



# Newsletter

Our records show that you were a coordinator of a team in the 2008 event, so we expect you may be getting involved again this year.

To help you we have added an "import entrant" function to the 2009 Online Entry system –which will save you a lot of data entry. We recently sent an email to all valid Users advising them of their 2008 ID & password, if you didn't receive this email you may like to contact our office to see if we can retrieve this information for you.

Don't forget to consider helping a charitable cause through our online fundraising partner, Everyday Hero, refer to our website for more information

## WE ARE ONLY A PHONE CALL OR EMAIL AWAY

For any help contact Sue or Valeri on

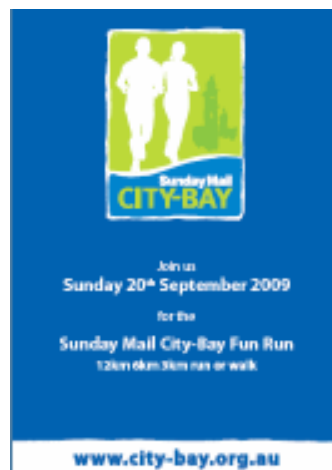
**8232 6184**

**info@city-bay.org.au**

We have designed three advertisements that you can use to promote the event to your members.

This advertising material cannot be altered in anyway.

Refer to our website for more detail



### ENTRIES DEADLINES

	Teams	Individuals
Online	September 7	September 7
Post	September 7	September 7
In person	September 11	September 13
In person <i>incurring late fee</i>	n/a	September 19

## FAQ'S

THERE IS NO 'TEAM FEE', EVERYONE PAYS THE APPROPRIATE INDIVIDUAL ENTRY FEE

CONSIDER RAISING FUNDS TO SUPPORT A CHARITY THAT MATTERS THE MOST TO YOUR GROUP, over \$140,000 was raised for charity last year. You can build your online fundraising page now and add your team members closer to the entry deadline. This enables you to get the 'word' out to your supporters early and maximise your fund raising efforts.

The ON-LINE ENTRY SYSTEM is available for team entries where a single credit card payment is made on behalf of the entire team OR where individual members will enter and pay for their own entry.

A HARD COPY PAPER ENTRY IS NOT REQUIRED. However, ensure that members have been made aware of the [Indemnity Form](#) Simply ask team members to note their interest on the [Summary Sheet](#) and then key the data to the online entry system.

GROUP COORDINATORS MAY PREFER TO COMPLETE AN ONLINE ENTRY ON BEHALF OF ALL TEAM MEMBERS. If so, you do not have to enter all team members at once. It may be preferable to enter smaller numbers of team members as they register their interest. Once you have paid for an entrant(s) their details can not be deleted or altered.

MOST IMPORTANTLY decide whether you want all the Race Numbers returned to you for distribution or directly to the participant's home address (better idea if your team is spread over many locations). The address you enter is where we will be sending the race numbers.

THE GROUP NAME, is usually your company or organization name. THE TEAM NAME can be your "funny" team name or the name of the charity you are helping raise funds for

POSTAL OR IN-PERSON ENTRIES ARE AVAILABLE FOR TEAMS WHERE PAYMENT IS MADE BY CASH, CHQ OR MULTIPLE CREDIT CARDS. Each team member must fill out an entry form.

- **Do we all have to participate in the same event category, ie 12km walk or run?** No, Teams of category H, I, J & K will be considered as a team regardless of whether members walk or run, do the 12k, 6k or 3k.
- **Can I bring my children?** Children who walk or run the event must be noted on the participant's declaration and the appropriate fee paid. Children can not ride bikes or scooters, etc. A child in a pram can accompany an adult without incurring an entry fee.
- **Why do I have to give my birthdate?** Certificate of Merits are awarded to age group winners, you may think it unlikely that you may win one but you never know. It is also important for statistics - you will be classified as a 99yr old if you do not supply your birthdate.
- **Can we wear/bring items promoting our group?** Yes, as long as;

Participating groups cannot promote their sponsors in conflict with any City-Bay Fun Run Sponsors. For example: you can wear a T-Shirt with your sponsors name on it but you cannot hold up placards, signs or any other form of promotion during our event.

Promotion in brochures, posters, through the media or any other form of promotion must be submitted for approval to the Event Manager before it is released to the public or supporters.

There can be **no sales of products, food or beverages** during the event.