

TEAM ENTRIES

KEY DATES

14 April 2022	Registrations open
5pm, 23 September 2022	Last date for invoices to be generated
Within 30 days*	Invoice payment due
2 October 2022	Cut-off date for entries to have team name printed on race bib
2 October 2022	Last date for team managers to request bulk bib collection
2pm, 29 October 2022	Online registrations close

*of receiving the invoice (unless otherwise stipulated)

PAYMENT OPTIONS

1. The Boss is Shouting:

- If you are unsure how many staff will be participating this is the option for you
- Email at 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
- We will provide an invoice once the group's registrations are complete or of registrations as at 5pm, Friday 23rd September 2022.

2. Staff Paying 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 [Barfoot & Thompson 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. 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 2 October 2022
- Will only include group members registered into your team by 2 October 2022
- If the participant transfers their entry or distance post 2 October 2022 they will not be included in this collection service
- Does not include any merchandise purchases
- Does not include any additional purchases post 2 October 2022 (e.g. transport tickets)

Process:

- Confirm use of the bulk bib collection service prior to 2 October 2022
- A report of all participants included in your collection (and any transport tickets) will be emailed to you the week following 2 October 2022
- Must provide the contact details of 1 staff member to collect on behalf of the

- group by 2 October 2022
- Bulk bib collection briefing document sent by 7 October 2022

NOTE: Any group members registering or editing their registration after the closing time (2 October 2022) will need to take responsibility for the collection of their own race pack.

INVOICING

Conditions:

- Minimum of 10 participants
- Invoices can be generated upon request or will be generated based on team registrations as at 5pm, Friday 23 September 2022 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 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

Process:

- Email 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 to request an invoice on or before 5pm, Friday 23 September 2022
- Pay your invoice within 30 days of invoice generation