



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.

OR visit https://my.rsb.org.uk/item.p hp?competitionid=25 directly.

The competition is open to post-16 school students (Y12 and Y13 in England and Wales, and equivalent year groups worldwide).

Your Registration

Log in to register or manage your registration

Fee Basis	Stepped, by number of Participants
Fixed fee	£0
First 20 participants	£5
Free Participants	5
Minimum Payable	£0
Maximum Payable	£100
VAT Rate	0%
Registration Closes	25 January 2019

3. Login using 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 create one for free to register your school for this competition. Forgotten passwords can be reset if needed.



🖷 🤺 My Account 🗸 🛛 Events & Cont	erences Me and the RSB $ \!$	Membership Y
British Biology Olympiad The competition is open to post-16 scl groups worldwide).		in England and Wales, and ecriticalent year
Start your registration		
► Start Registration		
Fee Basis	Stepped, by number of Participa	ints
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Free Participants	5	
Minimum Payable	£0	
Maximum Payable	£100	
VAT Rate	0%	
Registration Closes	25 January 2019	

4. Once you have logged in, you will be able to start your registration.

The competition is open to post-16 school students (Y12 and Y13 in England and Wales, and equivalent year groups worldwide).

Select your School		
Search for your school by name, postcode or ex 'Select and continue" to confirm.	am centre number using the sear	ch box, then click
25 💌	search	Q
School	Exam Centre No	Action
Abbey Christian Brothers Grammar School Newry, BT34 1QN	71741	✓ Select and continue
Abbey College Cambridge Cambridge, CB2 8EB	22102	✓ Select and continue
Abbey Gate College Chester, CH3 6EN	40301	✓ Select and continue
Abbey Grange C of E Academy Leeds, LS16 5EA http://www.abbeygrangeacademy.co.uk/	37627	✓ Select and continue
Abbot's Hill School Hemel Hempstead, HP3 8RP	17107	✓ Select and continue
Abbots Bromley School Abbots Bromley, WS15 3BW	30005	✓ Select and continue
Abingdon School Abingdon, OX14 1DE	62403	 Select and continue

5. 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 Selvam</u> with your school's name, address and exam centre number.

The competition is open to post-16 school students (Y12 and Y13 in England and Wales, and equivalent year groups worldwide).

Complete your Registration

By completing your school's registration you confirm you are authorised to register your school to take part and agree to pay any fees required, in advance of the competition. (Only members or staff at a school may register their students to take part in our school competitions.) You also confirm that you have formally arranged parental consent for the participation of any pupils below

the age of	13.	
	Your School	Test School
	Exam Centre No	52613
	Create Password *	You will use this password for logging into the UKBC website during the competition and to download schools data afterwards
	Yes, I Agree *	Click here to indicate that you have read, agree with and accept the above declaration.
		 Submit your Registration Cancel, go back

6. Next, create a password. You will use this password 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.)

The competition is open to post-16 school students (Y12 and Y13 in England and Wales, and equivalent year groups worldwide).

our Registration		
our School	Test School	
xam Centre	52613	
articipants	You have not yet added any participants to your reg	ristration
articipants		
· se this page to register individual stu ames. The "Group" column is for stu	udents for this competition. Please note that billing mill update Jdents in group A or B; where A is the youngene eligible year gro	up taking part and B is the oldest of th
ise this page to register individual st ames. The "Group" column is for stu wo year groups. If you make change		up taking part and B is the oldest of th
se this page to register individual st ames. The "Group" column is for stu vo year groups. If you make change	udents in group A or B; where A is the youngen eligible year gro as to your registration, please make size to click the "Registra	up taking part and B is the oldest of th
se this page to register individual st ames. The "Group" column is for stu vo year groups. If you make change + Add Participant + Add Mu 25	udents in group A or B; where A is the youngen eligible year gro es to your registration, please make sine to click the "Registra iltiple Participants	up taking part and B is the oldest of th tion Complete" button!
ise this page to register individual st ames. The "Group" column is for stu wo year groups. If you make change + Add Participant + Add Mu	udents in group A or B: where A is the youngenceligible year gro es to your registration, please make sine to click the "Registra ultiple Participants Search Group	up taking part and B is the oldest of th tion Complete" button!

7. Add your students and their year groups.

You can add each student individually or multiple students in bulk.

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

Participants

Use this page to register individual students for this competition. Please note that billing will update automatically as you add your students' names. The "Group" column is for students in group A or B; where A is the youngest eligible year group taking part and B is the oldest of the two year groups. If you make changes to your registration, please make sure to click the "Registration Complete" button!

Changed

You are changing this registration. Once you are finished making changes, make sure to click or tap the **Registration Complete** button to finalise your changes, otherwise your registration may remain incomplete.

+ Add Participant + Add Multiple Participants

Registration Complete

25 🔻	Search	٩
Name	▲ Group	Actions
Claire Dearing	Group A	✓ Edit 🗙 Delete
Owen Grady	Group B	✓ Edit X Delete
Alan Grant	Group A	✓ Edit × Delete
John Hammond	Group A	✓ Edit 🗙 Delete
Sarah Harding	Group B	✓ Edit X Delete
an Malcolm	Group B	✓ Edit X Delete
Ellie Satler	Group A	✓ Edit X Delete
1-7 of 7		< 1 >

8. You can edit and delete students, before completing your registration.

£ Pay £10					
rticipants					
	youngest eligible year group taking part and			s. The "Group" column is for students in group A ase make sure to click the "Registration Comp	
25 🔻		Sear	ch	- 9	
ame		▲ Group	Actions		
aire Dearing		Group A	✓ Edit ¥ Delete		- 8
ven Grady		Group B	✓ Edit ¥ Delete		- 8
an Grant		Group A	✓ Edit 🗙 Delete		- 8
nn Hammond		Group A	✓ Edit × Delete		- 8
rah Harding		Group B	✓ Edit ★ Delete		- 8
n Malcolm ie Satler		Group B Group A	 ✓ Edit × Delete ✓ Edit × Delete 		- 1
I-7 of 7				< 1 >	
oicing					
ase see your s	chool's billing documents below.				
ate	Description	Amount	Status	Action	
18-11-16	Invoice Pro Forma	£10	Open	••	

9. Once you have completed your registration*, you will be able to pay for your school's participation fee for the competition.

You will be able to pay your school's participation fee for the competition online using a credit or debit...

OR you can download an invoice for school's participation fee to pass on your school's bursar.

* Even if you have completed your registration and paid, you can still add and remove students.

- If you add students, you will be able to pay online or download a new invoice for the now outstanding participation fee.
- If you remove students, you will receive a credit note on your account.