

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 children's 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 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 website** – 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=4510](http://nz.eventdirector.net/Public/TeamManager/Default.aspx?EventID=4510)

7. Once logged into the Team Managers webpage you can manage your team members using the following functions:

- a. Check all team members information is correct. Please note you will not be able to edit the team members information via the team managers website. You will need to contact the organisers to do so. Note if you would like to withdraw a child you will need to contact the organiser. KIDS MARATHON entry fees are non refundable.
- b. Printing all e-tickets. You may use the team managers website to find all team members e-tickets and print these off. This way if a child loses their e-ticket before coming to Registration and Expo to collect their race pack, you will be able to print a replacement one for them.

The team will be configured so that payment for the entry will be automatically requested up front. This is a default in the system. Once all details for the team member have been added and the members cart has been updated, the payment screen will appear. Payment can be made by visa, amex or mastercard. Please note: if payment is not made upfront when prompted and you exit out of the screen, all information will be lost. The team member will need to be re-registered.

IF YOU WISH TO PAY FOR ALL ENTRIES AT ONE TIME AND AT A LATER DATE, I.E DEFERRED PAYMENT, PLEASE CONTACT saskia@aucklandmarathon.co.nz

CONFIRMATION ETICKETS WILL BE SENT TO THE PARTICIPANT ONCE PAYMENT HAS BEEN RECEIVED.

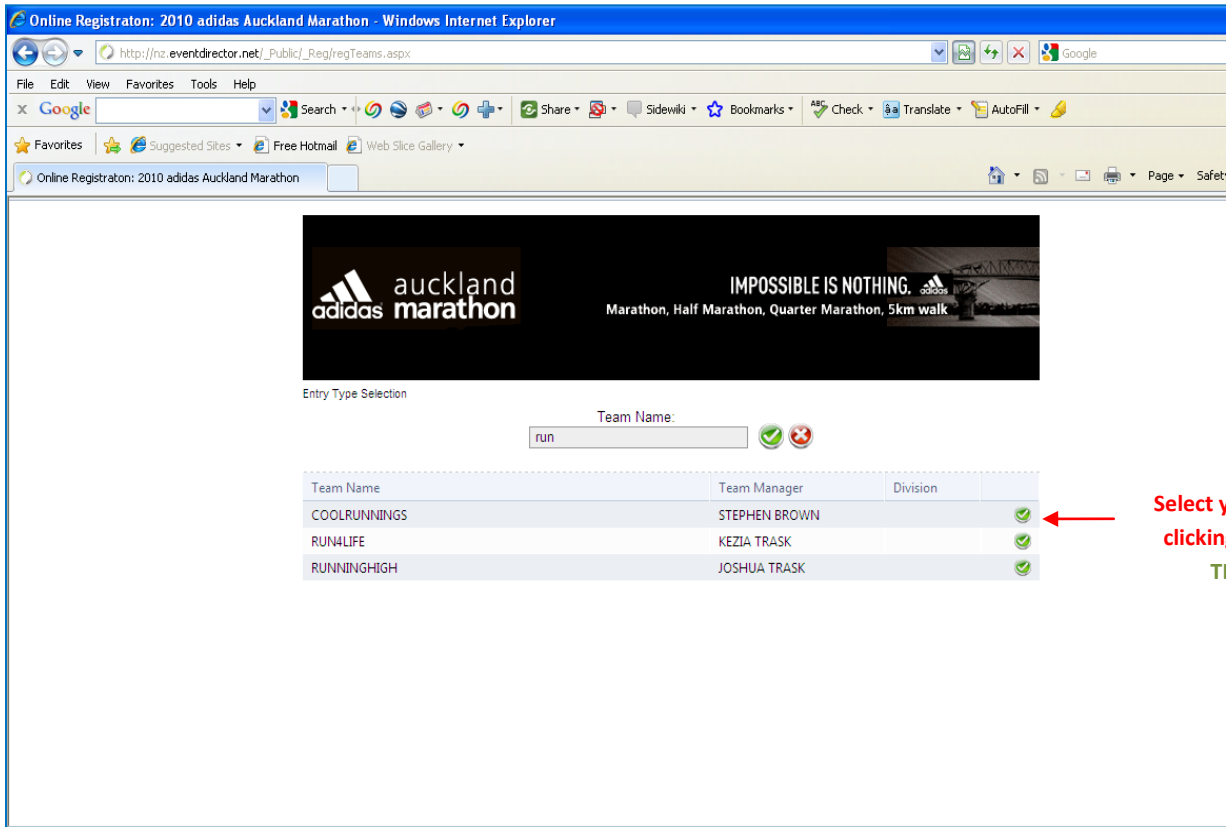
8. All team entries must be paid in full no later than 5.30pm, 29TH October 2011.

Please note: all participants must collect their race pack, including timing chip and race number, from Registration and Expo before 5.30pm, 29th October 2011.

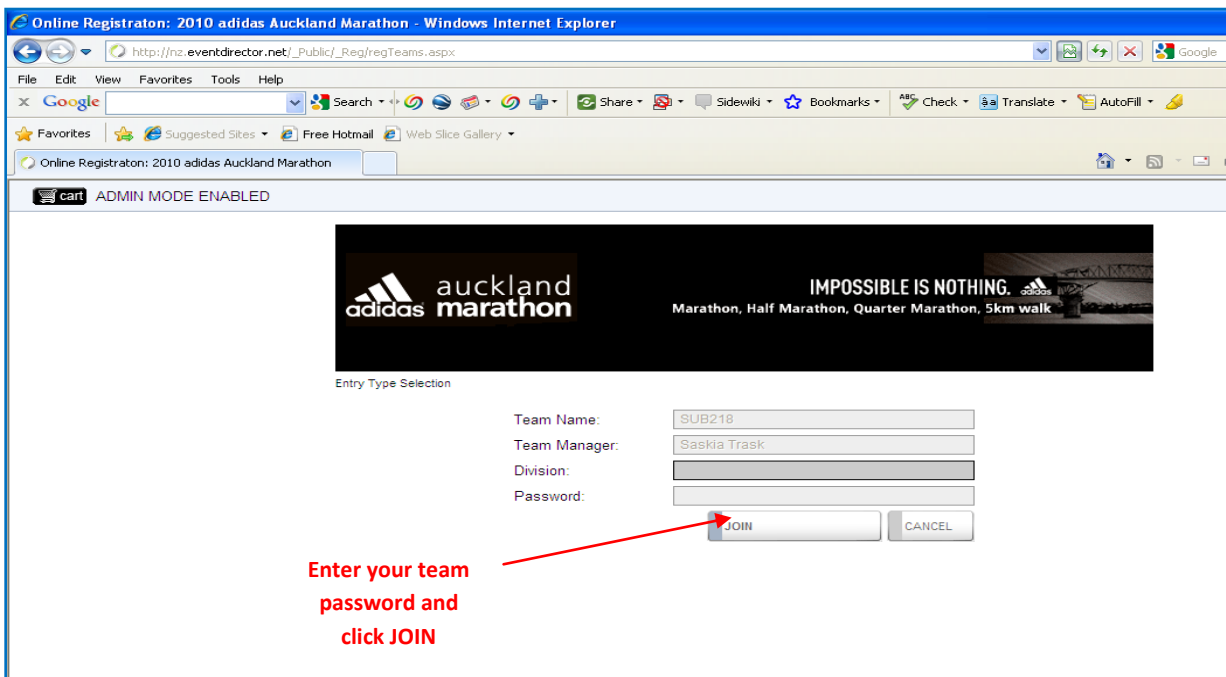
HOW TO ENTER A KIDS MARATHON ENTRY VIA THE ONLINE REGISTRATION SYSTEM

Outlined below are the instructions on how to enter a child online into the school team. If you have any questions throughout the process please contact saskia@aucklandmarathon.co.nz or call Saskia on 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 '**PAY NOW**' on the final page. If you wish to enter multiple team members and pay with the same credit card you may select '**ENTER ANOTHER PARTICIPANTS**'. Once all members are entered click the '**PAY NOW**' button.

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 YOUR TEAM ENTRIES ONLINE

- To manage your team go to:
http://nz.eventdirector.net/_Public/_TeamManager/Default.aspx?EventID=4510
- Login using your Manager Entrants 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:

Your team name will display here

The screenshot shows the 'Team Manager: Flexirent Capital NZ' interface. At the top, there's a banner for the 'auckland marathon' with the slogan 'IMPOSSIBLE IS NOTHING.' Below the banner, there are tabs for 'Pending Entrants', 'Confirmed Entrants', and 'My Receipts'. A table lists team members with columns for Name, Gender, Date of Birth, and a price. To the right, a 'Team Status' box shows 'Pending 10' and 'Confirmed 0'. Below that is a 'Countdown' box showing '180 08 11 28' days, hours, minutes, and seconds until the event. Red annotations include a box around 'Team Name' in the status box, a box around '0' in the confirmed count, and a bracket pointing to the table with the text 'Team members and their details are displayed in the table'.

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-1986	95.00
Team Member Name	MALE	25-Aug-1965	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

Number of entries will display here

• 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).

To view a team members details

<input type="checkbox"/>	Name	Gender	Date of Birth	\$
	Team Member Name	FEMALE	23-May-1985	95.00
<input type="checkbox"/>	Team Member Name	FEMALE	12-Sep-1971	95.00
	Team Member Name	MALE	12-Dec-1975	112.50
<input type="checkbox"/>	Team Member Name	FEMALE	24-Oct-1986	95.00
	Team Member Name	MALE	25-Aug-1965	112.00
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	Team Member Name	MALE	16-Jun-1980	95.00
<input type="checkbox"/>	Team Member Name	MALE	09-Sep-1970	112.00

Countdown: 180 Days 08 Hours 11 Minutes 28 Seconds UNTIL EVENT

Pay for Entrants

To delete a team member

Note: All team entries must be paid in full no later than 5.30pm, Friday 29th October 2011.