



Guidance to Walk the Test Way - Sunday 29th September 2019



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Overview of the event:

The volunteers of the Rotary Club of Romsey Test run the event to enable walkers to enjoy the walk and raise funds for their chosen charities. But, also to raise funds for our own Rotary Charitable activities.

- All sponsorship monies are raised for the 'Rotary Club of Romsey Test Trust Fund' and will be distributed to your chosen charity but we retain some for the Rotary Clubs Charitable Activities.
- Each walker must pay a non-refundable registration fee to cover the transport, paramedic support and administration costs.
- There are five walks to choose from at 5; 8; 11; 16 and 25.5 miles.
- Participants check in at Romsey, are coached to their starting point and then walk back to the finish in Romsey to receive their medal.

1. Decide on your Favourite Charity:

Any Registered Charity is acceptable – please let us know their charity number when you register or email the Walk Treasurer.

Also raising funds for organisations such as schools, sponsoring school trips, etc. will be considered. Please email the Walk Registrar for confirmation.

2. Which distance to choose?

There are five walks to choose from at 5; 8; 11; 16 and 25.5 miles.

Walkers should be capable of completing their chosen walk and should seek medical advice if in doubt.

If walking the 'marathon' they should be able to finish in less than 9 hours, an average of at least 3mph.

3. Registration Age Restrictions:

Walkers under 18 must be registered by their parent or guardian.

Walkers under 16 must be accompanied on the walk by an adult.

NB: When registering under 18's, parents/guardians are giving their approval to participate in the event and for Rotary to hold their personal data downloaded from Active Networks.

4. Registration Fees:

Each walker must pay a non-refundable registration fee to cover the transport, paramedic support and administration costs. These are paid by Credit or Debit card when registering.

Early Bird Fees – Register before 1st July 2019

- Adult - £11
- Under 18 - £2

After 30th June 2019



- Adult - £14
- Under 18 - £8

5. Online Registration – Active.com:

You register on-line by clicking the 'Register Now' button on the 'Walk the Test Way Web Site'.

a. Active Networks Registration System:

This year registration will be using the Active Networks System.

With this system you will be able to:

- Register a team or individual
- Join an existing team
- Log back in to edit your details or choices at any time
- Set up a Just Giving link specifically for the Walk.

Active Networks will send you confirmation emails, etc.

When registering you will need to pay with a credit or debit card – Visa, Master Card or American Express can all be used.

During the registration process you will need to agree the Walk Terms and Conditions (see full T & C's - Appendix 1. These include:

- The registration fee is non-refundable
- Under 18's must be registered by an adult who has parental/guardian approval.
- Under 16's must be accompanied by an adult walker
- You will be agreeing to the walk conditions including:
- You understand that the Rotary Club will consolidate all donations & distribute funds to your chosen charities after the event.
- All fundraising will be for the Rotary Club Romsey Test Trust Fund
- You will also need to agree to Active Network Terms & Conditions

b. Please note the steps in creating a registration with Active

1. Click the Register Now Button below to transfer to Active.
2. Select the number of adults or under 18 you want to register in this session.
3. Create an Active account – you will need your email & create a password.
4. Enter YOUR INFORMATION as 'creator of the registration'.
5. Enter the First Walker Details (you can copy and edit your own details if appropriate).
 - a. NB: We suggest that unless you are a frequent participant of Active Events you do not click "Active Offers" as this is an ongoing subscription service.
 - b. You can join or form a team in this step
 - c. You can also set up a Just Giving Page in this step



6. Repeat Step 5 for each walker.
7. Review Basket and Checkout – pay with Debit or Credit Card.

c. Registering Teams & Under 18's

Team Leaders should first register themselves and set up a team name. They can either register any other adult team members at the same time or, send the link & team name to other adult walkers to register, pay and add themselves to the team.

For Under 18's, unless the team leader is the parent/guardian, then leaders must send the link and team name to the parent/guardian for them to register and pay for the under 18 walkers.

If you were registered by a team leader or another adult, once registered you will need to:

- **Sign your waiver** by clicking the link of your confirmation email to agree the Terms and Conditions.
- **Claim your registration** so you can edit your registration and personal details. To do this you need to click the 'My Events' link on your confirmation email.

d. Steps to set up a Pre-Pay Group Registration

1. Create an Active Account and the register first Adult using the link <https://www.walkthetestway.org.uk/register> as normal and filling in all the required information for this Adult.
2. When you get to the question 'Do you want to join or create a team?' select 'create a team' and fill in the team details.
3. Then, you need to click 'yes' to the question 'Pre-pay for team members?'.
4. Next enter the number of adults and under18's that you want to pre-pay. This will show you the prepayment price.
5. Also at this stage, you can elect to send email invites with 'special registration links' immediately to the walkers using the blue 'Invite Now' button – you will need a comma separated list of their emails to do this. (Alternatively you send invites after completing the registration by logging back into your account).
6. When you complete the registration, you will pay the prepayment plus the original adult registration price.

e. Logging back in Active Networks to edit your registration:

If you haven't already done so - you need to claim your registration by:

- Navigate to <https://myevents.active.com>
- Click CLAIM REGISTRATION bar at the top
- Enter Registration number (ID)
- Click Submit on the right
- Confirm registration information on pop-up form
- Click Save



If you have already claimed your registration and have an account then:

- Navigate to <https://www.active.com>
- Click Sign In in the upper right-hand corner
- once signed in then Hover over your name in the upper right-hand corner to access the dropdown menu - including 'My Events'.

6. How to get sponsorship & raise funds:

a. Why do you need to raise funds?

The volunteers of the Rotary Club of Romsey Test run the event to enable walkers to enjoy the walk and raise funds for their chosen charities. But, also to raise funds for our own Rotary Charitable activities. NB: The registration fee only covers the cost of running the event.

b. How much should you raise?

We suggest you aim for a minimum of £50 per walker - last year the walkers achieved an average of £100 each.

c. How we collect & distribute the sponsorship money:

All fundraising, including JustGiving, must be for the Rotary Club of Romsey Test Trust Fund.

After the walk, Rotary Club collects & consolidates all the donations from JustGiving and Sponsorship sheets and claims Gift Aid.

We then distribute to your chosen charities after deducting an amount, approximately equivalent to the HMRC Gift Aid contribution, for our own Rotary Charitable activities.

In the case of funds collected with sponsorship sheets we deduct 25%.

- However, if you use JustGiving we only deduct 20% leaving 80% for your charity

d. Which is the best method?

Experience has shown that JustGiving is by far the easiest & most effective method of fundraising. However, if you prefer to sign up sponsors face to face you can use paper sponsorship sheets.

7. Just Giving:

a. Setting up JustGiving Page is Easy!

Simply click the JustGiving icon and follow the instructions.

If you are **new to JustGiving**, then click 'sign up' at the bottom of the log-in screen and go through the instructions to first create an account and, then a fundraising page.

If you **already have a JustGiving Account** then simply log-in and follow the instructions to set up a fundraising page

After the fundraising page is created, you can personalise it by adding a profile picture, telling your story, etc. and setting up a text code for mobiles. **Your story should refer to your chosen charity and team members.**



Now send a link to your supporters and encourage them to donate. They can even donate using their mobile phones with a 6 digit code.

JustGiving will send the donations including Gift Aid to Rotary for distribution to your chosen charity.

Finally, to help us correctly assign funds, please edit your ActiveNetworks Registration and copy your JustGiving link into the registration form.

REMEMBER the page you create must be for the benefit of 'Rotary Club of Romsey Test Trust Fund' and for the 'Walk the Test Way 2019' event.

8. Using Sponsorship Sheets

While we strongly recommend using JustGiving, if you prefer to sign up sponsors face to face, you can download and print a paper sponsorship from the www.walkthetestway.org.uk web site..

Please encourage your sponsors who are tax payers to complete their postal address details and tick the "Gift Aid" box as this allows us to collect Gift Aid from HMRC that adds an extra 25% to their sponsorship at no cost either to the sponsor or yourself!

Sponsorship money can be submitted either by:

- Cheque Payable to The Rotary Club of Romsey Test Trust Fund by post to 'The Registrar, Walk the Test Way, PO Box 335, Romsey, Hants. SO51 1BP'. Please write your Name and Walk Registration Numbers on the back of cheque.
- Bank Transfer to 'Co-operative Bank plc, Sort Code 08-92-99, account number A/C 65802667'. Please ensure that you reference your Name and Walk Registration number(s).
- We will also accept payments when you check in on walk day.

You must enclose the original completed Sponsorship Form when you submit the money collected otherwise, we cannot collect this extra 25% from the Government.

It would be helpful if you could also send an [email to: treasurer@walkthetestway.org.uk](mailto:treasurer@walkthetestway.org.uk) with the payment details.

9. Preparation & Walk Day

a. Be prepared:

Walkers should be capable of completing their chosen walk and should seek medical advice if in doubt. If walking the 'marathon' they should be able to finish in less than 9 hours, an average of at least 3 mph.

Please be aware there are **stiles and gates** on the route so for further specific access advice please contact the Walk Registrar.

Wheelchairs and pushchairs are not really suitable for these country path walks - if you do use them then you will need helpers to get over stiles, etc.

Walkers are strongly **advised to have suitable clothing warm & wet weather clothing**. Stout walking boots are advised particularly for the long walks - trainers are not really suitable in the muddy & wet areas of the walk.



Refreshments: Adequate supplies of water will be available at the start and at various points of the walk. There are also pubs, cafes & picnic areas at various points on the walk but please do not stop for long as you must finish by 5.30.

b. Check In:

All walkers Check in at the Crosfield Hall, Romsey and are transported to their starting point by coach. Public parking is free on Sundays and a map showing directions and car parks can be downloaded from the walk web site.

Please allow at least 20 minutes for check in - if walkers arrive late, they may have to join a shorter walk.

Coaches will leave the Crosfield Hall to take walkers to their chosen start point as follows:--

Start 1: St. Mary Bourne c25.5 miles (c41k) - leaves Romsey 07.00 hrs

Start 2: Wherwell c16 miles (c26k) - leaves Romsey 09.00 hrs

Start 3: Stockbridge c11 miles (c18k) - leaves Romsey 10.30 hrs

Start 4: Horsebridge c8 miles (c13k) - leaves Romsey 11.30 hrs

Start 5: Mottisfont Church c5 miles (c8k) - leaves Romsey 12.15 hrs

A route map with emergency telephone numbers will be available at check in.

At Check In, Yellow and White identification tags are issued to each walker. The yellow tag is given to transport steward when boarding the coach and confirms your presence on the walk. The white tag should be attached to clothing with the tie provided and is handed in at the finish to confirm you have finished safely.

c. On the Walk:

Once dropped off at their start point participants walk back to Romsey Memorial Park where you will receive your medal.

PLEASE BE AWARE - its approximately 400m walk back to the town centre car park from Memorial Park.

Dogs are welcome on coaches, and the walk, but must always be on a short lead, particularly where contact with livestock and game birds is possible.

Toilet Facilities - will be at various locations as indicated on the route map provided at check-in.

The walk route is well signposted, and marshals will help direct you and deal with any difficulties.

To help us **please do not leave the walk without notifying a marshal** and handing in your white tag.

St John Ambulance attend in case of a medical emergency and walkers should contact a marshal immediately to obtain help.

In the unlikely event where, adverse conditions might force the cancellation of the walk, please check the Walk Web Site for the latest information.:



d. After the walk:

Please tell your supporters that you have successfully completed the walk and encourage them to donate via JustGiving or Sponsorship sheets.

Please submit any sponsorship money raised by sponsorship sheets within 3 weeks of the walk completion - see the 'Using Sponsorship Sheets' section for details of how to submit them to the treasurer.

Money for JustGiving is automatically routed to the Walk Treasurer.

Rotary will collect all the sponsorship and send to your chosen charities. While we are dependent on walkers sending in their sponsorship money on time, we plan to complete this distribution to charities by January, but where appropriate will send out interim payments in December.



Appendix 1 – Walk Terms and Conditions

Registration:

Registration fee is payable at the time of registration and is non-refundable.

Walkers under 18 must be registered by their parent / guardian. Team/Group leaders should get parents/guardians to register their children separately after registering themselves and a team name.

Under 16 walkers must be accompanied on the walk by an adult approved by the parents/guardians.

On the walk:

“Marathon” walkers should be able to finish in 9 hours, an average of at least 3mph.

Walkers arriving at Parsons Farm after 1700hrs should note that for safety reasons they must take transport provided to the Romsey Memorial Park for medal presentation.

Follow the directions of walk marshals and must not leave the signposted and marshalled route without notifying a marshal.

If unable to continue or needs medical assistance, will advise the nearest marshal, who can call for medical assistance or evacuation.

If walking with a dog ensure it is on a short lead at all times particularly where contact with livestock is possible.

Photos will be taken of walkers and may be used for event publicity in a variety of media.

Sponsorship:

Walkers will each aim to raise Sponsorship (we suggest minimum of £50) in support of their nominated charity either by:

1. Online using JustGiving, specifying "Rotary Club of Romsey Test Trust Fund" in support of the "Walk the Test Way".
2. Use sponsorship sheets and agree to collect the sponsorship money and forward it together with the completed sheets to the Rotary Club's Walk Treasurer within 3 weeks after the walk.
3. Collect sponsorship and forward it together with the completed sheets to the Rotary Club's Walk Registrar within 3 weeks after the walk.

The Rotary Club of Romsey Test will where appropriate claim back Gift Aid from HMRC and add to their sponsorship.

Rotary will pay your nominated charity 80% of your sponsorship if raised through JustGiving or, 75% if raised by sponsorship sheets or other donations. The balance will be used by Rotary for their charitable purposes.

Personal data is stored for a limited time on a computer system for the safe administration of “Walk the Test Way” and will not be used or conveyed to any other person or organisation for any other purpose without your prior consent during registration. See [Privacy & Cookie Use Policy – Appendix 2](#)



Appendix 2: Privacy Statement for the Test Walk the Test Way

Preservation of your privacy is important to us.

In this document 'walk' refers to the 'The Test Way Walk Event' organised by the Rotary Club of Romsey Test.

WalktheTestWay.org.uk Site:

This <http://www.walkthetestway.org.uk> site does not collect personal information or use cookies.

However, it does transfer users to Active Networks system for registration who then collect the information.

Active Networks Registration System.

Rotary Club of Romsey Test has contracted with Active Networks to register walkers for the event on our behalf. They collect the walker's registration data and fees and have their own privacy policy that can be viewed on the link:

<https://www.activenetwork.com/information/privacy-policy>.

NB: Active Network, like all systems that collection data via forms and take and pay for orders online, you will have to accept Cookies – the system cannot operate without them.

People who register will need to agree their policy.

Information we collect:

We download personal information from Active Networks. This will include names, title, email address, physical address, telephone numbers and your age. We do need or have access to credit card information.

We may get emails from you with personal information.

You may also provide us with paper originals or copies of your sponsorship sheets which will show the names and addresses of your sponsors.

Use of information:

The information will be kept for a limited time and only be used by a small number of Rotarians for the planning and execution of the walk, the collection and distribution of the sponsorship money. It will be retained by Rotary for no longer than 2 years.

We will only contact you again next year about the subsequent walk if you have ticked the 'agree to contact' checkbox in the registration process.

We will only pass your name and email address to the charity you have chosen if they request it provided you have approved this disclosure in the registration process. The information supplied will not be disclosed to any other organisation.

The paper sponsorship sheets will be used to calculate and claim Gift Aid from the UK tax authorities. One hard copy will be retained by Rotary for six years as required by the Tax Authorities and then destroyed.



Security:

The downloaded data from Active Networks is held in a database on a small number of laptops. We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

Communications in connection with the walk will be by e-mail. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects, we cannot bear responsibility for all communications being virus-free.