



2016 Gold Coast Airport Marathon – Deferred Team Entry Payment Guide

1. Log into your Team Manager login at <http://entergoldcoastmarathon.com.au/teammanager/>

Team Manager

Before you can create or manage your team, you must log in to our system.
Note: All returning teams must register a new team manager log in account and complete team creation.

I already have a user name and password. New here? Create a user name and password.

2. Once logged in, select your team from the Team Manager list

Team Manager

You are the manager of the team(s) below. Click a team name to see its details.

Team Name	Manager	Event
Events Management QLD	Hanna Lucas	2016 Gold Coast Airport Marathon

[Log Out](#)

3. Once you have a minimum of 20 team members in the Unpaid Entrants List, select **Make a Payment**. Please note, the system may take some time between loading pages as it calculates fees due. Please be patient while the system processes each page.

[\[Make a Payment\]](#) [\[Back To Manager Home Page\]](#)
[\[Paid Entrants\]](#) [\[Unpaid Entrants\]](#) [\[My Receipts\]](#) [\[Entrant List Export\]](#)

● Please note, all questions are mandatory.

Team Details

Team Name: ● ●

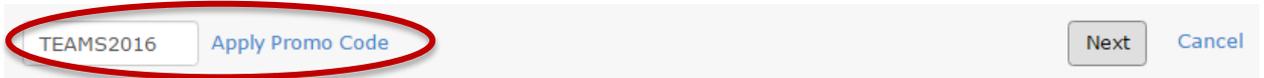
4. Select all team members you wish to make payment for using the checkboxes. If you wish to pay for all team members in one transaction, select the checkbox beside "First Name" to select all team members. **IMPORTANT** – A minimum of 20 team members must be selected in every transaction for the discount to apply.

Select the pending team members to make a payment for.

<input checked="" type="checkbox"/>	First Name	Last Name	To Pay	Email
<input checked="" type="checkbox"/>	Jane	Doe	\$135.00	teams@goldcoastevents.com.au
<input checked="" type="checkbox"/>	John	Smith	\$99.00	teams@goldcoastevents.com.au

5. In the promo code section at the bottom of the page, type **TEAMS2016** and click **Apply Promo Code**.

IMPORTANT – This field appears right at the very bottom of your team list. If you do not complete this step, no discount will be applied. Unfortunately once payment has been applied if this step has not been done, no refund will be given for the discount amount. Please note that the discount will only be applied if you are paying for 20 people or more.



TEAMS2016 Apply Promo Code Next Cancel

After the discount has been applied, you will note the discount listed for each team member. Review the discounted rates and ensure you have ticked the checkbox for all team members you are making payment for. Click **Next** when ready to proceed to payment.

(Please note that no discount is applied to additional items such as iTaBs, Cancer Council Donations and Championship entry fees).

Select the pending team members to make a payment for.

<input type="checkbox"/>	First Name	Last Name	To Pay	Discount	Email
<input type="checkbox"/>	Jane	Doe	\$121.50	\$13.50	teams@goldcoastevents.com.au
<input type="checkbox"/>	John	Smith	\$89.10	\$9.90	teams@goldcoastevents.com.au

6. The 10% discount will be deducted off the total for all team members. Review the total amount due and follow the instructions below to make payment.

Note: The surcharge applicable for credit card payments is also displayed. Should you elect to pay via Account2Account/Cheque/Money Order, no surcharge will apply.

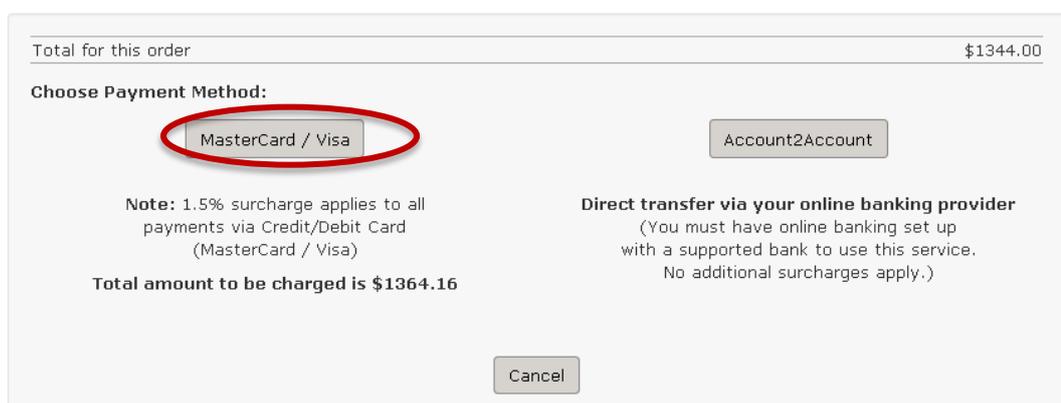


The payment total for 25 team members is \$1,344.00
Plus a 1.5% credit card surcharge of \$20.16
Total due = \$1,364.16

- a. **PAYMENT VIA CREDIT CARD** (MasterCard/Visa – 1.5% surcharge applies)

Click **Next**. Select your payment method as **MasterCard/Visa**. Complete your credit card details and click **Submit**.

Please be patient as payment is processed and do not click Back or Submit again. This may take a couple of minutes. Once processed, you will be taken to a page with confirmation of your payment.



Total for this order \$1344.00

Choose Payment Method:

MasterCard / Visa Account2Account

Note: 1.5% surcharge applies to all payments via Credit/Debit Card (MasterCard / Visa)

Direct transfer via your online banking provider (You must have online banking set up with a supported bank to use this service. No additional surcharges apply.)

Total amount to be charged is \$1364.16

Cancel

Payment Checkout

Amount: 1364.16 (AUD)

Credit Card Payment

Card Number:*

Card Holder Name:*

Expiry Date (MM/YY):*

Card Security Code: [What is this?](#)

b. **PAYMENT VIA ACCOUNT2ACCOUNT**

Click **Next**. Select your payment method as **Account2Account**. Follow the on screen instructions and complete payment.

Please be patient as payment is processed and do not click Back or Submit again. This may take a couple of minutes. Once processed, you will be taken to a page with confirmation of your payment.

Note: Supported banks are ANZ, Bank of Melbourne, Bank of Queensland, Bank West, Commonwealth Bank, NAB, St George, Westpac

Total for this order \$1344.00

Choose Payment Method:

Note: 1.5% surcharge applies to all payments via Credit/Debit Card (MasterCard / Visa)

Direct transfer via your online banking provider
(You must have online banking set up with a supported bank to use this service. No additional surcharges apply.)

Total amount to be charged is \$1364.16

Payment Checkout

Amount: 1344.00 (AUD)

account2account

1 SELECT BANK 2 BANK LOGON 3 SELECT ACCOUNT 4 REFERENCE DETAILS 5 PAYMENT VERIFICATION

c. **PAYMENT VIA CHEQUE OR MONEY ORDER**

Complete the above instructions. Note the final price displayed to be paid (with 10% discount) and simply click **Cancel** to exit the payment process.

The payment total for 25 team members is **\$1,344.00**
Plus a 1.5% credit card surcharge of \$20.16
Total due = \$1,364.16

Make cheque or money order payable to "Gold Coast Airport Marathon" and send to:
Attn: Team Registrations, Events Management QLD, PO Box 4920, GCMC, QLD, 9726
(Please also include a note outlining the team name for efficient processing)

7. Once payment is received (by any of the above methods), a tax invoice will be available in the **My Receipts** tab of your Team Manager page and paid team members will appear in the **Paid Entrants** list. Team members will receive a confirmation email with an Entry Confirmation Certificate for their records within a couple of days after payment.

The screenshot shows a web interface for team management. At the top right, there are navigation links: [Make a Payment], [Back To Manager Home Page], [Paid Entrants], [Unpaid Entrants], [My Receipts], and [Entrant List Export]. The 'My Receipts' and 'Paid Entrants' links are circled in red. Below these links is a note: "Please note, all questions are mandatory." Underneath is a section titled "Team Details" with a form field for "Team Name" containing the text "Events Management QLD".

PAYMENT DEADLINE: ALL DEFERRED PAYMENTS ARE DUE TUESDAY 3 MAY.

Please be aware, a large volume of teams will be making payment during this period.
We appreciate your patience during the payment process.

PLEASE NOTE: if you are paying for a large team the system may take awhile (up to a few minutes in some cases) to calculate payments and apply the discount, please **do not** click refresh at any stage as this will restart the process.

For further information and queries please contact teams@goldcoastevents.com.au