



KIDS MARATHON SCHOOL TEAM ENTRIES

School Team Entry Information

Schools can enter a team of kids into the KIDS MARATHON using the Team Builder registration system which gives Team Manager's the ability to enter and manage their school's 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, not the parents.

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's should collate all of the entry forms and entry fees. As they are received, Team Managers can then enter their kids' entries online via the event website using Team Builder.

Once the team is finalised, the organisers will invoice the school for the total number of entries.

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 1 October 2009.**

Team Builder – How It Works:

1. The team manager contacts the adidas Auckland Marathon asking for their school team to be added to Team Builder.
2. The team is then setup in Team Builder by the organisers.
3. The organisers will email the team manager back with a Team ID and Team Password which they need to use when entering their kids entries online. The Team ID and password is what links the individual registration to the specific school team.
4. 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.
5. The Team Manager is 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 in Team Builder 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 or calling 09 415 0617 during business hours. We are only happy to assist.