

# TEAM ENTRIES

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## KEY DATES

**Event Date: Sunday 23 January 2022**

Invoices will be generated as at 11:59 pm, Wednesday 1 December 2021

Invoice Payment Due: Within 30 days of receiving the invoice

Team Name on Bib: 1 December 2021

Bulk Bib Collection Request: 1 December 2021

## PAYMENT OPTIONS

### 1. If your boss is shouting:

#### A. Pay Later

- If you are unsure how many staff will be participating this is the option for you
- Email at [team-programs@ironman.com](mailto:team-programs@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
- Invoices will be generated on teams as at 11:59 pm Wednesday 1 December
- Invoices will be provided to teams *from* midday Monday 6 December

### 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 [2021 ASB Auckland Marathon Entry 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 [team-programs@ironman.com](mailto:team-programs@ironman.com). We will require the following information:

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

## **BULK BIB COLLECTION**

### **Conditions:**

- For groups of 20+ ONLY
- Must request the bulk bib collection service by 1 December 2021
- Will only include group members registered into your team by the 1 December 2021
- If the participant transfers their entry or distance post 1 December 2021 they will not be included in this collection service
- Does not include any merchandise purchases
- Does not include any additional purchases post 1 December 2021 (e.g. transport tickets)

### **Process:**

- Confirm use of the bulk bib collection service prior to 1 December 2021
- A report of all participants included in your collection (& any transport tickets) will be emailed to you the week following the 1 December 2021
- Must provide the contact details of 1 staff member to collect on behalf of the group by 1 December 2021
- Bulk Bib Collection Briefing document sent on the 14 December 2021

**NOTE:** Any group members registering or editing their registration after the closing time (1 December 2021) will need to take responsibility for the collection of their own race pack.

## **INVOICING**

### **Conditions:**

- Invoices can be generated upon request or will be generated based on team registrations as at 11: 59pm Wednesday 1 December 2021 with 30 business day payment terms.
- Invoices can be paid by bank transfer or credit card. Teams paying by credit card must notify [team-programs@ironman.com](mailto:team-programs@ironman.com) and arrange a phone appointment for processing within their 30 business day payment terms.
- Teams who require invoicing must request a coupon code for their athletes to use at checkout by making contact with [team-programs@ironman.com](mailto:team-programs@ironman.com).

**Process:**

- Email [team-programs@ironman.com](mailto:team-programs@ironman.com) to request a discount code for athletes to use upon registration
- Share discount code with your team
- When your team is finalised, email [team-programs@ironman.com](mailto:team-programs@ironman.com) to request an invoice, on or before 5pm Wednesday 1 December 2021
- Pay your invoice within 30 days of invoice generation