How to Enter

This year we are using the entry system offered by a company called ResultsBase, based in the UK, who organise the registration of participants on numerous walking and running events. This has been successfully used twice by our sister event, the Southern 50 Challenge, and used by us last year on the Chiltern 20 Challenge 2023.

ResultsBase charge a small administrative fee which is 5% of the event price (£2.70 this year) and is added to the entry fee. **You should be aware from the outset that this fee is non-refundable. Withdrawal for whatever reason will result in the forfeit of that administrative fee.**

Entry fees (and admin fee) are paid at the point of entry. You need to be prepared to pay by card at the time you place your entry and enter the team details.

ResultsBase team manager profile

To register and manage team entries, a **Team Manager must first set up a Profile** if you do not already have an existing Profile with Results Base for other events. This is your "account" where you can see events that you have entered, entries and orders for future events. Once you have a Profile you are ready to register teams and manage any that you register. If you entered a team last year using the ResultsBase system, you will already have a Profile with them. All you need to do is log in using the password you previously set up.

Information you need to register a team

- Distance, team size and name of team.
- Participant name, gender and date of birth.
- Scout Group and Scout County.
- Dietary, medical conditions, allergies or medication required.
- Scout Association Membership Number if 18 or over.

At this point you need to be sure of whether the team are confident enough to walk without adult company. Please make sure that you check the updated rules for this event and your responsibilities as the team manager.

Registration of teams

During the registration process you can register more than one team, each registered team appearing in your order, and a summary is shown on the right. You can register new teams at any time by starting a **new order**.

1.   Select distance

Senior route with no accompanying adult(s)   (3,4 or 5 Scouts only)

Senior route with accompanying adult(s)   (3,4 or 5 Scouts with 1 or 2 adults)

Junior route with accompanying adult(s)   (3,4 or 5 Scouts with 1 or 2 adults)

2.   Select number of walkers

Depending on your route choice, select team size 3, 4, 5, 6 or 7 participants. You can add, move or remove a participant later if necessary although it is easier to enter the correct number at this point.

3.   Enter team name

Each team name must be unique.

It is best to use your Scout Group name followed by an identifying letter or number (for example: 1st Scilly Isles A).

4. Specify team members

The first name you enter should be the leading Scout walker. This person will be assigned the walker's letter A. The next names should also be Scouts B,C (and D,E if included). The last walker name(s) should be the adult(s) in the team if adult(s) are walking with the team. They will be assigned letters F and G. Remember that walkers F and G must be **over 18 years of age and you must include their Scout Association Membership Numbers.**

The basic personal information collected here is retained by ResultsBase (name, gender and DOB). Any dietary, allergy and medical details that you may enter are automatically erased by ResultsBase a short period after the event has ended. You may wish to read their terms and conditions and GDPR information on their website https://resultsbase.net/privacy

We ask for allergy information and the details of any medical conditions that we need to be aware of during the course of the event. This information is only made available to authorised personnel (First Aid team, central control and check point managers) and is safely deleted after the event.

We will collect mobile phone numbers on the day of the event of walkers actually carrying a phone on the event. This is so that we can make contact with them during the walk. This information is retained by authorised personnel at central control and is deleted after the event. It is collected from the individuals at check-in and is **not recorded as part of the ResultsBase registration** process.

5. InTouch

Once you have registered all the team(s) for this order, select "NEXT" to continue. This takes you to the screen requesting InTouch information. Complete the InTouch Team contact information for each team registered.

6. Walker Details

Complete the participant additional information for each of the walkers in the team.

The evening meal for all participants will comprise a baked jacket potato. There will be a selection of fillings available which we hope will cater for everyone's tastes and dietary requirements.

Please enter any allergy information or medical information concerning each walker.

On completion of the team and participant information,

select "NEXT" to proceed to the payment section.

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How to pay for your entry

Check your order summary and confirm the Terms of Trade and Billing Address. By default the address appearing here is the first member of the team. Make sure this shows **your** details here (profile billing address).

Select "TO PAYMENT" to proceed to the STRIPE payment page where you can enter your payment details.

Please do not be concerned about the text appearing here in red regarding an extra transaction fee. This will be handled by the C20 committee. You pay only the team entry fee of £54 and the booking fee of £2.70. As noted above, the booking fee is not refundable should the team withdraw at any point after payment has been made.

Once the payment has been taken, you will be passed back to the ResultsBase Online Entry Registration system and a receipt will be emailed to the Team Manager.

The receipt shows details of the order placed with the teams that have been registered. The receipt contains two special links:

Order Edit Code this link will take you to a summary of your order and the

Edit Code (one for each team you register) will take you to the team summary.

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Registered teams

All orders and team entries can be managed through your Profile, click on the "My Area" in the top menu bar, select "Tickets" to view your registered teams. From here you can view the receipt and make changes to the team and participant information. They can also be managed via the "Edit Code" on the receipt.

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Adding an additional participant to an existing team

If you have already registered a team into the event and the team size selected was 3 or 4 and you now need to add an additional participant, please contact us at marktc20registrar@gmail.com

and we will provide you by email a link to allow you to create a solo participant, that we can then add to the team for you.

Once complete you will be able to manage the extended team as normal. **There are no additional payments for this process.**

When you receive the link, paste it into your browser and logon using your Team Manager Profile to create this solo participant. The distance will already be selected as SoloEntry.

Enter the participant details as you would for any other participant.

Select "REGISTER" to continue and complete the participant additional information. You will need to know any allergy and medical information.

On completion of the new participant information, select "NEXT" to proceed to the payment section.

Check your order summary and confirm the Terms of Trade and Billing Address.

Select "CONFIRM" to complete the process. **There is no payment to make.**

A receipt will be emailed to the Team Manager Profile Account.

When you have completed this process, **please contact us by reply to the email we sent you.** Provide us with the name of the new participant you have registered and the Team Name to which you want this new participant to be added. We will confirm by email once this has been completed, you will then be able to manage this team as normal.

Removing or moving a participant from an existing team

If you need to remove a participant from an existing team or move a participant from an existing team to another team that you have registered, please contact us at.
marktc20registrar@gmail.com

- Provide us with the participant to be removed or moved,
- the Team Name that the participant currently belongs to and
- if you are moving the participant the team name that they need to be moved to.

We will confirm by email when this has been completed.

Please do not attempt to delete a walker yourself and do not add a duplicate entry for the same walker. This will not be registered with your team(s) and cause us a lot of extra work and inconvenience. Thank you.