



ENTRIES INSTRUCTIONS

Supervisor:	Joan O'Halloran
Check In Location:	Volunteer Check-in Marquee at Alexandra Gardens
Check In Time:	6.30am
Working Location:	Entries Marquee at Alexandra Gardens

Duties:

Assisting participants with registering for the event.

Please speak to your Team Leader, Joan O'Halloran, on event day for specific instructions.

Participants are to fill in entry forms at the tables in front of the marquee. There will be a list of instructions and a price list stuck to the table for your reference.

- Ensure participants fill out an entry form correctly (including credit card details if relevant, proceed to the credit card machine area)
- Write the allocated race number on the entry form & the amount paid
- Write the race number on the back of the cheque - if there is one
- Ensure the correct money has been paid
- If more than one entry is being processed, write each individual's name on the back of their allocated number.
- Give the participant the number (pins will be located on table in front of marquee).
- If someone has lost their number, please direct them to number pick up who can check if they are on the list of entrants and reissue a new one if needed.
- Your supervisor will be in charge of collecting the money and for the safekeeping.

Entry fees:

Adult	\$30
Child (U/16)	\$15
Student/Health Care Card	\$22
Family (2 adults, 4 children)	\$65
Family (1 adult, 4 children)	\$45
Additional child	\$ 8

Event	Race Number	Race Start Time
4km runners	White race numbers	7:45am
8km runners	Yellow race numbers	8:10am
All walkers	Pink race numbers	9:40am