

KIDS MARATHON SCHOOL TEAM ENTRIES



Information for School Team Managers – HOW TO MANAGE YOUR TEAM

The adidas Auckland Marathon online team entry system gives school teams the ability to enter their children into the KIDS MARATHON online.

School's may ask the parents to complete the **KIDS MARATHON entry form** and return it to school, so that the Team Manager can enter the child's details into the online registration system on their behalf. Team Managers can also provide parents with the **Team Name, Team Managers Name** and **Password** to enter their children from home via the online registration system.

Outlined below are instructions for the Team Manager on how to establish and manage their school team via the new team registration system.

If you have any queries throughout the team registration process, please email saskia@aucklandmarathon.co.nz.

ONLINE SCHOOL TEAM REGISTRATION SYSTEM – HOW IT WORKS

1. School teams 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. Under the '**How to Enter**' and '**Entry Information**' tab, the team manager can enter by clicking the '**Enter Online Now**' icon.
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. Each Team Manager is provided with access to their own Team Manager's webpage to monitor, manage and pay for their entries. **Note you do not enter the children into the event through this Team Manager webpage** – it is purely a tool to view, manage and pay for the entries throughout the year.

Team Managers can login using their team ID and password to view and manage their entries at:

<http://nz.eventdirector.net/Public/TeamManager/Default.aspx?EventID=4012>

7. Once logged into the Team Managers webpage you can manage your team members using the following functions:
 - a. **You can delete an entry i.e. if the entry has not yet been paid for, and the child wishes to withdraw, you can simply delete their entry from the system. However, if an entry requires editing (a change in entry details) it will need to be deleted by you and then a brand new entry will need to be completed for the child again using the team ID and password.** The organisers cannot edit individual entries until they are accepted in the registration system once payment has been made. Note that once the entries are paid for, you cannot delete the entries and need to contact the organisers to withdraw the child. KIDS MARATHON entry fees are non refundable.

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 requesting an invoice. **An invoice will be sent within 7 working days for payment once the invoice has been requested.** Alternatively, Team Managers can pay online via credit card. Payments may be made progressively throughout the registration timeframe.

ALL TEAM ENTRIES ARE PENDING UNTIL PAYMENT IS RECEIVED AND WILL NOT BE ACCEPTED UNTIL PAYMENT HAS BEEN RECEIVED.

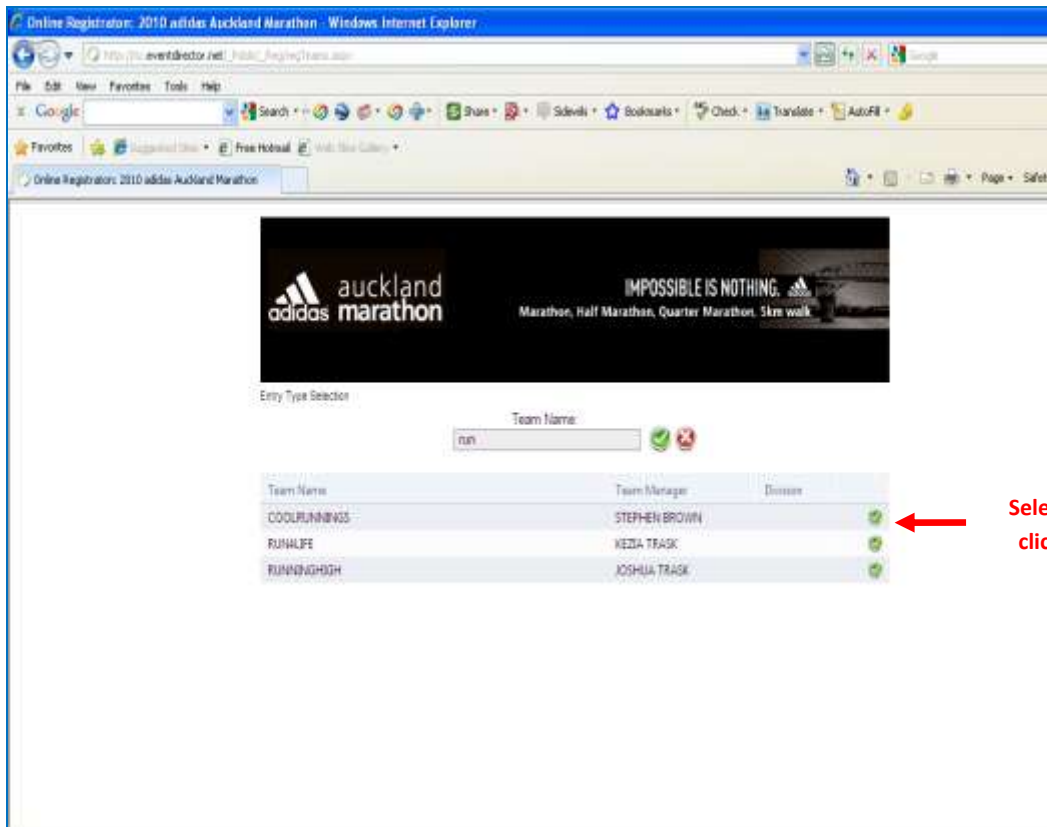
CONFIRMATION ETICKETS WILL BE SENT TO ALL PARTICIPANTS ONCE PAYMENT HAS BEEN RECEIVED.

8. **All team entries must be paid in full no later than 5pm, 1 October 2010**

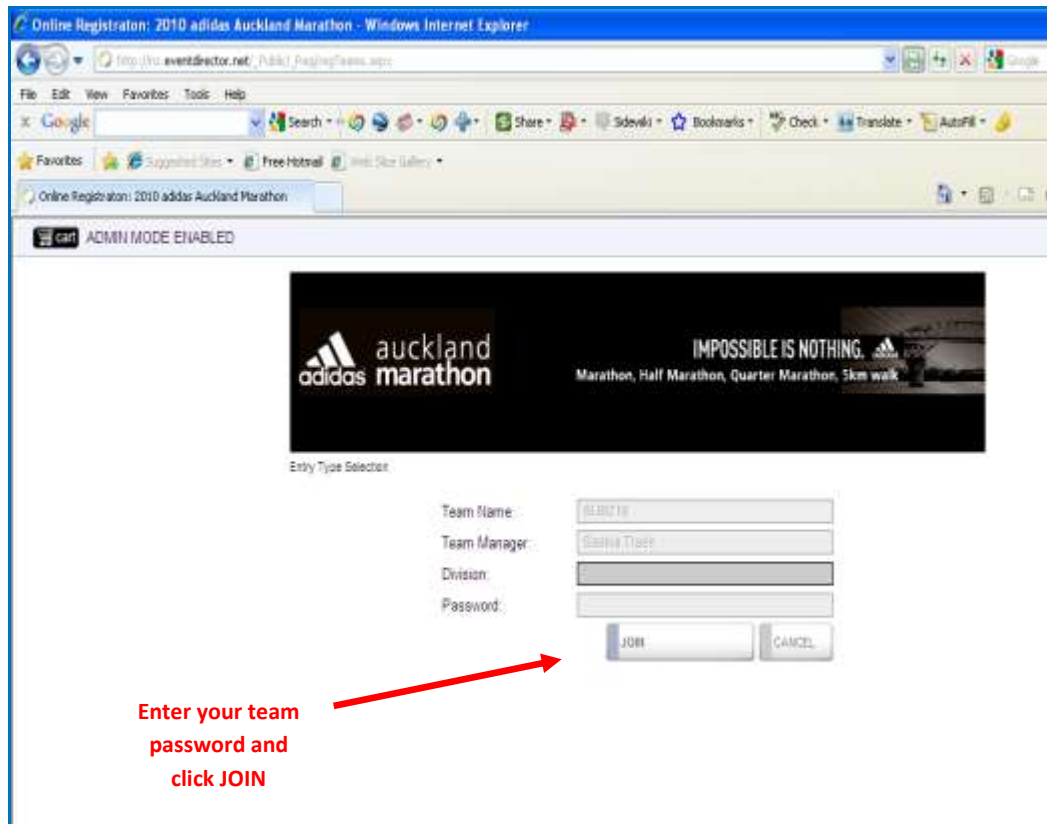
HOW TO ENTER A KIDS MARATHON ENTRIES VIA THE ONLINE REGISTRATION SYSTEM

Outlined below are the instructions on how to enter a children online into the school team. If you have any questions throughout the process, please contact saskia@aucklandmarathon.co.nz or call 09 415 0617 during business hours.

1. To enter online go to www.aucklandmarathon.co.nz
2. Click on **HOW TO ENTER** from the left hand navigation menu.
3. Click on **RACE & SAFETY INFO** and read this important information before proceeding.
4. Click on **ENTRY INFORMATION** and read the important entry details before proceeding.
5. Click the **ENTER ONLINE NOW** icon.
6. Select **'I would like to search for an existing team'** from the **'Are you registering as part of a team?'** page, and click **Continue**
7. **Search** for your team name in the search field. A list of teams will appear. Click the **'green tick'** icon next to your team.



8. Your Team Name and Team Manager will appear. Enter your team **password**. Click Join.



9. Enter the child's details in the appropriate boxes and complete all mandatory fields, then click '**SAVE & EXIT**' followed by clicking '**FINISH**' on the final page.

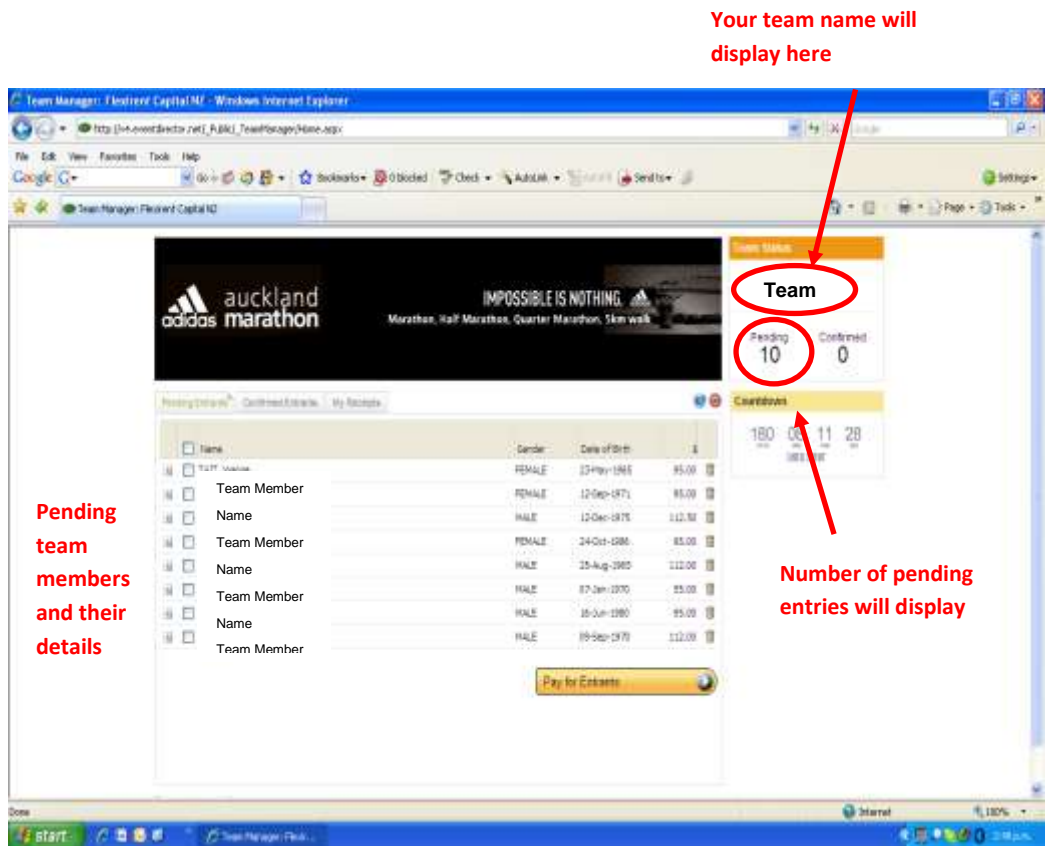
To enter another child, repeat the steps 1-9 above (you need to select your team and enter your password each time). If you need to check that you have registered the child successfully please login to your Team Manager webpage and check the "queued/pending entrant" list.

Trouble Shooting

- If you take too long to complete your entry, the session may time out and you will need to re-enter the team ID and password again. As long as your Team Name is displayed as accepted in the Team Builder box, you are still logged in.

STEP BY STEP: HOW TO MANAGE & PAY FOR YOUR TEAM ENTRIES ONLINE

- To manage your team go to:
- http://nz.eventdirector.net/_Public/_TeamManager/Default.aspx?EventID=4012
- Login using your Manager email and password.
- A webpage will open that confirms you have logged in successfully to your team managers page. The following important areas are outlined in red below:



- **TO VIEW A TEAM MEMBERS DETAILS**

To view an individual team member click on the + icon located next to the team member (marked in red on the left below).

- **TO EDIT AND DELETE A TEAM MEMBER**

If you need to edit a team members details, you will need to delete the specific team members entry and then a brand new entry will need to be completed using the team ID and password again.

Click on the rubbish bin icon to delete the individual entry (marked in red on the right below).

The screenshot shows a web interface with a table of team members. The table has columns for Name, Gender, Date of Birth, and \$. A 'Countdown' widget is visible in the top right corner. Red boxes and arrows highlight specific elements:

- A red box on the left side of the table highlights the '+' icons next to each team member name, with the text "To view a team member's details".
- A red box on the right side of the table highlights the trash bin icons next to each team member name, with the text "To delete a team member".

Name	Gender	Date of Birth	\$
Team Member Name	FEMALE	23-May-1985	95.00
Team Member Name	FEMALE	12-Sep-1971	95.00
Team Member Name	MALE	12-Dec-1975	112.50
Team Member Name	FEMALE	24-Oct-1988	95.00
Team Member Name	MALE	25-Aug-1985	112.00
Team Member Name	MALE	07-Jan-1970	55.00
Team Member Name	MALE	16-Jun-1980	95.00
Team Member Name	MALE	09-Sep-1970	112.00

Countdown: 180 08 11 28 (MIN, HR, MIN, SEC)

Buttons: "Pay for Entrants"

- **TO PAY FOR YOUR TEAM ENTRIES**

Payment can be made online by credit card, or by cheque/direct credit upon invoice.

To pay your entire team click on the box inside the grey area above all team names, This will select all team members for payment.

To pay for only part of your team you need to select the team members you wish to pay for by clicking on the box next to their names (**part team payments are available for online credit card payments only**).

Once selected, click on the 'Pay for Entrants' option (marked in red below)

The screenshot shows the same team management interface as above. Red boxes and arrows highlight specific elements:

- A red box highlights the grey area above the table, with an arrow pointing to it and the text "To select all team members click on the box inside the grey area".
- A red box highlights the checkboxes next to each team member name, with an arrow pointing to them and the text "Part payment: select the team members you wish to pay for".
- A red box highlights the "Pay for Entrants" button at the bottom of the page.

Name	Gender	Date of Birth	\$
Team Member Name	FEMALE	23-May-1985	95.00
Team Member Name	FEMALE	12-Sep-1971	95.00
Team Member Name	MALE	12-Dec-1975	112.50
Team Member Name	FEMALE	24-Oct-1988	95.00
Team Member Name	MALE	25-Aug-1985	112.00
Team Member Name	MALE	07-Jan-1970	55.00
Team Member Name	MALE	16-Jun-1980	95.00
Team Member Name	MALE	09-Sep-1970	112.00

Countdown: 180 08 11 28 (MIN, HR, MIN, SEC)

Buttons: "Pay for Entrants"

- **SELECT PAYMENT TYPE**

Please select your payment type from the selection below:

Name	Gender	Date of Birth	£
HEWITSON, heidi	FEMALE	12-Sep-1971	95.00
TAYLOR, scott	MALE	12-Oct-1975	112.50
ZADOROZHNYAYA, elsa	FEMALE	24-Oct-1986	95.00
MAKAIL, hushmodin	MALE	25-Aug-1965	112.00
SARZA, michael	MALE	07-Jan-1970	55.00
VILKHOON, luke	MALE	16-Jun-1980	95.00
VEBER, russell	MALE	08-Sep-1970	112.00

Countdown: 179:06:43:03

Cancel

Pay Online by Visa/Mastercard

Payment by Cheque

PAYMENT OPTIONS TO CONSIDER:

- **Pay Online by Visa/Mastercard/AMEX** – follow the online DPS payment instructions to complete your payment transaction. You will receive an eReceipt once payment is made and your team members will receive their eTickets by email.
- **Payment by Cheque** – **choose this option if you wish to be invoiced and pay by cheque/direct credit.** We will invoice you for payment within 7 days. Once your cheque is received and banked, we will then confirm your entries into the database as accepted entries and your team members will receive their eTickets by email.

Note: All team entries must be paid in full no later than 5pm, 1 October 2010.