Team Manager Guide for Non Deferred Teams

Please note: This information is relating directly to teams. For general FAQ's regarding the 2016 Gold Coast Airport Marathon, please see http://www.goldcoastmarathon.com.au.

Registration

- Team members should register using your **team name** and **code** 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 3 July	$135.00
ASICS Half Marathon	Sunday 3 July	$99.00
Southern Cross University 10km Run	Saturday 2 July	$60.00
Suncorp Bank 5.7km Challenge	Saturday 2 July	$45.00
Junior Dash (4km & 2km)	Saturday 2 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.
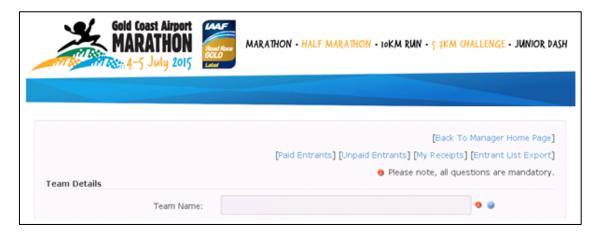
Paid Entrants – Entrants who have registered in your team

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, Garmin Legends Lunch tickets
- 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 teams@goldcoastmarathon.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 17 June 2016.

Entering in two events

If you have team members wishing to enter 2 events (i.e. the 5.7km Challenge and the Half Marathon), 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 17 June 2016. When downgrading a race distance, you will <u>not</u> receive a refund of the difference between entry fees. When upgrading your race, you will be required to <u>pay the difference</u> 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 17 June 2016.

Closure of Team Entries

Team entries strictly close on Thursday 28 April 2016. 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 teams@goldcoastmarathon.com.au to disable your team code.

Don't reach 20 team members?

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 <u>individually</u> 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)*
> Venue TBA
> Saturday 25 June 2016 (10am - 4pm)
>
> Gold Coast
> Gold Coast Convention & Exhibition Centre, Broadbeach
> Thursday 30 June 2016 (4pm - 8pm)
> Friday 1 July 2016 (10am - 8pm) – *Final collection for Saturday races, all entries close and final day for race changes and transfers*
> Saturday 2 July 2016 (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 2016. 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.