



## Darkness Into Light 2022 School Registration Guidelines

### Option 2: Tickets booked in bulk, paid by invoice at the end of the event

#### Registration Steps

To register your school and buy tickets in bulk for your students that will be invoiced at a later date, please follow the steps below:

1. Select your county.
2. Under Join us at Sunrise, select 'Register Now'.
3. Select the option for 'Large Groups'.
4. You will be prompted to select your group type. Please select the option 'Schools/ Colleges / University'.
5. Next, select the number of tickets required under ticket type.
6. Click on 'Next Step' to proceed to the page 'Your Details'. As the person registering the school, you will firstly enter your personal details. You will be prompted at a later stage to enter the details for your school. Please note that whatever address you add on the 'Personal Details' page will be the one used for the delivery of t-shirts, if you order them.
7. If you are ordering t-shirts for your students, we recommend having the sizes at hand and then you will be able to enter them in the t-shirt section on this page.
8. **Important:** Once you have entered the t-shirt sizes, you will be prompted to enter an address. Please enter the school address in this section or a reliable address that we can send the t-shirts to in bulk. Please note that whatever address you add to this section, on the 'Personal Details' page, will be the one used for the delivery of t-shirts.
9. You will then be brought to a section where you can choose to join an Official Walk or 'Take Part in Your Own Way'. Select one of these options.
10. Next you will proceed to the 'Group Details' section. This is where you will enter the details for your school.
11. Finally, you will be brought to the payment section. Here you will see the option to enter your 'Promo Code'. Please note a promo code will need to be provided by the Darkness Into Light team before you can register. To get a promo code, contact [schools@darknessintolight.ie](mailto:schools@darknessintolight.ie).
12. To confirm the registration of your school, click on 'Confirm Entry'. Your school is now registered.

You can also follow this step-by-step video when registering:

[Video Tutorial for Registering](#)

## **Next Steps**

When you have confirmed entry, a pop-up with two links will appear.

- Please note the link that appears at the top is for your school fundraising page and will display the school's details entered during registration. This is the link you can share with others in your school, community and with your students if you are fundraising.
- The second link that appears below is a personal fundraising page for the person who registered the school, if you wish to personally fundraise. Any funds raised through this page will be added to the total on the main school fundraising page too.

## **Your Fundraising Dashboard**

Once you close this pop-up after registration, you will see your Dashboard and will be prompted to follow a tour of it that shows you the various options available to you. For instance, you will have the ability to personalise your school profile via this dashboard.

- To navigate directly to your school dashboard, click on the small arrow beside your name on the top right of the screen. Click 'My Group' under which you will find various options to edit and manage your school page.
- You can edit the profile picture. We suggest using an image of your school crest here.
- You can then set a fundraising target if you and your students wish to fundraise.
- You can also track donations and easily share the fundraising page via different social media channels and email from this dashboard.

## **Inviting other teaching and school staff to join your school page**

Once you have registered, you can also invite other teachers and colleagues to join your school's page. To do this, simply share the link that was provided to you in the pop-up that appeared when you registered. If you closed the pop-up, you can still find the link to this page on your school dashboard.

**Please note:** This option is **not** for inviting students to join the school page, as a personal fundraising page will be automatically created, and this is strictly for over 18-year-olds.

Please see the video tutorial here to learn more about this option:

[Video Tutorial on inviting teachers to join your School group.](#)

*Thank you for supporting Darkness into Light 2022*