



## KIDS MARATHON SCHOOL TEAM ENTRIES

### School Team Entry Information

Schools can enter a team of kids into the KIDS MARATHON using the online team registration system which gives team manager's the ability to enter and manage their kid's entries online.

Each school needs to designate a team manager as the contact point for all correspondence. The team manager will be managing the entries for their school.

Schools should send home with each child:

1. The KIDS MARATHON information sheet
2. The KIDS MARATHON training programmes (8, 10, 12 week programmes)
3. The KIDS MARATHON entry form - to be completed by the parent and returned to school with the entry fee.

Note: KIDS MARATHON entry forms can be downloaded from the event website.

**Team manager should collate all of the entry forms and entry fees. As they are received, Team managers can then enter kids' entries online via the adidas Auckland Marathon website using the online team registration system.**

**Team's will be configured so that payment for the entries will be automatically deferred until a later date when the school can make payment in full upon receiving an invoice for the entries. Alternatively, team managers can pay online via credit card. Payments may be made progressively through-out the registration timeframe. Please confirm when your team has been established and request to be set to deferred payment mode by emailing [saskia@aucklandmarathon.co.nz](mailto:saskia@aucklandmarathon.co.nz)**

Note that entries are pending until paid for. Payment must be made in full once the invoice is received to secure the entries into the event. Once payment is received, the entries will go from pending to accepted and each participant will be emailed a copy of their eTicket confirmation of entry. **Please note all KIDS MARATHON entries must be paid for by 30 October 2010.**

## ONLINE SCHOOL TEAM REGISTRATION SYSTEM – How It Works:

1. Schools need to designate a team manager who is the contact point for all correspondence.
2. The team manager then enters the team via the adidas Auckland Marathon website, [www.aucklandmarathon.co.nz](http://www.aucklandmarathon.co.nz). Select the '**How to Enter**' tab, then '**Entry Information**' tab. Team managers will then click the '**Enter Online Now**' icon at the bottom of the page.
3. From here, the '**Are you registering as part of a team?**' page, select '**I would like to create a new team**' from the provided list. Click the '**Continue**' icon
4. Enter the appropriate details; team name, team password, team manager's name, email and password. Click the '**Create**' icon.
5. The team manager then exits the screen. An automated email will be sent to the team manager to confirm the team name and password. The team name and password must be entered by the manager when registering individuals online. The email will also include a link to the team manager's website.
6. Team manager's can enter an individual by following the same online registration process and selecting '**join an existing team**' from the '**are you registering as part of a team?**' page once the team has been established. To register a children team managers will require the team name and team password.
7. The team will be configured so that payment for the entries will be automatically deferred until a later date when the school can make payment in full upon receiving an invoice for the entries or via online credit card payment.
8. The team manager will be provided with access to their own secure webpage to monitor and manage their entries. Full instructions will be provided to the Team Manager once the team has been set up on how to use the system.

Team Managers can also contact the organisers if they have any queries throughout the process by emailing [registration@aucklandmarathon.co.nz](mailto:registration@aucklandmarathon.co.nz) or calling 09 415 0617 during business hours. We are only happy to assist.