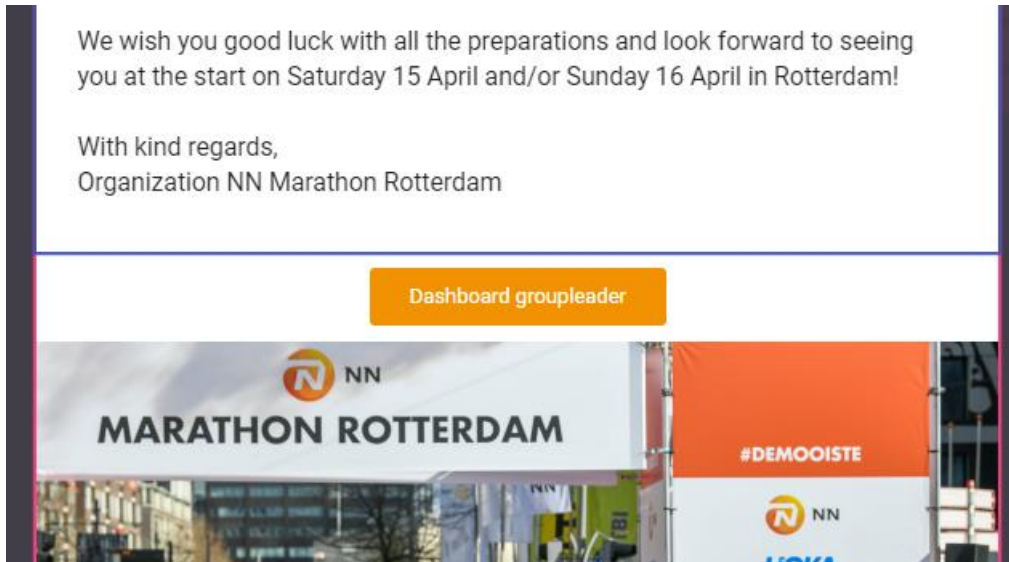


**\*ATTENTION**, if the system gets stuck at a certain step, please delete your cookies or try again in an incognito **screen**.

## 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”.

Competition	Used places	Places linked to an invitation	Remaining places
NN MARATHON ROTTERDAM	1	0	4

Manage prepaid places

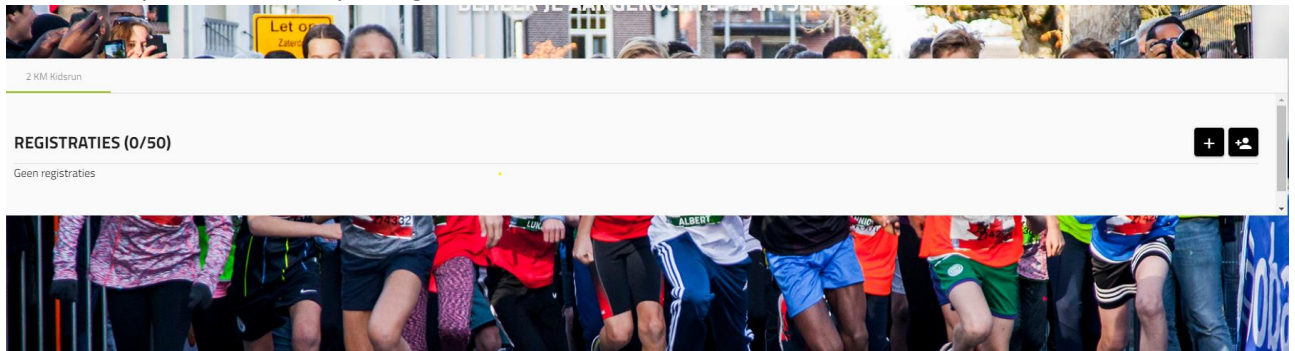
In case of a team, click on “add or change team members”.

Competition	Used places	Places linked to an invitation	Remaining places
TBI Business Duo Marathon Recreational	1	1	0
TBI Business Relay Recreational	2	0	2

Add or change team members

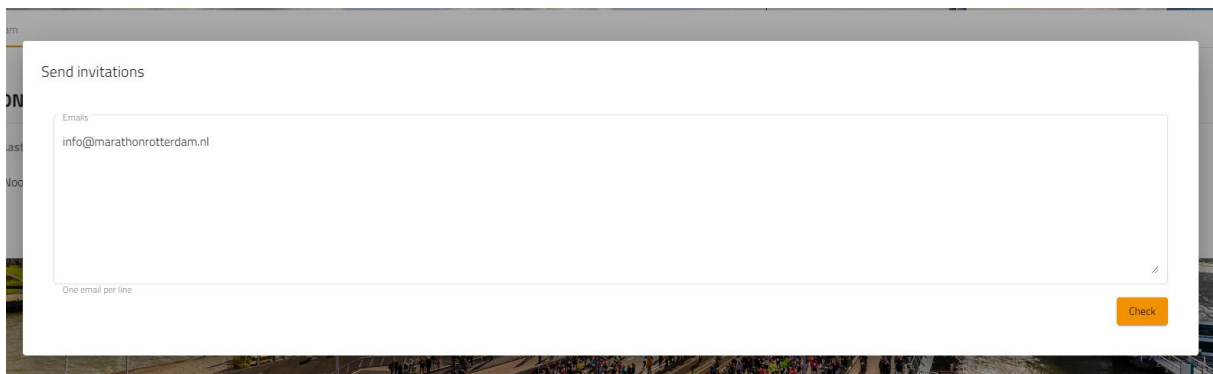
## Step 3

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.

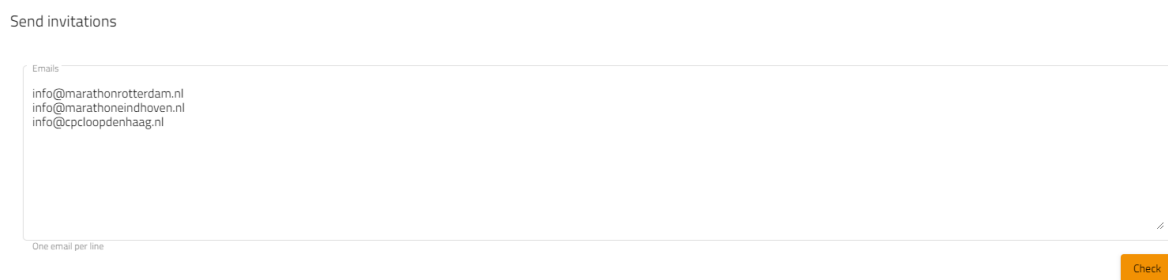


## Step 4

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

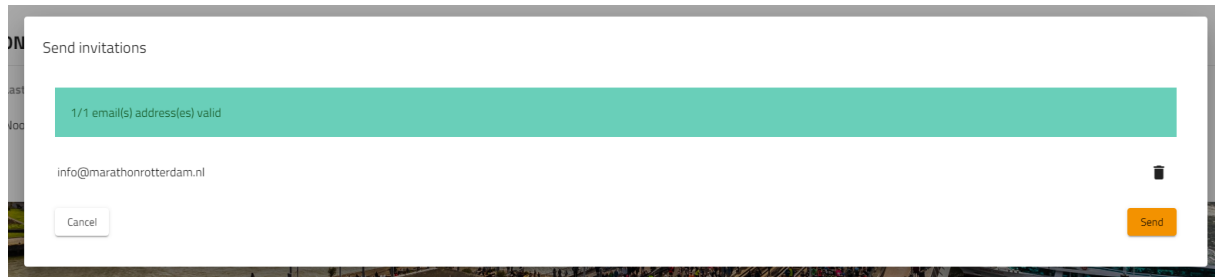


You have the possibility to invite multiple people at the same time by putting their email addresses underneath each other.

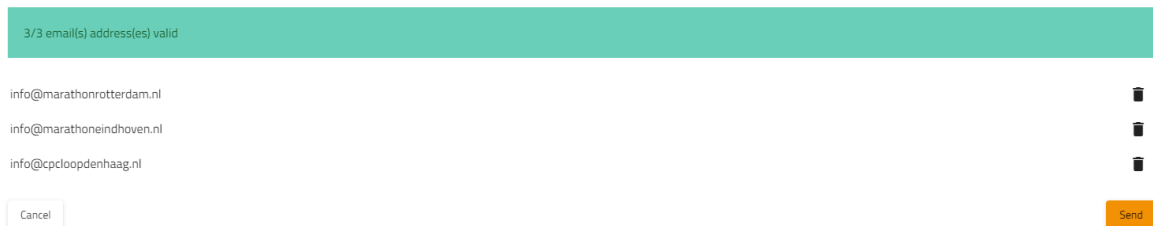


## Step 5

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

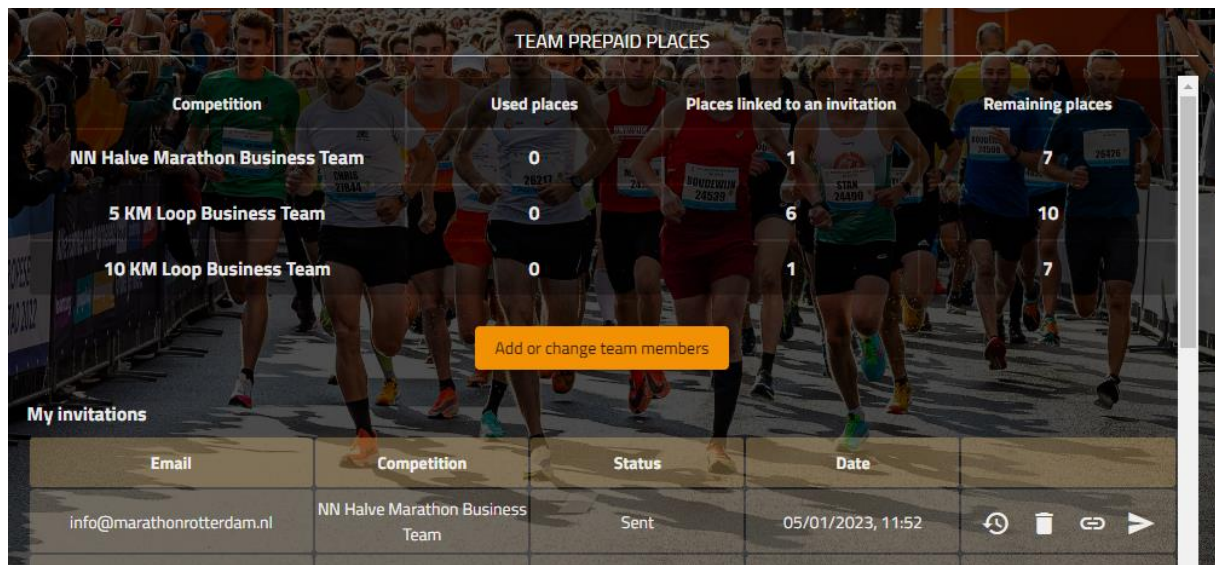


Send invitations



## 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".



## 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.

# Congratulations!

You are invited to participate in this group: Rotterdam Marathon B.V.

By clicking on the button below, you can register yourself for this group

Join the team



## Step 8

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

The screenshot displays a dashboard with two main sections. The top section, titled 'TEAM PREPAID PLACES', contains a table with the following data:

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

Below this table is a button labeled 'Add or change team members'. The bottom section, titled 'My invitations', shows a table with the following data:

Email	Competition	Status	Date
info@marathonrotterdam.nl	NN Halve Marathon Business Team	In progress	05/01/2023, 11:52

## Step 9

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

The screenshot shows two side-by-side panels. The left panel is titled "5 KM LOOP BUSINESS TEAM" and contains a "Team registration" progress indicator (2/8). Below it, a section titled "Enter Your details below:" includes a note "Fields with a \* are mandatory" and three input fields: "First name \*", "Prefix + Last name \*", and "Email \*" (with the placeholder "info@marathonrotterdam.nl"). The right panel is titled "SHOPPING CART" and shows a table with one item: "5 KM Loop Business Team" with a quantity of 1 and a sub-total of €0.00. The "CART AMOUNT" is also €0.00. A red "Clear shopping cart" button is present. At the bottom, there are "PREVIOUS" and "NEXT" buttons.

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.

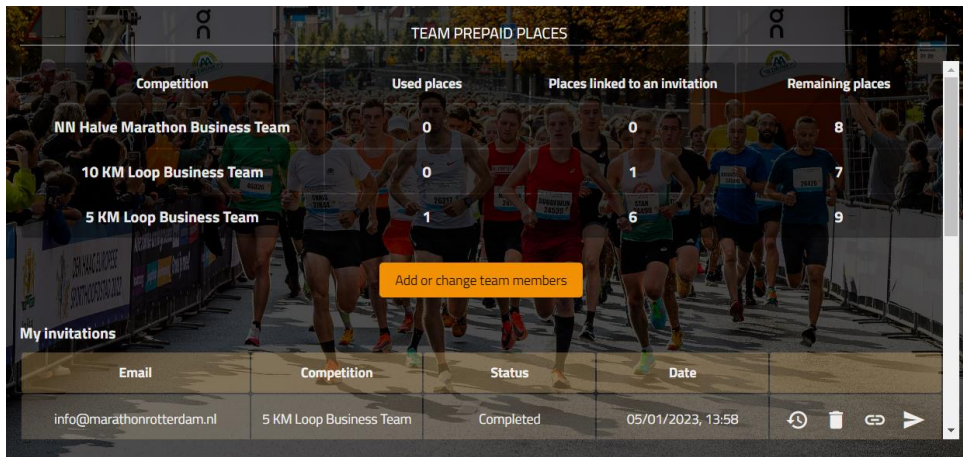
This screenshot shows the "SHOPPING CART" with two items. The first item is "5 KM Loop Business Team" with a quantity of 1 and a sub-total of €0.00. The second item is "[Product] Medal engraving : Yes" with a unit price of €7.00, a quantity of 1, and a sub-total of €7.00. The "CART AMOUNT" is now €7.00. A red "Clear shopping cart" button is visible. At the bottom, there are "PREVIOUS" and "PAYMENT" buttons.

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).

