RACE DIRECTORS
ONLINE REGISTRATION UPDATES AND FEATURES

Participant to Participant Transfer Tool & Fee Option

We have introduced a new tool that allows applicants to manage transfer of their application to another person if they are not able to attend. Applicants transfers their registration to another participant who enters their own personal data! The link to do this will is seen on the applicants confirmation e-mail. This frees up the Race Director (RD) from having to manage applicant transfers, especially in large races and races with caps to the number of participants.

There is generally an administrative transfer fee set by the Race Director that applies to participants completing the transfer. By default this option will be set up for your race with a transfer fee of $15.00 which goes directly to the race budget plus standard processing fees. RD can change this transfer fee to whatever this wish. This transfer option will only appear if the transfer fee has been populated. The Race Director can change this option at any time via their administration RD access portal or request this from the Running Room events support team, there is no charge for this service to you.

Please have a look at the tool and get back to us if you would like to have this put in place for your current events.

For more information or detail on this great new tool send us an email.
raceadmin@runningroom.com

Participant to Participant Transfer Tool

Step 1:
Participant initiates transfer from a link on their confirmation receipt.

Transfer
You can transfer this registration to another person before July 18, 2015. Transfer

Step 2:
Transfer tool appears. Applicant simply fills in an email address of the person that they are allowing to take their spot in the race.

Step 3:
Press sent and see the confirmation below.

Step 4:
The recipient of your transfer receives the invitation via email to accept the transfer. If they wish to accept they simply click the link and follow through with the standard registration protocol. They will have to pau a transfer fee if the race director has established one.
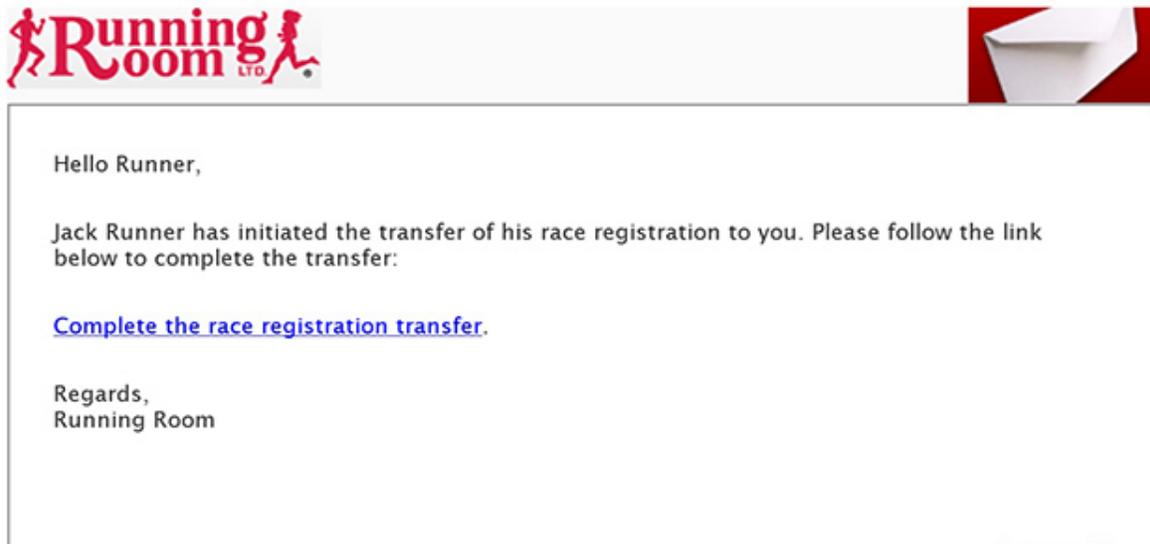
Thanks,

Running Room Events Team

eventsadmin@runningroom.com