HOW TO REGISTER YOUR RAVENSCROFT RELAY RACE TEAM

CONTENTS

HOW TO REGISTER:

Step 1

Visit the official Jersey Marathon website www.jersey-marathon.com and click the 'Enter Now' tab.

Step 2

Click on the 'Add' button on the Ravenscroft Relay Race Team X5 section.

Step 3

Click on the checkout box on the right hand side of the registration page.

Step 4

Select any desired additional items from our Merchandise options.
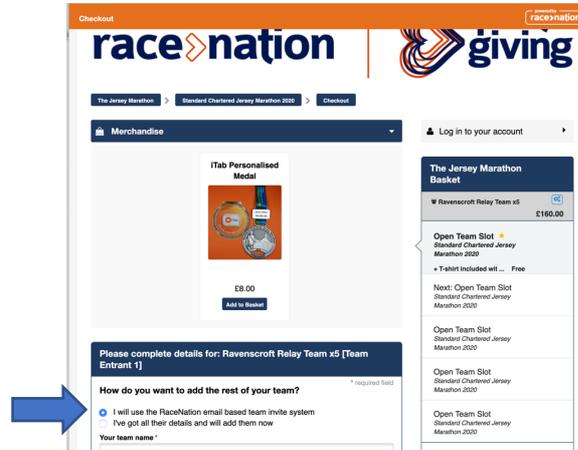
Step 5

You will be asked to complete details for your relay race team. Here you have the option to either invite/ add team members later or add all their details now.

Step 6

If you have opted to complete all team member's details now please complete all the relevant fields on the registration pages.

*Please ensure you pay attention to complete all fields as this may stop you from processing later on.

Step 7

Fundraising: Please select if you would like to make a donation to our chosen charities: Futuremakers and one local charity.

Step 8

Please review our terms and conditions and tick you have read and agreed to be bound by the terms and conditions of this event. Please also select if you would like to receive updates from Race Nation or The Jersey Marathon and by what methods.

Step 9

Once all fields have been completed please select the 'Submit' button.

*If you have missed any fields this will be highlighted in red and require an answer for them.

Step 10

You will now be asked to enter your billing details.

On this page you will also be asked to input any discount codes on the right hand side of the page.

Step 11

Once your billing details have been entered select the 'Submit' button.

*If you have input a discount code you will still need to select your billing details and then select 'Complete Free Order'.

Step 12

Select 'Pay Now' and enter your payment details in the 'Pay with card' section.

Step 13

Select 'Pay £££'

Step 14

Your registration should now be complete, please read the final information carefully and you will receive an email notification and receipt from Race Nation to confirm your Relay Race entry. If you have not received a confirmation email your registration has been unsuccessful.

HOW TO ADD YOUR TEAM MEMBERS:
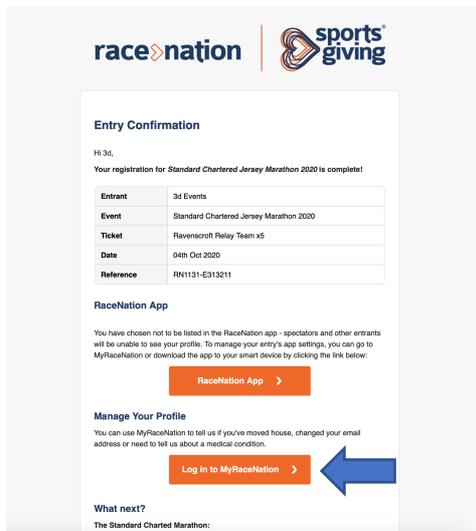
Step 1

Once you have submitted your team captains details and completed the registration through Race Nation, you will receive the following entry confirmation email.

In order to invite your team members you will need to select the 'Log in to MyRaceNation' button.

Step 2

Here you will need to either login to your Race Nation Account using your email address or if you do not have an account select 'Claim my account'
To activate your race nation account please type your email address initially used when creating your teams registration. N.B likely to be the teams captain email address.
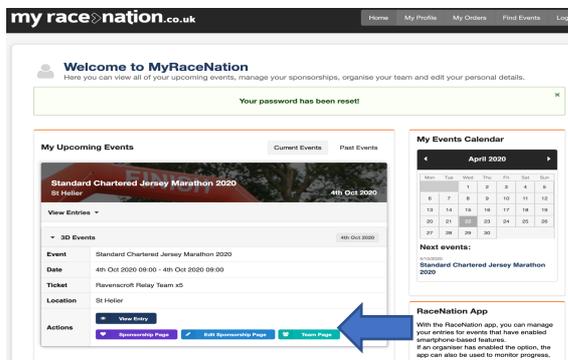
Step 3

Once logged in you will see all of your events you have registered for. Select your Standard Chartered Jersey Marathon entry > View entries > 3D Events.

Step 4

You will then need to select the 'Team Page' button.
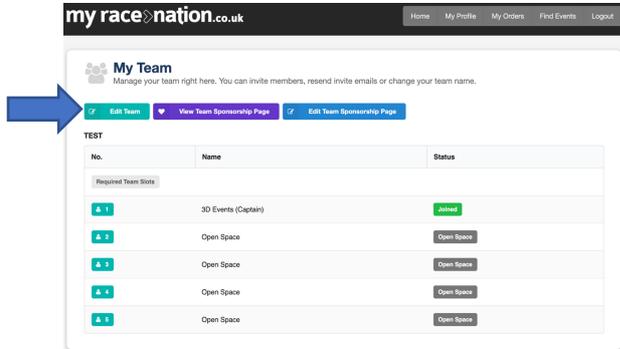
Step 5

You will see your team captains information already input here. To invite your team members to your page by their email address you need to select the 'Edit Team' Button.
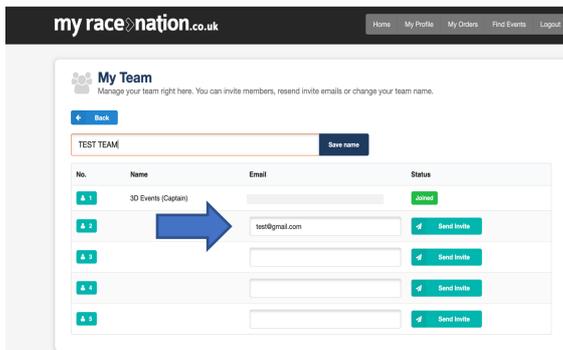
Step 6

You will now need to input each email address at a time, in the boxes below and select 'Send Invite'.
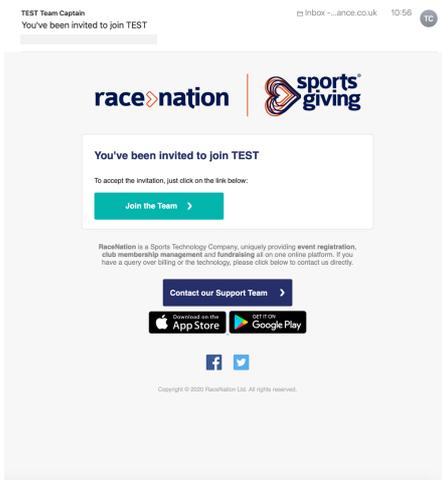
Step 7

Your runner will now receive the below email and will need to select the 'Join the Team' button and will be asked to input their own personal details. *If your runner has not received the invite in their mailbox please also check your junk box.

Step 8

If your runner has changed, you will need to select the 'Revoke Invite' to remove the runners email address and then input the new email address and select 'Resend Invite'.

HOW TO AMEND YOUR TEAM MEMBERS DETAILS:

Step 1

'Log in to MyRaceNation' button.

Step 2

Here you will need to either login to your Race Nation Account using your email address or if you do not have an account select 'Claim my account'
To activate your race nation account please type your email address initially used when creating your teams registration. N.B likely to be the teams captain email address.
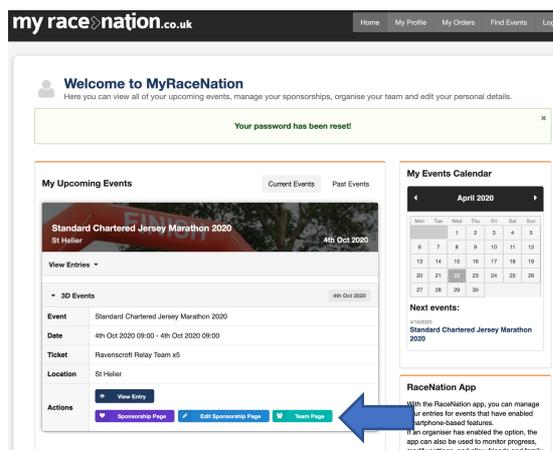
Step 3

Once logged in you will see all of your events you have registered for. Select your Standard Chartered Jersey Marathon entry > View entries > 3D Events.

Step 4

You will then need to select the 'Team Page' button.

Step 5

You should see your relay runners email address here.
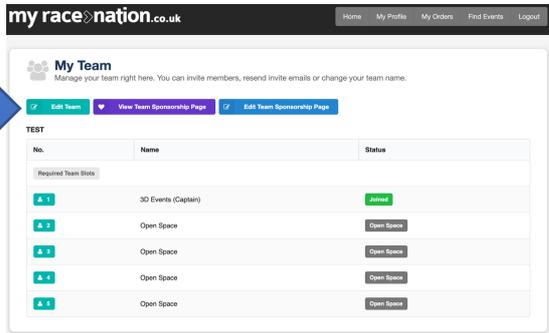
Step 6

Select the 'Edit Team' button.

Step 7

Select 'Revoke Email' or 'Remove' on the runners email address. This should now delete out their details.

Step 8

Once you have removed the original runners email address you should now have a blank box. Here you should input the new runners email address and select 'Send Invite'
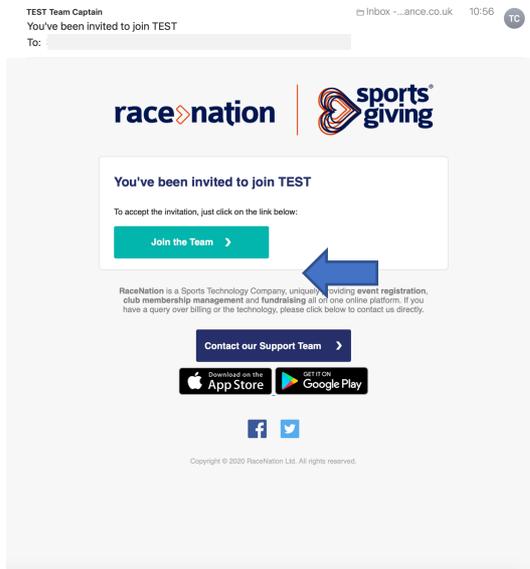
Step 9

You runner will now receive the below email and will need to select the 'Join the Team' button and will be asked to input their own personal details.

*If your runner has not received the invite in their mailbox please also check your junk box.

Online registration will be closed approx. one week before the event and you will no longer have access to your team page to update any team information. Therefore we stress the importance of completing your team page prior to the registration closing date.

For any further enquiries on team registrations please contact us at info@jersey-marathon.com or 01534 505926.

Standard Chartered Jersey Marathon

JERSEY-MARATHON.COM