



ENTRY TRANSFER (TO ANOTHER PARTICIPANT)

To transfer an entry to another participant you first need to find a person willing to buy your entry.

Follow the steps below:

PART 1 –To be completed by the original participant

1. Log into your event registration via the REGISTER button on our website.
2. On the 'Summary' page under 'Registrations' click on 'Transfer'
3. Enter the email address of the person you are transferring your entry to.
4. Click the 'Initiate Transfer' button
5. On the Summary Page a message will appear stating that a transfer is in progress
6. The new participant will receive an automatically generated email from *eventplus* with instructions on how to accept the entry transfer
7. Follow up immediately with the new participant to let them know you have initiated the transfer of your entry and they should have received an email from *eventplus*. This is a very important step in case there was an issue with the new participant's email address or the email goes to a Spam, promotions or updates folder instead of to their main inbox etc.
8. You need to arrange reimbursement for your entry between yourself and the person taking your entry

PART 2 –To be completed by the new entrant

1. Find the email to you from *eventplus* regarding the Transcend offer of entry by the original entrant.
2. To accept the offer of entry, click on the link in the email which will take you to an *eventplus* login screen
3. Login to your *eventplus* user account or for new users, create a new *eventplus* account.
4. You will then see a notification of the transfer.
5. Select the race you are transferring into (this must be the same as the original participant), proceed through the registration process making sure to fill in your entry form fully.
6. Make sure you reimburse the race entry fee to the person who transferred their entry to you.