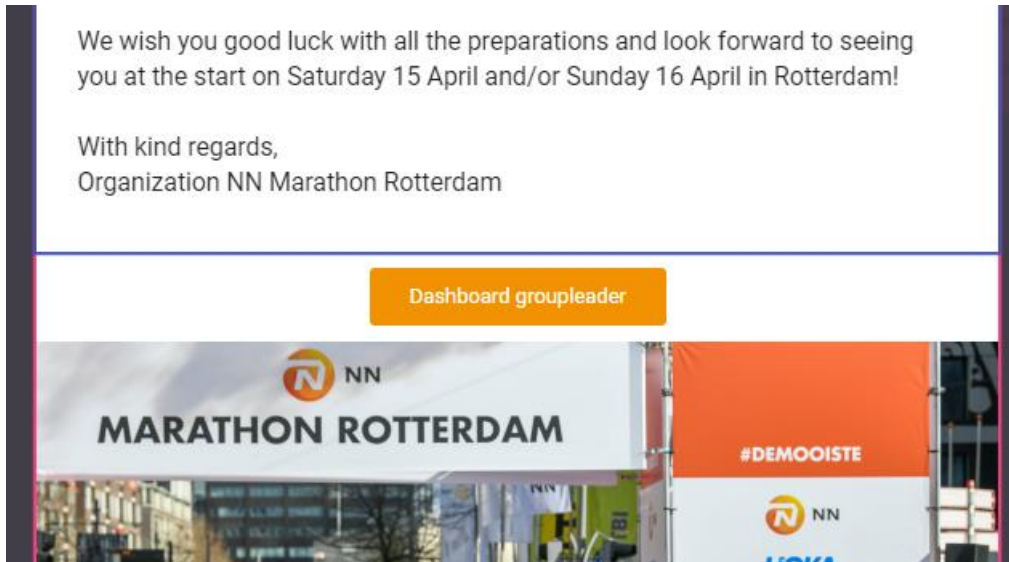***ATTENTION,** if the system gets stuck at a certain step, please delete your cookies or try again in an incognito **screen.**

Step 1

Go to the contact person dashboard. You can do this by clicking on the link in the confirmation email you have received.

Step 2

Invite participants to the group and/or team through your dashboard, by clicking on "Manage prepaid places".

In case of a team, click on "add or change team members".

Step 3

At the top left you can see in which distance or team you are. Click on the plus sign on the right to invite participants by email. There is also an option to add participants yourself by clicking on the icon of the person with the plus sign.
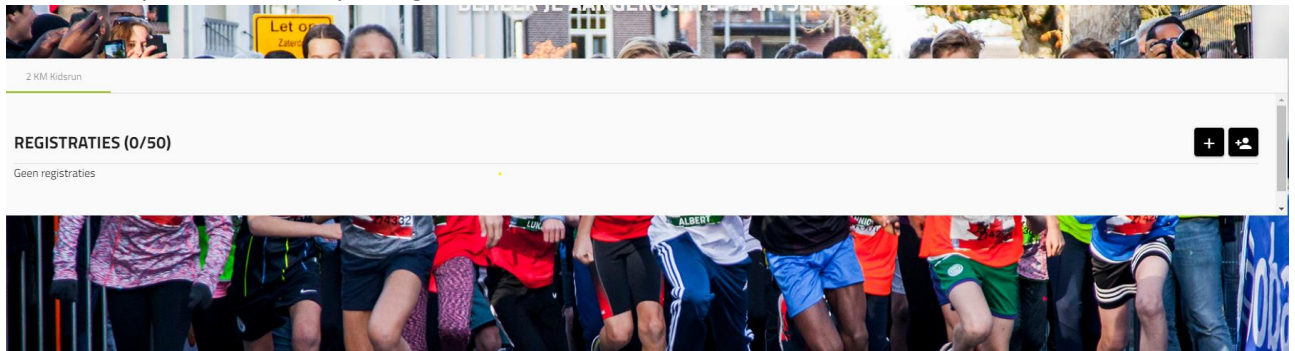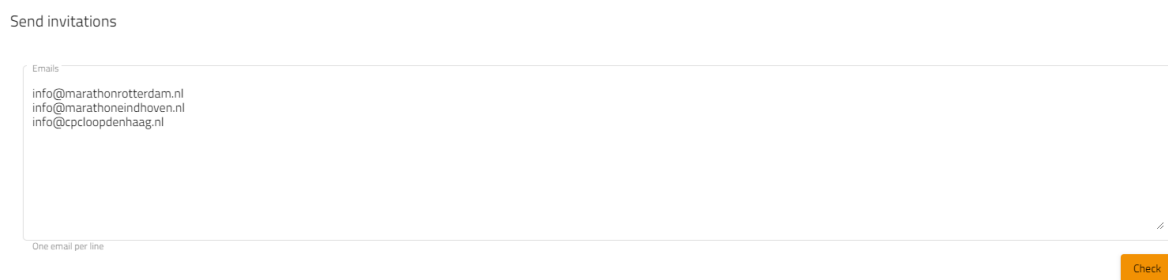

Step 4

If you want to invite someone yourself, type in the email address and click on 'confirm'. The e-mail address will then be checked.
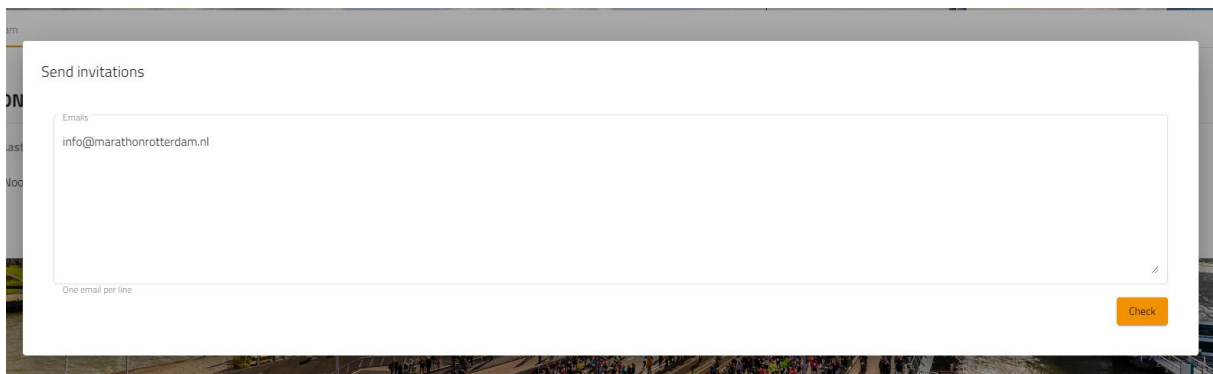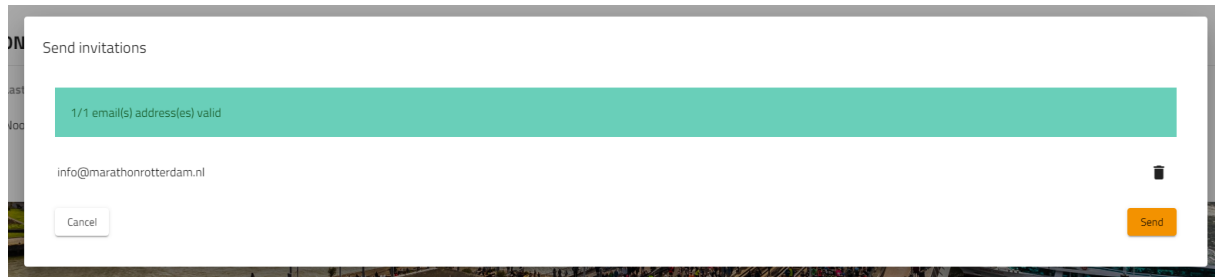

You have the possibility to invite multiple people at the same time by putting their email addresses underneath each other.
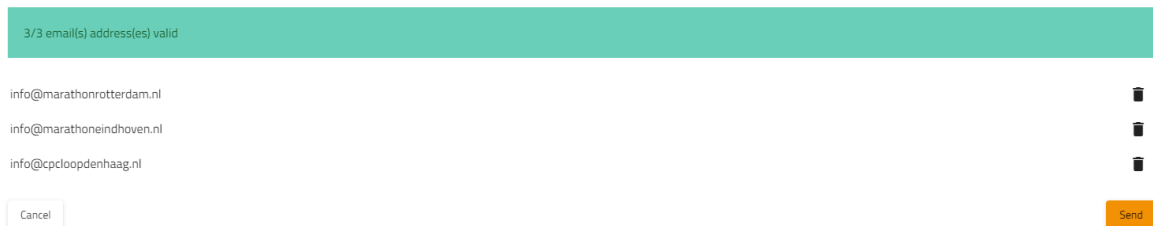
Step 5

To actually send the invitation, click on 'send'. The participant is now invited and receives an email.
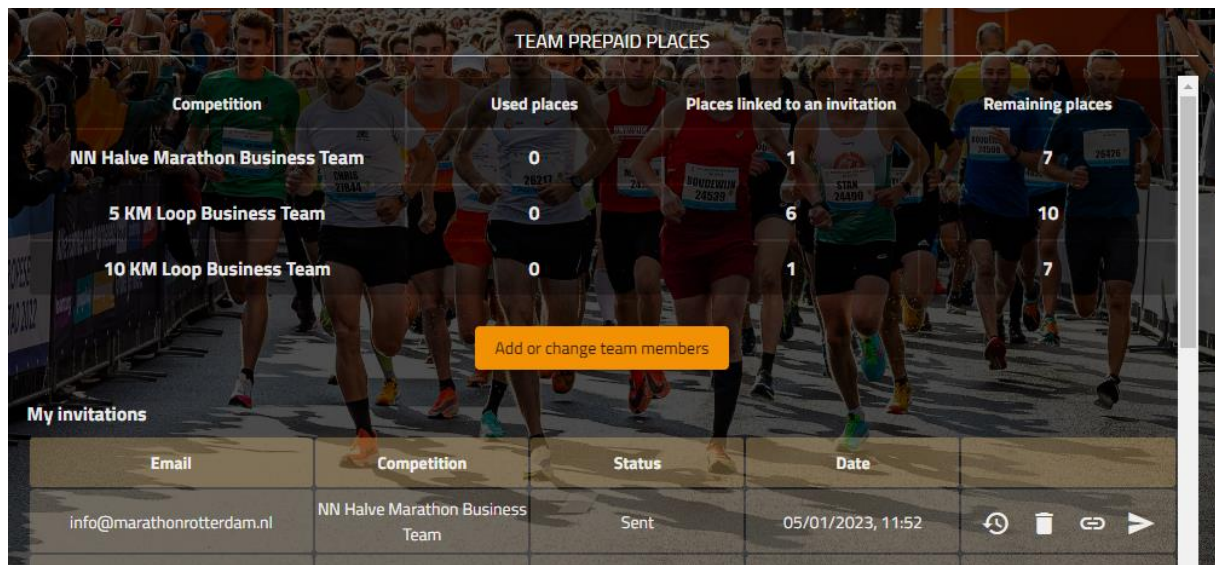
Send invitations

1/1 email(s) address(es) valid

info@marathonrotterdam.nl 🗑

Cancel   Send

Send invitations

3/3 email(s) address(es) valid

info@marathonrotterdam.nl   🗑
info@marathoneindhoven.nl   🗑
info@cpcloopdenhaag.nl   🗑

Cancel   Send

Step 6

The dashboard now shows that you have sent the email to the participant(s), the status of the invitation is now "Created" later this status changes to "Sent".

TEAM PREPAID PLACES

Competition	Used places	Places linked to an invitation	Remaining places
NN Halve Marathon Business Team	0	1	7
5 KM Loop Business Team	0	6	10
10 KM Loop Business Team	0	1	7

Add or change team members

My invitations

Email	Competition	Status	Date				
info@marathonrotterdam.nl	NN Halve Marathon Business Team	Sent	05/01/2023, 11:52	🕐	🗑	🔗	➤

Step 7

The participant receives an email at the email address you provided and is able to register herself/himself in the group via the button in the email.

Step 8

Once the participant has clicked on the button with the link, the status in the dashboard will change into "In progress".

Step 9

The participant fills in the form and does not have to pay for the registration.

The participant can choose to buy additional products if applicable. For example, a t-shirt or medal engraving, which the participant then pays for in the shopping cart.


Attention! Complete your registration directly. If you not do this and come back later, the system let you pay for the registration. Then remove the products in your shopping cart. Close the browser and open the link in the email again.

Step 10

The registration will appear as "completed" in the contact's dashboard.

In this dashboard you can see exactly how many places have been used, how many people have been invited and how many invitations are still open.
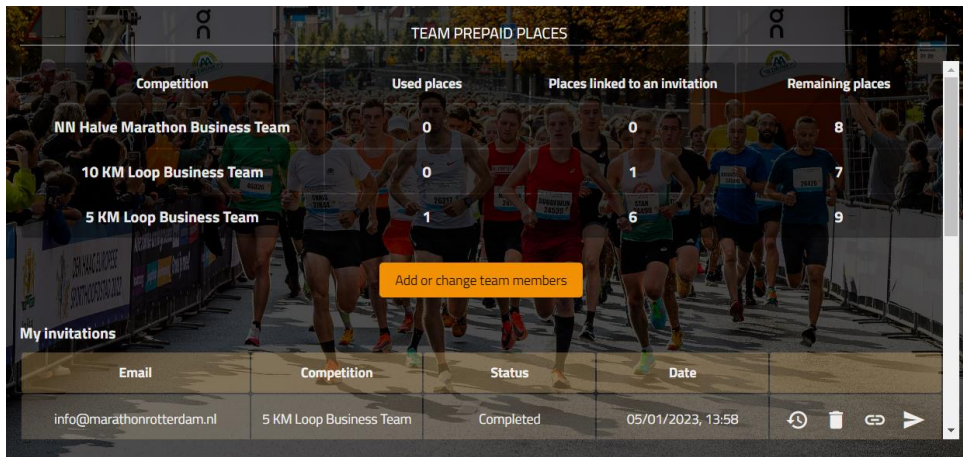
Step 11

By clicking again on "add or change team members" or "manage prepaid places" you are able to view the registrations per competition, change information (click on the pencil) and remove the participant (click on the litterbin).