



Registering for the **British Biology Olympiad**





- 1. Visit www.rsb.org.uk/bbo
- 2. Click on the link register their students on the British Biology Olympiad webpage.

British Biology Olympiad registration form

Teachers can now register their students for the British Biology Olympiad 2018.

Teachers can also download a poster to help promote the competition.

The deadline to register for the competition is 12th January 2018.

Instructions

- You need to first sign in below with your email address and the password you use for your Royal Society of Biology mySociety account. If you do not have a mySociety account, you can <u>create one for free</u> to register your school for this competition. Forgotten passwords can be reset if needed.
- After you log in, please click the green Register for this competition at the bottom of the page.
- The next step will ask you to create a password. This will form part of the password you use to log into the <u>competition website</u> – therefore please create something that is memorable. (Please note: you will only access to the competition website during the competition dates.)
- Later in the registration, you will need to select your school. If your school is not on our list or is on the list with inaccurate details, please email <u>Raghav Selvam</u> with your school's name, address and exam centre number.
- You can then add your students' names and year groups. Please type "Group 1" for students in Year 12 and "Group 2" for students in Year 13, or use equivalent year groups for your country.
- Finally, you will be able to pay for your school's participation fee for the competition. You will be provided with the options to pay here online or option to download an invoice by logging into the <u>mySociety</u> portal.

A full guide on registering for the British Biology Olympiad is available to download.

	User Name (email)
	Password
	Login
Register o	r reset password

 Sign in with your email address and the password you use for your Royal
 Society of Biology mySociety account.

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You may download a copy of your school's invoice and pay online by following the links at the bottom of the registration screen after you have registered. Please scroll to the end of the page and follow the links. <u>Register for this competition</u> 4. Please click the green Register for this competition at the bottom of the page.

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Please create a password

This is to identify your school during the competition

Password

submit

 5. Next, create a password. This will form part of the password you use to log into the competition website – therefore please create something that is memorable.

(Please note: you will only access to the <u>competition</u> <u>website</u> during the competition dates.)

- You can then add your students' names and year groups. Please type "Group 1" for students in Year 12 and "Group 2" for students in Year 13, or use equivalent year groups for your country.
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6. Select and confirm your school from the list. If your school is not on our list or is on the list with inaccurate details please email <u>Raghav</u>
<u>Selvam</u> with your school's name, address and exam centre number.

 Finally, you will be able to pay for your school's participation fee for the competition. You will be provided with the options to pay here online or option to download an invoice by logging into the <u>mySociety</u> portal.

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Your school

Test School

Exam centre: 52613

Address:

12 Roger Street,

London,

WC1N 2JU

Contact details

Email:

Tel:

Your password for this competition is: Please keep a record of your password. We have added a prefix to the password you typed

Your booking The cost is currently zero

Please add the names of participants from your school The cost will be updated for each participant you add

First name	Last name	Male/Female	Group	Update
		Female 🗸		add
				11
				-

7. Add your students' names and year groups.

Please type "Group A" for students in:

- Y12 in England and Wales
- Y13 in Northern Ireland
- S5 in Scotland, and
- Equivalent year groups worldwide

Please type "Group B" for students in:

- Y13 in England and Wales
- Y14 in Northern Ireland
- S6 in Scotland, and
- Equivalent year groups worldwide

Your school Test School

Exam centre: 52613

Address: 12 Roger Street, London, WC1N 2JU

Contact details

Email:

Tel:

Your password for this competition is: Please keep a record of your password. We have added a prefix to the password you typed

Your booking Participants registered: 3

The fee for this competition is £10

You can pay here.

To see a copy of your invoice, please login to our user portal, mySociety.

Please add the names of participants from your school The cost will be updated for each participant you add

First name	Last name	Male/Female	Group	Update
		-		
				-
				-
				-
	1			
L	1			

Finally, you will be able to 8. pay for your school's participation fee for the competition.

> You will be provided with the options to pay here online or to download an invoice by logging into the mySociety portal.

Payment Required

To proceed with your transaction, we need to process the payment below. When you click the 'Proceed to payment' link, you will temporarily leave this site and be taken to the servers of our payment processor, WorldPay. Once the transaction is complete, you will be returned to this site.



Please note that we will cancel your request if you do not complete the payment.

Paying the competition participation fee online

9a. By clicking pay here, you will be able to pay your school's participation fee for the competition online using a credit or debit card.



Downloading an invoice for the competition participation fee

9bi. You can login into the <u>mySociety</u> portal to download an invoice for school's participation fee to pass on your school's bursar.





Downloading an invoice for the competition participation fee

9bii. Once you have logged in, click on **Transactions** to view your invoice.

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	My Transactions	If Service			
Royal Society of Biology	A → My Transactions				
Membership benefits RSB News The Biologist RSB website NOTIFICATIONS	My Transactions On this page, you can see your fields below to change the date 2012). 2016-11-13	recent transactions with the R range of the view (you can rev 2017-11-18	oyal Society of Biology. Use the quest your history since June • Update View	Your Membership Associate	100 x
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		11		Your Details See and manage your profile	+

Downloading an invoice for the competition participation fee

9biii. On the **My Transactions** page, you will be able to download, view and pay your invoice.