

## Team Manager Guide for Non Deferred Teams

Please note: This information is relating directly to teams. For general FAQ's regarding the 2015 Gold Coast Airport Marathon, please see <http://www.goldcoastmarathon.com.au>.

### Registration

- Team members should register using your **team name** and **pin** to join your team.
- Payment is required at the time of registration via either Credit/Debit Card (MasterCard/Visa only) or Account2Account (Bank Transfer). *Note: A 1.5% surcharge applies to all payments via Credit/Debit Card.*
- Upon payment, team members will receive a confirmation email to their elected email address.

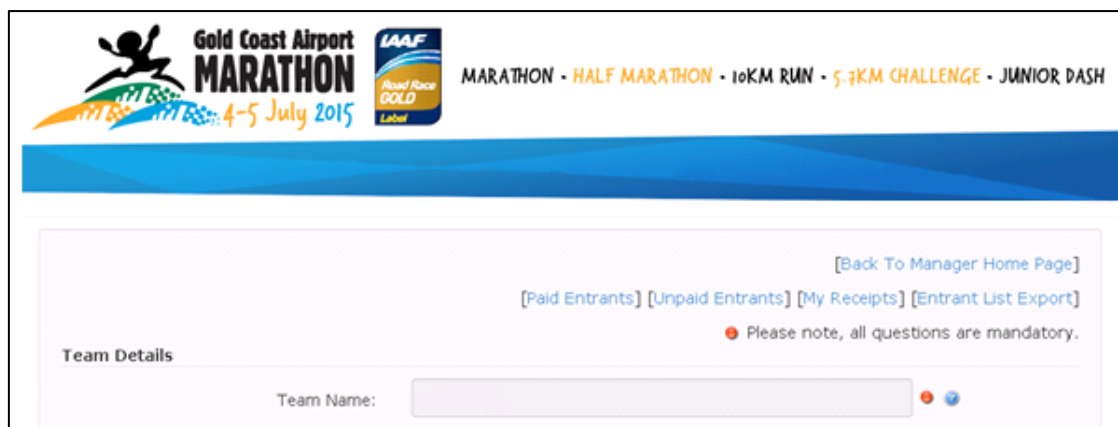
### Race Program

Event	Race Day	Entry Fee (AUS/NZ)
Gold Coast Airport Marathon	Sunday 5 July	\$130.00
ASICS Half Marathon	Sunday 5 July	\$95.00
Southern Cross University 10km Run	Saturday 4 July	\$60.00
Suncorp Bank 5.7km Challenge	Saturday 4 July	\$45.00
Junior Dash (4km & 2km)	Saturday 4 July	\$25.00

### Team Manager Log In

Use your unique email address and password to log in to the personal team manager page. The link is <http://entergoldcoastmarathon.com.au/teammanager/>.

From here, you can see who has joined your team, download entrant details into Excel etc.



The screenshot shows the Team Manager Log In page. At the top, there is a header with the Gold Coast Airport Marathon logo, the IAAF Road Race Gold Label, and the event list: MARATHON • HALF MARATHON • 10KM RUN • 5.7KM CHALLENGE • JUNIOR DASH. Below the header is a blue decorative bar. The main content area has a light purple background. On the right side, there are links: [Back To Manager Home Page], [Paid Entrants], [Unpaid Entrants], [My Receipts], and [Entrant List Export]. Below these links is a red dot icon followed by the text: Please note, all questions are mandatory. On the left side, there is a section titled 'Team Details' with a label 'Team Name:' and a text input field. To the right of the input field are two small circular icons, one red and one blue.

Paid Entrants – Entrants who have registered in your team

Unpaid Entrants – Will not be used for Non Deferred teams

My Receipts – Will not be used for Non Deferred teams

Entrant List Export – You can download your team member list into Excel. Here you can view:

- Name
- Email address
- Phone contact details
- Race entered and entry fee
- Additional items – iTaB, Cancer Council donations
- Total cost of registration

### **Adding People to the Team**

If someone has registered for the event as an individual, they can be manually added to your team. To add someone to your team, please email their full name, event entered and DOB to [lisa@goldcoastevents.com.au](mailto:lisa@goldcoastevents.com.au).

### **Altering Participants Details**

If a team member has spelt their name incorrectly, put incorrect info regarding date of birth, t-shirt size or any other incorrect information, yourself or your team member can complete the [Entry Information Change Form](#) on our website and the administration department will complete the request. This must be done prior to 5pm, Friday 19 June 2015.

### **Entering in two events**

If you have team members wishing to enter 2 events (i.e. the 5.7km on the Saturday and the Half Marathon on the Sunday), they need to add their middle initial to their second entry i.e. John Smith for 1st entry, John F Smith for 2nd entry. The system does not accept the same first name, last name and date of birth to be registered twice.

### **Race Changes**

Yourself or the team member can complete the [Race Change Form](#) on our website and the administration department will complete the request. This must be done prior to 5pm, Friday 19 June. When downgrading a race distance, you will not receive a refund of the difference between entry fees. When upgrading your race, you will be required to pay the difference in entry fees with Credit/Debit Card (MasterCard/Visa only) over the phone.

### **Race Transfers**

If someone can no longer participate, you have the option to transfer their registration to a new person. Yourself or the team member can complete the [Race Transfer Form](#) on our website and the administration department will complete the request. This must be done prior to 5pm, Friday 19 June.

### **Closure of Team Entries**

Team entries strictly close on Thursday 30 April 2015. From midnight, all team codes will be disabled and no one will be able to join your team. If you wish to close your team earlier, please

contact [lisa@goldcoastevents.com.au](mailto:lisa@goldcoastevents.com.au) to disable your team code.

### **Don't get 20 people?**

If you don't get 20 people register in your team, all your team members will still be registered at the early bird price. You will not be registered as an official team on our website or be eligible for team prizes. You can however, still run as a team with team shirts etc and have a tent in the Team Zone.

### **Collection of Race Numbers**

As you are a Non Deferred team, your team members will be individually collecting their race numbers. Please remind your team members that they will need to collect their race number from the Check In Centre. All race numbers need to be collected prior to race day.

Brisbane *(only Race Numbers elected to be picked up at the Brisbane Check In Centre will be able to be collected)*

Courier Mail Piazza, South Bank, Brisbane

Saturday 27 June 2015 (10am - 4pm)

Gold Coast

Venue to be confirmed

Thursday 2 July 2015 (4pm - 8pm)

Friday 3 July 2015 (10am - 8pm) – *Final collection for Saturday races, all entries close and final day for race changes and transfers*

Saturday 4 July 2015 (9am - 5pm) – *No entries or changes accepted*

We recommend participants collect their own race number. However, if a team member needs someone to collect on their behalf, the person collecting requires a copy of their Confirmation Certificate and a written authorisation letter/email outlining that they have permission to collect on the person's behalf.

#### Please note:

- If the person collecting your race number does not have both of these documents, they will not be able to collect your race number.
- If someone is collecting multiple race numbers, it will take some time at the collection counters of the Check In Centre.

### **Tent Booking and BYO Tents**

Information on tent packages will be available in early 2015. You are able to purchase a tent package or utilise the BYO tent area (free of charge).

The BYO area will not be serviced and no barbecues, power or furniture are able to be hired. There are strictly no BYO barbecues in this area.

Information and booking details for tent packages will be available on our website [here](#) once the race precinct has been finalised.