



## **The On Line Entry System**

The K2B online entry system is designed to give the Team Co-ordinator more freedom to amend and change their team line-up after it has been initially entered and accepted by the K2B administrators. The system should also speed up the Walk Day registration process by obtaining the walker sponsorship totals in advance and also enable co-ordinators to reserve Happy Bus tickets to get them to the Keswick start.

All team entries will be scrutinised by the K2B admin team prior to confirming acceptance for the event by allocating a Team Number **which you must use in all communication.**

The K2B is a team-based event with teams comprising between **6** and 12 persons. Any entry with less than **6** names will therefore be rejected by the system and you are urged to ensure you have at least **6** entrants in order to avoid any wasted time registering an unacceptable team. If you wish to participate but cannot raise the required **6** entrants, you should e-mail K2B admin **after March** and we will try to fit you into an incomplete team.

Any entrants intending to compete for the First Male, Female, Boy, Girl, Hand Cyclist trophies should be entered along with all other entrants. These participants should ensure they arrive at the K2B start early with their tag and register with the Start Marshall. The runners official start time is 06:00hrs.

You will be aware that this is one of the most 'enjoyable' free to enter one day events in the country and places will be limited to comply with the K2B risk assessment and safety guidelines. If you enter a team but find you cannot participate or have insufficient team members you must advise the committee. By recording a 'No-Show' your entitlement to participate in future years could be affected

On entering a Team you must undertake to abide by all the Rules & Regulations which include raising as much sponsor monies as possible and returning it ALL to the K2B committee for distribution. You can however 'Nominate' a charity via the website AFTER YOU RETURN YOUR SPONSOR MONIES LATER IN THE YEAR and details of this can be found at the 'charities' section of the web. If you participate and then withhold sponsor monies you will be in breach of the K2B rules and regulations and your (and your team members) entitlement to participate in future years could be affected.

Entries can be submitted between the **end** of January and the **end** of April each year. However as you do not need to complete all your team details at the entry stage, it is advisable to submit your team ASAP in case high demand results in a limit on the number of teams. The process is simple if you follow these guidelines :

- 1) Register your Co-ordinator details.** – As a Team co-ordinator you must provide a full set of contact details. On the website you should go to the Team Entry section where you will be prompted to register. On registry it is



mandatory for all fields to be populated. An automated response will be sent to that address to confirm its validity and provide you with details for accessing the team entry form. **It is essential that you provide your correct e-mail address.** If you get no response from us you should recheck the e-mail address you entered and do a repeat registry.

- 2) Authorisation Code** – When you have registered as a co-ordinator you will receive an automated response to the e-mail address you have given, quoting your Username, Password and **Validation code**. When you log back in to the on-line entry form as a co-ordinator, enter your Username and Password then press 'Login'. When you see another box appear requesting your **Validation code**, enter the code and press 'Login' again. You will then be taken to the Entry Form where you can enter your team details. (From this point on when you logon as the co-ordinator you will not be prompted for the Validation Code again).
- 3) Enter your Team Details.** – Once you have accessed the Team Entry Form you should complete all required sections to have your entry accepted. A team name **Must** be supplied and must not be offensive or controversial. In the entrant field, **at least Six names** must be supplied (these can be changed / amended at a later date if required). Names must be in the form '**Forename Surname**' and must be spelt correctly as these are the names that will be printed directly onto your completion certificates after the event (sorry – no reprints). In the 'Times Completed' field you must denote how many times each entrant has finished the K2B before this year (this will be used for repeat awards ; Doctors, Fellows, Grand Masters etc). You must then click the tick box to confirm that you and your team will comply with the rules and regulations and finally click the 'Submit' button at the bottom of the screen to submit your entry. After submitting your entry you will have the options to print off the team you have just submitted and also to print off the required number of sponsor forms. **Please re-check that your entry has been submitted by logging on again and at the bottom of the screen it will state, 'already submitted'.**
- 4) For Multiple Team Entries** (eg Schools, Youth groups etc under the same co-ordinator) the Entry Form will enable you to create further teams. To do this logon again using your Username and Password this will take you to the form of your original team submission where you can choose under options to 'Create a New Team'. From here you will then be prompted to enter the new team name and the names of the entrants, continue as in point **3**) above. Repeat this for as many teams as is required. (School or Youth group entries may well require visibility of the K2B risk assessment – if this is the case, please ask)
- 5) Within 5 days of submitting your entry** K2B Admin should respond confirming your allocated team number for this year's event. You will also receive instructions for distributing your sponsor forms which can be printed from the website.



**6) Completing your entry** – Once your Team Entry has been confirmed you can revisit your entry form on the website any number of times to add, amend or modify your team line up before the end of April. **All co-ordinators MUST complete the £ Sponsorship field** denoting how much money (approximately) each entrant is targeted to earn (this will be used to project the total charity fundraising total on Walk Day). Happy Bus tickets should be ordered ASAP and cheques forwarded to K2B to confirm seats and avoid disappointment. Buses will normally follow the main A590 route out of Barrow, but if you have any specific requirements – please ask)

**All entry details MUST be completed before the end of April** when the entry data will be downloaded into the Entrant Tracking System. Any last-minute changes WILL result in delays to your start on the day and MAY result in exclusion from trophy competitions. In the event that the K2B is over subscribed, entries may close earlier than stated above.

Start Packs (electronic tags, route cards etc) will be distributed at Hawcoat Park Sports and Social Club, Barrow, on the evening before the event (15:00 – 19:00hrs). Any travelling teams who cannot collect their Start Packs from Barrow will be able to collect them at the Keswick Start although this is likely to delay their start to the event.

*Technical Queries, Registering / Logging On to the Entry Form*  
Please contact Peter Bartlett – 07747 741001

*Rules and Regulation Enquiries*  
Please contact Neil Tyson (Secretary) – 07801 717909