

# TEAM ENTRIES

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## KEY DATES

Registrations Open: 18 February 2020

Invoice Payment Due: Within 30 days of receiving the invoice

Team Name on Bib: 27 September 2020

Bulk Bib Collection Request: 27 September 2020

Online Registrations Close: 29 October 2020

## PAYMENT OPTIONS

### 1. **If your boss is shouting:**

#### A. **Upfront Payment**

- Email at [aucklandmarathon@ironman.com](mailto:aucklandmarathon@ironman.com)
- Detail the number of entries per event (e.g. 2 x marathon entries) Detail any additional purchases you would like to purchase (e.g. 2 x one way ferry tickets)
- We will provide you with a discount code to allow your staff to register free of charge
- We will send an invoice to be paid within 30 days

#### B. **Pay Later**

- If you are unsure how many staff will be participating this is the option for you
- Email at [aucklandmarathon@ironman.com](mailto:aucklandmarathon@ironman.com)
- Detail the specific event costs you would like to cover (e.g. entry fees, transport, merchandise)
- We will provide you with a discount code to allow your staff to register free of charge
- We will provide an invoice once the group's registrations are complete

### 2. **Staff pay individually:**

- Follow the step-by-step instructions to register below and create a team (ignore references to discount codes)

All Team/Group entries align with the [2020 ASB Auckland Marathon Refund/Transfer policies](#).

## REGISTRATION PROCESS

### Team Entry Process: Team Captain

1. Enter through the website <https://aucklandmarathon.co.nz/>
2. Select your chosen event distance (e.g. 11km, half etc.)
3. Complete the prompted Participant Information questions
4. Under Team Information, please select 'create a team' and enter a team name and password
5. At Checkout, enter your discount code into the Coupon Code box and click apply. The discounted price should be displayed. **Only relevant to payment option 1**

6. Complete your registration and enjoy training!
7. You can now share your team name, password and discount code (if relevant) with your staff

#### **Team Entry Process: Team Members**

1. Enter through the website <https://aucklandmarathon.co.nz/>
2. Select your chosen event distance (e.g. 11km, half etc.)
3. Complete the prompted Participant Information questions
4. Under Team Information, please select 'join a team' and enter your team name and password provided by your Team Captain
8. At Checkout, enter your discount code into the Coupon Code box and click apply. The discounted price should be displayed. **Only relevant to payment option 1**
5. Complete your registration and enjoy training!

If you would like to be entered as a non-participating Team Captain, please specify this in your email to [aucklandmarathon@ironman.com](mailto:aucklandmarathon@ironman.com). We will require the following information:

- Name
- Email
- Contact ph number
- Team name
- Password

#### **BULK BIB COLLECTION**

##### **Conditions:**

- For groups of 20+ ONLY
- Must request the bulk bib collection service by 27 September 2020
- Will only include group members registered into your team by the 27 September 2020
- If the participant transfers their entry or distance post 27 September 2020 they will not be included in this collection service
- Does not include any merchandise purchases
- Does not include any additional purchases post 27 September 2020 (e.g. transport tickets)

##### **Process:**

- Confirm use of the bulk bib collection service prior to 27 September 2020
- A report of all participants included in your collection (& any transport tickets) will be emailed to you the week following the 27 September 2020
- Must provide the contact details of 1 staff member to collect on behalf of the group by 18 October 2020
- Bulk Bib Collection Briefing document sent on the 23 October 2020

**NOTE:** Any group members registering or editing their registration after the closing time (27 September 2020) will need to take responsibility for the collection of their own race pack.