for

# Step by Step Guide

- Step 1: Log in to [Enter Now](#). Schools that do not have an Enter Now account, or have trouble accessing this account please contact: [help@enternow.co.nz](mailto:help@enternow.co.nz)
- Step 2: Complete the 2025 Affiliation with your schools details. Please ensure all questions are filled in for your affiliation to save and process.
- Step 3: List the affiliated students you will have competing under your school for the year. You can add students later on in the year at any time. To list your students click the "Add entry" button in Enter Now as shown in the image below, and fill in the details for each student one at a time.



NAME	EVENT	STATUS
Student Rider		



**AFFILIATED STUDENTS**

NAME	EVENT	STATUS
Student Rider		

**QUESTIONS**

**School Contact Person (required)**

Name:  Mobile:  Email:

**Finance information (required)**

Name:  Mobile:  Email:

**School Principal Name (required)**

**School Postal Address (required)**

**School Region (required)**

Auckland

**Cycling Code - Road (required)**

YES

**Cycling Code - Track (required)**

YES

**Cycling Code - MTB (required)**

YES

**MEMBERSHIP OPTIONS (CHOOSE ONE ONLY)**

**Membership Fee (1 rider) - \$25 + gst (required)**

YES

**Membership Fee (2 riders) - \$50 + gst (required)**

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**Membership Fee (3-9 Riders) - \$75 + gst (required)**

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**Membership Fee (10+ riders) - \$100 + gst (required)**

# Step by Step Guide

- Step 4: Download your invoice at the bottom of the page and send this off to your accounts team for payment.

## ENTRY CONFIRMATION

Once you have completed your entries, you can download an Entry Confirmation and Invoice.

[Download Entry Confirmation](#)

[Download Invoice](#)

- Step 5: Once payment is received at our end, which **takes a few days to receive and process, any open entry forms can then be accessed to enter students. If your affiliation invoice is unpaid, you will not have access to enter students into any of our events.**
- **Step 6:** Check if your school has affiliated [here](#).

# How much does it cost?

- Your affiliation fee will be determined based on the number of riders entered

1 Rider	\$25 + gst
2 Riders	\$50 + gst
3-9 Riders	\$75 + gst
10+ Riders	\$100 + gst

# Final important info

- Once the affiliation is processed, this does not mean that you are automatically entered into all events- you must register riders for each event as they open (eg North Island MTB) and there are separate entries fees for each event
- If a rider is on your event entry list but not a part of your affiliation list, the registration will not be complete. All riders competing in our Schools cycling events must be affiliated.
- 2025 event entries won't open until February each year, you can check the opening dates for each individual event on each website here: [Events & Results](#)
- Any questions, please email [schools@cnz.kiwi](mailto:schools@cnz.kiwi)