



TEAM MANAGER GUIDE FOR NON DEFERRED TEAMS

Welcome to the teams challenge for the Gold Coast Airport Marathon 2017! We can't wait to host your team on the 1st and 2nd of July on the Gold Coast!

For any queries on teams throughout the lead up please contact: teams@goldcoastmarathon.com.au

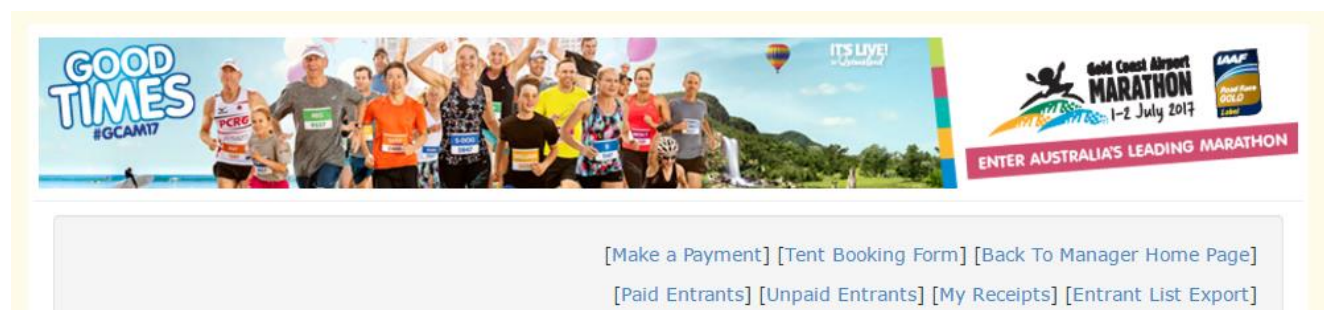
Team Manager Portal

To assist you with managing your team, you have 24/7 access to the team manager portal:
<http://entergoldcoastmarathon.com.au/teammanager/>

Login with the details that you set-up when creating your team.

The team manager portal allows you to:

- View your team list
- Download your team list
- Claim your team discount and process your team payment



Paid Entrants

This tab will provide you with a list of all team members.

Unpaid Entrants / My Receipts

These functions are for Deferred Team Managers and can be ignored.



Entrant List Export

Your team list exports into excel format and includes the following fields:

- Entrant Name
- Gender
- Email address
- Phone numbers
- Confirmation code
- Entry Added (date entrant registered)
- Entry Accepted (date entry was paid)
- Race entered and entry fee (not including 10% entry fee discount)
- T-Shirt size
- Additional items ordered – iTaB, Cancer Council donations, Garmin Legends Lunch tickets
- Total cost of registration (not including 10% entry fee discount)

Please note: Entries are not confirmed until the team payment has been completed.

If team members need to check if they have registered successfully, you can log in to your team manager section via the instructions below and check your 'Unpaid Entrants list'.

Registration Fees

Team members will register and pay for their own individual entries. Please ask your team members to select your team from the team selection list when registering.

If someone has registered as an individual and forgotten to enter your team name they can be added to your team by the Event Organisers. To add someone to your team, email their full name, event entered and DOB to teams@goldcoastmarathon.com.au.

Event	Race Day	Early Bird ends 30 April 2017		Standard from 1 May 2017	
		AUS/NZ	Other	(AUS/NZ)	Other
Gold Coast Airport Marathon	Sunday 2 July	\$135.00	\$155.00	\$155.00	\$175.00
Wheelchair Marathon	Sunday 2 July	\$135.00	\$155.00	\$155.00	\$175.00
ASICS Half Marathon	Sunday 2 July	\$99.00	\$119.00	\$119.00	\$139.00
15km Wheelchair Race	Sunday 2 July	\$60.00	\$80.00	\$80.00	\$100.00
Southern Cross University 10km Run	Saturday 1 July	\$60.00	\$80.00	\$80.00	\$100.00
5.7km Challenge	Saturday 1 July	\$45.00	\$65.00	\$65.00	\$85.00
Junior Dash (4km & 2km)	Saturday 1 July	\$25.00		\$45.00	

Making Team Changes:

Making Entry Information Changes

If a team member has entered incorrect details such as incorrect spelling of their name, date of birth, or t-shirt size, please ask them to utilise the edit my entry function on their confirmation email or via our online [HELP DESK](#).

Entering more than one Event

If you have team members that would like to enter two (2) events (e.g. the 5.7km Challenge and the Half Marathon), please ask them to add their middle initial to their second entry. For example: Entry 1- John Smith, Entry 2 -John F Smith.

Race Changes

If your team members wish to change from one event to another they will need to submit a race change request form via the edit my entry function on their confirmation email or via our online [HELP DESK](#).

Please note: Refunds are not available for any downgrades. Any upgrades will require the payment of a fee difference by MasterCard or Visa.

Entry Transfers

If one of your team members can no longer participate they can transfer their registration to another individual. Please complete an Entry Transfer via the edit my entry function on their confirmation email or our online [HELP DESK](#).

Please note that partial transfers will not be accepted.

Removing a team member

If you need to remove someone from your team please email teams@goldcoastmarathon.com.au.

Team Awards

All teams entered will be eligible for the following Awards. Winning teams will receive web and social media recognition along with a plaque.

Largest Team

This awards the largest teams in each category, based on the final number of entrants as at 31st May 2017. Winners will be announced on race weekend and teams will be able to collect their plaques on their chosen day.

Good Times Award

This awards the best team spirit leading up to and on race weekend. Don't forget to post pictures of your team training via Social Media and kit yourselves out in team attire! Winners will be announced post event and plaques sent via post.

Details to Note:

Registration Opens:	Tuesday 6 th December 2016
Early Bird Registration Ends:	Sunday 30 th April 2017
Team Competitions Close	Wednesday 31 st May 2017

Things to note:

- Individuals can still be added to your team after Wednesday 31st May however they will not be counted towards the final count for the largest team prize
- You can close your team at any time, please email teams@goldcoastmarathon.com.au to request.

Collection of Race Kits

Please remind your team members that they will need to collect their race number from the Check In Centre they have indicated on their registration. All race numbers need to be collected prior to race day.

Brisbane

Royal International Convention Centre (Royal ICC)
Brisbane Showgrounds, 600 Gregory Terrace, Bowen Hills, Brisbane, Queensland 4006
Saturday 24 June 2017 (10am - 4pm)

Gold Coast

Gold Coast Convention & Exhibition Centre, Broadbeach

- Thursday 29 June 2017 (4pm - 8pm)
- Friday 30 June 2017 (10am - 8pm) – *final collection for Saturday races*
- Saturday 1 July 2017 (9am - 5pm)

Tent Packages and BYO Tents

A range of tent packages are available covering a number of areas at Race Precinct.

Team tents are available exclusively to pre-registered teams for Saturday 1 July and/or Sunday 2 July.

How to book:

You can book your tent via your team manager login – please click on the Tent Booking Form Link on your team manager menu. Tent bookings are booked on a first in first served basis and numbers are limited so get in early! For more information on Tent Packages:

http://goldcoastmarathon.com.au/wp-content/uploads/2017/03/GCAM17_TeamTentPackages-1.pdf

Space Only Tent Area:

The space only area is allocated on a first in, first served basis on race weekend and no bookings are taken. The space only area is not serviced and no barbecues, power or furniture are able to be hired. There are strictly no BYO barbecues in this area and there will be a 1 tent limit per team.

For more information on Space Only Tents:

http://goldcoastmarathon.com.au/wp-content/uploads/2017/03/GCAM17_SpaceOnlyTents.pdf

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