



## TEAM MANAGER GUIDE

Welcome to the teams challenge for the Gold Coast Marathon 2019! We can't wait to host your team on the 6<sup>th</sup> and/or 7<sup>th</sup> of July on the Gold Coast!

For any queries on teams throughout the lead up please contact: [teams@goldcoastmarathon.com.au](mailto:teams@goldcoastmarathon.com.au)

### Team Manager Portal

To assist you with managing your team, you have 24/7 access to the team manager portal:  
<https://entergcm.com/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



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[\[Team Members\]](#) [\[Team Member List Export\]](#)

### Team Members

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

### 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)
- Race entered and entry fee
- T-Shirt size
- Additional items ordered – iTaB, Cancer Council donations
- Total cost of registration



## Registration Fees

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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 and forgotten to enter your team name they can add themselves to your team via the Update my Entry portal (select update race details option from the menu):

<https://entergcm.com/UpdateMyEntryMenu.aspx>

Registration fees can be viewed at the following link:

<https://goldcoastmarathon.com.au/enter/>

## Team Benefits

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Register a team of over 20 team members and gain extra benefits

- Option of team race kit collection
- \$100.00 credit for every 20 team members registered by Tuesday 30th April in form of:
  - Pre-loaded debit card (given to team manager at Check in Centre)
  - Donation to Cancer Council QLD on behalf of your team
  - Credit towards your team tent

## Details to Note:

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<b>Registration Opens:</b>	Tuesday 4 <sup>th</sup> December 2018
<b>Early Bird Registration Ends:</b>	Tuesday 30 <sup>th</sup> April 2019
<b>\$100 Team Credit benefit ends:</b>	Tuesday 30 <sup>th</sup> April 2019
<b>Team Competitions Close</b>	Friday 31 <sup>st</sup> May 2019

Things to note:

- Individuals can still be added to your team after Tuesday 30<sup>th</sup> April however they will not be counted towards the final count for the team \$100.00 credit benefit (per 20 team members)
- Individuals can still be added to your team after Friday 31<sup>st</sup> May however they will not be counted towards the final count for the largest team prize

## Making Team Changes:

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### Making Entry Information Changes

If a team member has entered incorrect details or wishes to update any of their personal or race details, they can complete the change via the Update my Entry portal: <https://entergcm.com/UpdateMyEntryMenu.aspx>

If they need to make a change to their NAME or DOB please email [info@goldcoastevents.com.au](mailto:info@goldcoastevents.com.au)

### 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 E Smith.



## Race Changes

If your team members wish to change from one event to another they can complete a race change via the Update my Entry portal (select Change Race) <https://entergcm.com/UpdateMyEntryMenu.aspx>

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 Update my Entry portal (select Transfer) <https://entergcm.com/UpdateMyEntryMenu.aspx>

Please note that there is a charge of \$10.00 to complete a transfer.

## Removing a team member

If someone has registered in your team by mistake or they no longer wish to be in your team please email [teams@goldcoastmarathon.com.au](mailto:teams@goldcoastmarathon.com.au) with a request to have them removed (their entry will then become an individual one).

## Team Awards

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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 31<sup>st</sup> May 2019. 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 (with hashtag #GCM19) and kit yourselves out in team attire! Winners will be announced post event and plaques sent via post.

## Collection of Race Kits

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### Individual Collection

All team members 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

Honour Room, Foundation Building, Somerville House  
17 Graham St, South Brisbane QLD 4101  
Saturday 29 June 2019 (10am - 4pm)



## Gold Coast

Gold Coast Convention & Exhibition Centre, Broadbeach

- Thursday 4 July 2019 (4pm - 8pm)
- Friday 5 July 2019 (10am - 8pm) – *final collection for Saturday races*
- Saturday 6 July 2019 (9am - 5pm)

### Group Collection (for teams over 20 entrants)

If you have over 20 team members and have elected group collection, you will be contacted at the beginning of June to organise a collection appointment time.

Appointments will be during the Check in Centre hours above. Remember, if you have team members competing in Saturday events, collection will need to be on Friday 5 July at the latest.

Remember to remind your team members that you will be collecting their kits on their behalf and that they do **not** need to go to the Check in Centre. If a team member comes to the Check in Centre, they will **not** be able to individually collect their race number.

### Tent Packages and BYO Tents

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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 6 July and/or Sunday 7 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:

[https://goldcoastmarathon.com.au/wp-content/uploads/2018/11/GCM19\\_TeamTentInformation.pdf](https://goldcoastmarathon.com.au/wp-content/uploads/2018/11/GCM19_TeamTentInformation.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:

<https://goldcoastmarathon.com.au/wp-content/uploads/2018/11/GCM19SpaceOnlyTents.pdf>

For further information and queries please contact [teams@goldcoastevents.com.au](mailto:teams@goldcoastevents.com.au)

