



NOV. 10, 2019



ABBOTT
WORLD
MARATHON
MAJORS

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QUALIFIER

Group Registration Tutorial 2019

Welcome To The Group Registration Tutorial!

Thank you for taking the time to learn more about the group registration process

This presentation is designed by the Beirut Marathon Association to help you in the registration process for the **BLOM BANK BEIRUT MARATHON 2019** races.

At any time, if you feel you need any assistance in the process, our team is at your disposal to assist you with any enquiry you might have at the below contact details:

Registration Coordinator	Mr. Mouhamad Rasmi
Email:	registration@beirutmarathon.org
Registration helpline 1:	+961 70 898 151
Registration helpline 2:	+961 5 959 262 ext. 13 or 42

We will now take you through the process, mandatory steps, and payment options in order to complete your registration process and be with us on the 10th of November 2019

See You At The Start Line !

Important Info, Dates, and Deadlines

Registration Opening Date

02 August 2019

Registration Deadline Date

25 October 2019

Payment Deadline

02 November 2019

Registration Points

- ABC Ashrafieh Stand (starting 25 Sept 2019)
- Spinneys (all branches)
- BLOM BANK (all branches)
- Online at beirutmarathon.org
- Beirut Marathon Association Offices

BIB Pick Up

When:

6,7,8 & 9 November 2019

Where:

Marathon Village

Train Station, Mar Mikhael

Time:

02 PM till 10 PM

New Rules & Regulations

* Races' Capacity

Our races have a limited capacity for each race, once this number is reached, the race will close automatically even if it closes before the deadline and no more new runners will be accepted;

If you upload your excel sheet and you do not click on **SUBMIT CONFIRMATION**, this does not mean that you reserved your place in this race; once you click on **SUBMIT CONFIRMATION**, a **BIB Number** will be generated for each runner and this way, you be will guaranteed a slot in the race.

The race slot is non-transferable and non-refundable.

PLEASE MAKE SURE YOU COLLECT ALL INFORMATION AS EARLY AS POSSIBLE & SUBMIT IT TO SECURE YOUR RACE SLOT.

** Schools / Guides

Every school registering a team of runners, will be entitled to guides according to the guidelines:

0 to 10	Children	1 Guide Free of Charge
11 to 20	Children	2 Guides Free of Charge
21 to 30	Children	3 Guides Free of Charge
Etc.		

Races' Information

Timed Races

42.195 KM Marathon	Timed Race	17 Years +	\$60.00 USD
42.195 KM Para-Athletes	Timed Race	17 Years +	Free of Charge
42.195 KM Relay Race	Timed Race	14 Years +	\$160.00 USD (6 runners)
42.195 KM Junior Relay Race	Timed Race	14 – 18 Years	\$200.00 USD (10 runners)
21.1 KM Half Marathon	Timed Race	14 Years +	\$35.00 USD
21.1 KM Para-Athletes	Timed Race	14 Years +	Free of Charge
8 KM Race	Timed Race	14 Years +	\$30.00 USD
8 KM Para-Athletes Race	Timed Race	Open to all ages	Free of Charge
5 KM Youth Race	Timed Race	10 – 17 Years	\$16.67 USD
5 KM Mentally Challenged Race	Timed Race	Open to all ages	Free of Charge

Non-Timed Races

Fun Run 8 KM	Not Timed	Open to all ages	\$26.67 USD
Para-Athletes 1 KM	Not Timed	Open to all ages	Free of Charge
Run with Parents 1 KM	Not Timed	9 Years and below	\$20.00 USD (Inc. 1 Guide / Parent) <i>\$6.67 USD for an extra guide</i>

How to Register (1/2)

Are you running for a Partner NGO?

YES = please disregard the whole document and get in touch with the NGO you wish to run for and send them the excel with your runners only. In return, the NGO will upload the info under their account to be entitled to the 25% from the registration fees. (to check our list of approved NGOs, please visit <http://beirutmarathon.org/ngos.php?id=community1>)

NO = please follow the below steps in order to register

Do you have a username and password?

YES = you can go ahead and login to your account & once you complete the excel sheet with all your runners' information, you just need to upload it and click on SUBMIT to finalize the process. *In case you forgot your username and password, please email us to regenerate new ones.*

NO = Email us at registration@beirutmarathon.org by sending us the below information based on what criteria you fall under

How to Register (2/2)

Private Corporation

(bank, corporate, fitness center, running club, etc. ...)

- Full Name of your Corporation
- Your coordinator Details (name, position, email & mobile)
- Copy of the Official Registration Papers (إذاعة تجارية)
- Details of the Invoice & who shall It be addressed to

School / University

- Your coordinator Details (name, position, email & mobile)
- Copy of the Official Registration Papers from the Ministry of Education
- Public Schools need to send us the list of all the runners signed and stamped from the school's principal. (Public Schools will register FREE OF CHARGE)

NGO

- New NGOs need to contact our Hospitality & Outreach Dept. to sign an MOU and proceed
- Please contact Ms. Myrna Merhej at +961 5 959 262 ext. 37 or by email: outreach@beirutmarathon.org
- Partner NGOs can follow the same process as Corporate

How to Register Teams / Runners

Note

- Your account allows you to register various teams under one account
- Once you download the excel sheet please note that you cannot make any changes in the field and all the columns are mandatory to complete for any race
- When you open the excel sheet, you need to enable editing and macros for corrective use (*click options then enable this content*)
- In case you complete a cell with insufficient information, the excel sheet will highlight the cell you need to correct and change in order to upload the excel sheet and finish your registration
- You will need to complete each cell in order to move to the next one, no skipping of cells allowed
- Some fields are in a DROP DOWN Format, please choose from the lists provided and DO NOT type instead. The format will not accept it
- Once you enter the date of birth, the sheet opens up the races cell which you are entitled to. Please check the races info in order to know which race suits you best

How to Upload the Excel Sheet

- Log in to bmaregistration.org
- Click on LOGIN and enter your Username and Password
- You will be directed to a new page, click on MY GROUP and then choose TEAMS
- You will be directed to a new page, click on ACTION and then choose ADD NEW TEAM
- You will be directed to a new page where you need to complete the TEAM INFO
 - ✓ Under this page, you can create VARIOUS TEAMS
 - ✓ You will need to fill in the CORRECT Company Name, University, Fitness Center, etc ...
 - ✓ Team Registration: You will need to fill the Coordinator Name and Contact details of the team you are registering.
 - ✓ If you are an NGO, you will need to put your COORDINATOR's NAME & CONTACT DETAILS
 - ✓ Each team will have his own independent INVOICE, RECEIPT AND CREDIT NOTE

How to Upload the Excel Sheet

- Once you complete entering the info, you will be directed to a new page where you will need to **UPLOAD THE EXCEL SHEET**
- The excel sheet is available for **DOWNLOAD** in STEP 1.
- Once downloaded, you fill all the information needed , **Save** it, **Upload** it & click on **UPLOAD & SAVE** (screen shot below)

TEAM REGISTRATIONS Event: BLOM BANK Beirut Marathon 20:

My Group

Team Information | **Team Members** | Payment

Steps to add Team Members:
Step 1: Download excel template.
Step 2: Fill the excel with your members data.
Step 3: Validate and fix your data by **Enabling Excel Macros** and pressing on the **Validate** button in the **Validation Summary** sheet.
Step 4: Upload excel file.

Excel File *

Confirmation

- Once you click save, you will be re-directed to the last page where you need to;

- Read & Tick the box of the **Terms and Conditions**
- If you wish to make changes to the excel sheet, just click save & you can have access to the database at any time to amend it, change races, add / delete runners etc.
- You can donate to BMA if you wish by entering the desired amount
- *Screen shot below*

Once your database is completed and you need to submit it, click on **COMPLETE REGISTRATION**

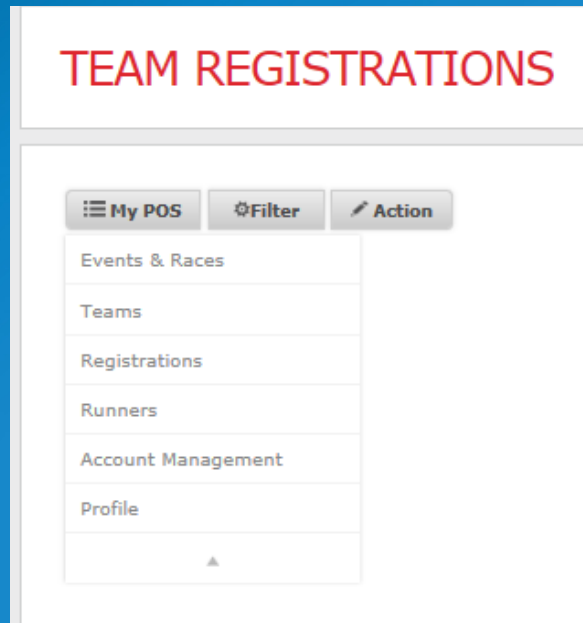
The screenshot shows a web interface for team registrations. At the top, it says 'TEAM REGISTRATIONS' and 'Event BANKMED Youth Race 2017'. Below that is a 'My Group' button. There are three tabs: 'Team Information', 'Team Members', and 'Payment'. The 'Payment' tab is active. It shows 'Registration Fees' as '0.00 USD' and a 'Coupons' dropdown menu. Below that is a question 'Would you like to donate to Beirut Marathon?' with 'Yes' and 'No' radio buttons. A text input field shows '0'. The 'Total Payment Amount' is '0.00 USD' with a currency dropdown set to 'USD'. There is a checkbox for 'I agree to the BMA Terms and Conditions'. At the bottom, there are three buttons: '< Back', 'Save', and 'Complete Registration >'. A 'Notes' section contains two bullet points: '• Save button will only save the team information and members data.' and '• To finalize the team registration click on the Complete Registration button.'

The system will automatically generate a BIB Number for each runner which you will need to bring with you to the BIB PICK UP to collect your race packs.

Help Save Paper
Have it ready on your phones when
collecting the BIB Numbers

Runners Under Your Account

- If you wish to see who registered under your name or check the accounting, please follow the below steps:
 - After you log in to your account, you will be directed to the **TEAM REGISTRATIONS** page
 - TO VIEW THE RUNNERS; Click on **MY POS** and click on **RUNNERS**, where all the teams will be listed
 - TO VIEW THE INVOICES AND CREDIT NOTES: Click on **MY POS** and click on **ACCOUNT MANAGEMENT**, where you will have access to all invoices issued, receipts and teams credit notes as well as, **Individual CREDIT NOTES**



BIB Pick Up Information

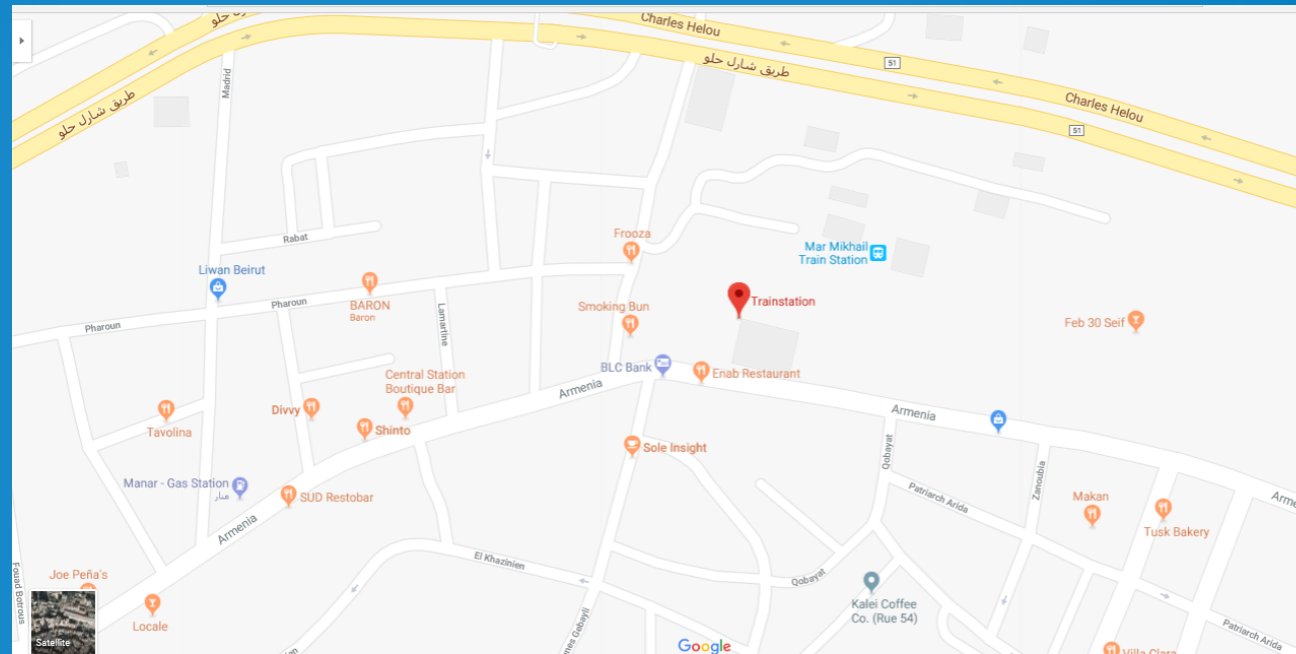
Date 6,7,8 & 9 November 2019
Time 02 PM till 10 PM
Location Marathon Village, Train Station, Mar Mikhael

Mandatory Requirements

- Full payment to be made before you collect your race packs
- Payment Deadline **02 November 2019**
- You will need to bring with you the BIB Numbers or Order Number which you can find in the confirmation email you received from us once you submitted your data

BIB PICK UP
GoogleMaps Location

<https://goo.gl/maps/ncTpHwPcaxVccDbz7>



Payment Modalities

Payment Deadline

02 November 2019

Payment can be made via:

- Cheque delivered to the Beirut Marathon Association Office, made out to **BEIRUT MARATHON ASSOCIATION**
- Cash at the Beirut Marathon Association Office
- Bank transfer to the below BLOM BANK Account

Bank:	BLOM BANK SAL
Account Name:	Beirut Marathon Association
Account Number USD:	LB56 0014 0000 4002 3041 1848 0710
Account Number LBP:	LB21 0014 0000 4001 3041 1848 0711
Swift Code:	BLOMLBBX

Once the transfer is made, it is mandatory you send us a copy of the swift to enable us to follow up the payment at fatendoughan@beirutmarathon.org

Payment Terms & Conditions

Upon receiving the invoice, please make sure to settle payments no later than 02 November 2019.

- **FOR PAYMENTS THAT ARE EQUAL TO OR LESS THAN \leq \$5,000 USD**
The registration fee must be paid in full before the 02nd of November 2019 in order to receive the registration kits, BIB numbers, and T-shirts
- **FOR PAYMENTS EXCEEDING $>$ \$5,000 USD**
 - 70% of the total amount must be settled by the 02nd of November 2019 in order to receive the registration kits, BIB numbers, and T-shirts
 - The remaining 30% fees (of the total payment) must be settled by the 12th of December 2019 at the latest
- **LATE PAYMENTS PENALTIES**
The Beirut Marathon Association reserves the right to reduce or cancel any contribution from Registration Fees, should payments not be settled in full by the above stated date

To avoid any inconvenience and in order to secure your participation at the event, kindly abide by the new rules and regulations in place

THANK YOU

