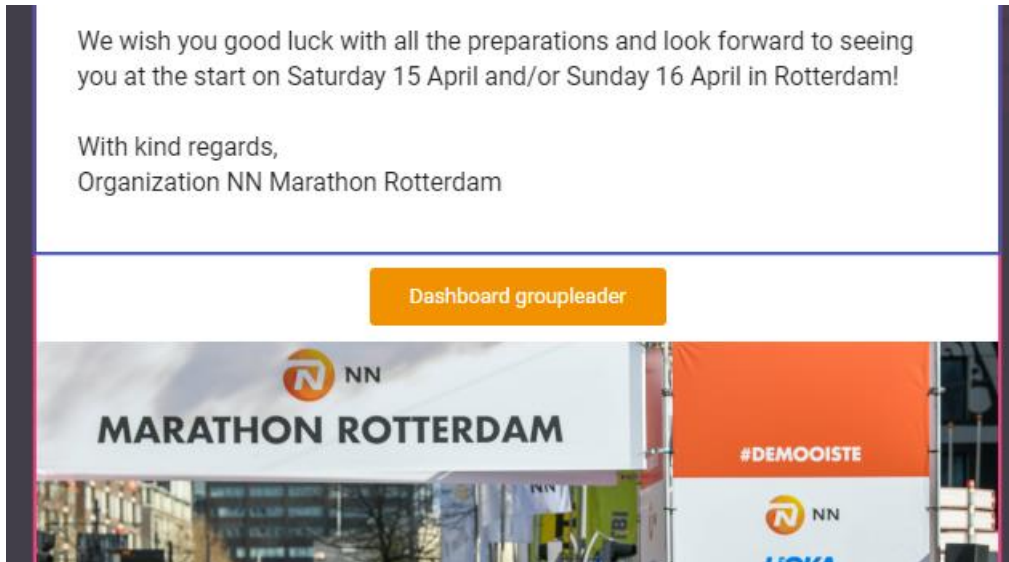


***ATTENTION**, if the system gets stuck at a certain step, please delete your cookies or try again in an incognito **screen**.

Step 1

Go to the contact person dashboard. You can do this by clicking on the link in the confirmation email you have received.



Step 2

Invite participants to the group and/or team through your dashboard, by clicking on “Manage prepaid places”.

Competition	Used places	Places linked to an invitation	Remaining places
NN MARATHON ROTTERDAM	1	0	4

Manage prepaid places

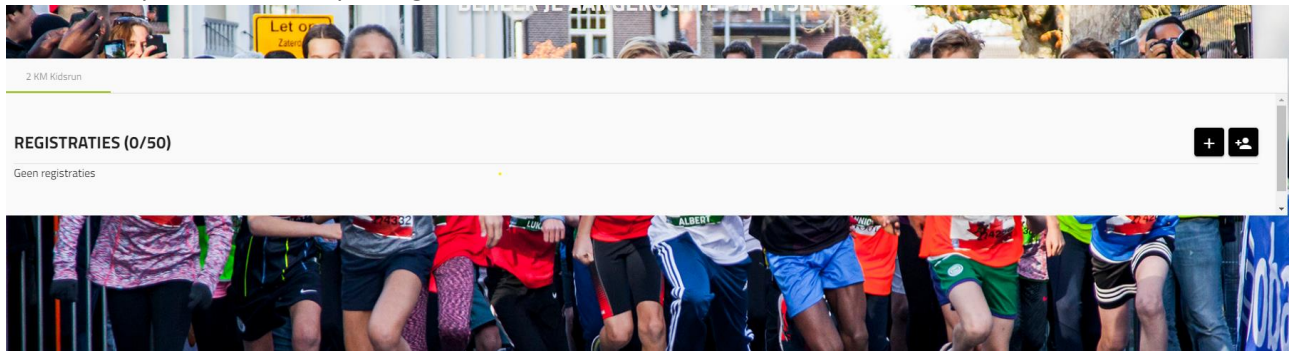
In case of a team, click on “add or change team members”.

Competition	Used places	Places linked to an invitation	Remaining places
TBI Business Duo Marathon Recreational	1	1	0
TBI Business Relay Recreational	2	0	2

Add or change team members

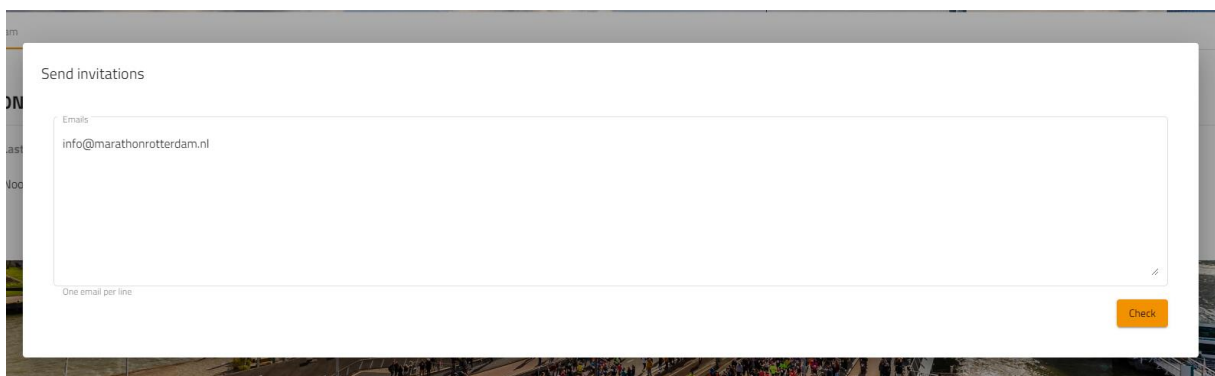
Step 3

At the top left you can see in which distance or team you are. Click on the plus sign on the right to invite participants by email. There is also an option to add participants yourself by clicking on the icon of the person with the plus sign.

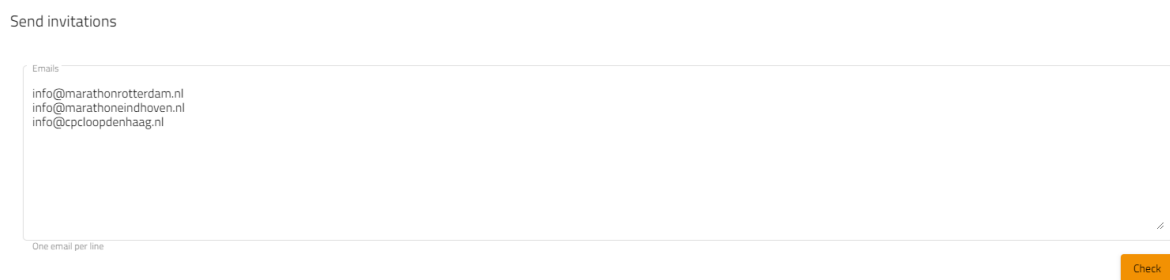


Step 4

If you want to invite someone yourself, type in the email address and click on 'confirm'. The e-mail address will then be checked.

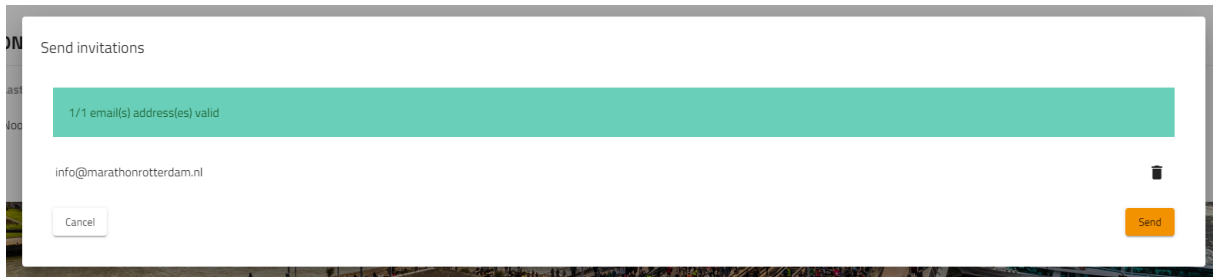


You have the possibility to invite multiple people at the same time by putting their email addresses underneath each other.

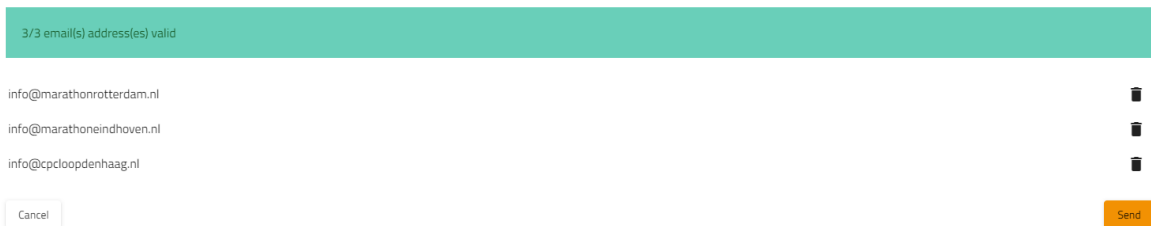


Step 5

To actually send the invitation, click on 'send'. The participant is now invited and receives an email.

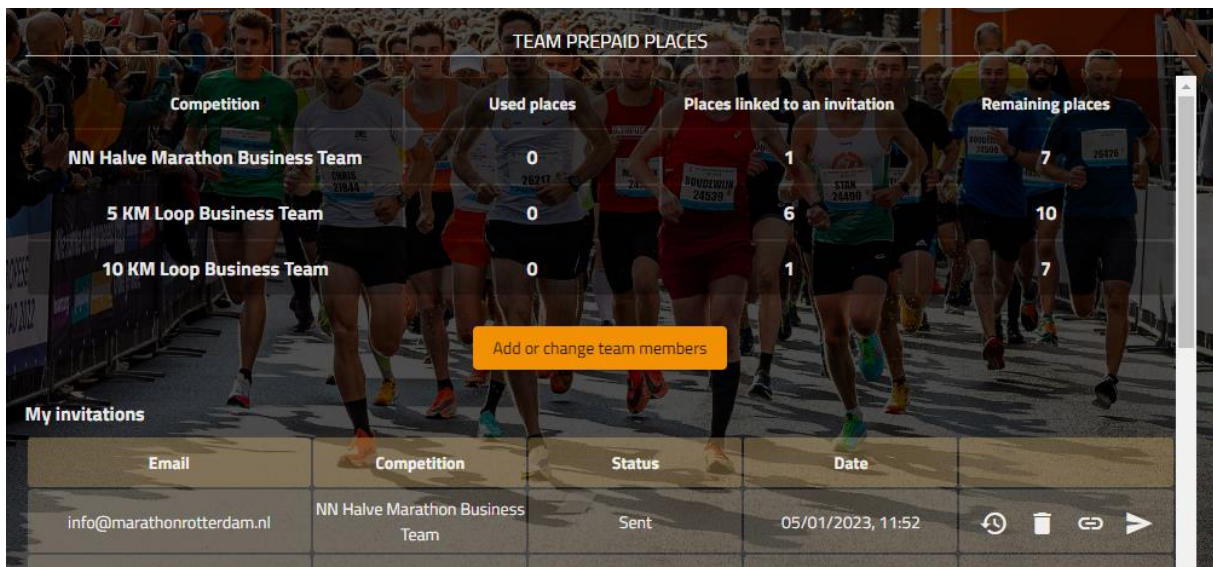


Send invitations



Step 6

The dashboard now shows that you have sent the email to the participant(s), the status of the invitation is now "Created" later this status changes to "Sent".



Step 7

The participant receives an email at the email address you provided and is able to register herself/himself in the group via the button in the email.

Congratulations!

You are invited to participate in this group: Rotterdam Marathon B.V.

By clicking on the button below, you can register yourself for this group

Join the team



Step 8

Once the participant has clicked on the button with the link, the status in the dashboard will change into "In progress".

The screenshot shows a dashboard with two main sections. The top section, titled 'TEAM PREPAID PLACES', contains a table with the following data:

Competition	Used places	Places linked to an invitation	Remaining places
5 KM Loop Business Team	0	6	10
10 KM Loop Business Team	0	1	7
NN Halve Marathon Business Team	0	1	7

Below this table is a button labeled 'Add or change team members'. The bottom section, titled 'My invitations', contains a table with the following data:

Email	Competition	Status	Date
info@marathonrotterdam.nl	NN Halve Marathon Business Team	In progress	05/01/2023, 11:52

Step 9

The participant fills in the form and does not have to pay for the registration.

The screenshot shows a registration form on the left and a shopping cart on the right. The form is titled "5 KM LOOP BUSINESS TEAM" and includes a "Team registration" progress indicator (2/8). Below the title, it says "Enter Your details below:" and "Fields with a * are mandatory". The form fields are: "First name *", "Prefix + Last name *", and "Email *" (with the value "info@marathonrotterdam.nl"). The shopping cart is titled "SHOPPING CART" and shows "TEAM : JA". It contains one item: "5 KM Loop Business Team" with a unit price of €0.00 and a quantity of 1. The "CART AMOUNT" is €0.00. There is a "Clear shopping cart" button and "PREVIOUS" and "NEXT" navigation buttons.

The participant can choose to buy additional products if applicable. For example, a t-shirt or medal engraving, which the participant then pays for in the shopping cart.

The screenshot shows the shopping cart with an additional product. The cart is titled "SHOPPING CART" and shows "TEAM : JA". It contains two items: "5 KM Loop Business Team" (€0.00) and "[Product] Medal engraving : Yes" (€7.00). The "CART AMOUNT" is now €7.00. There is a "Clear shopping cart" button and "PREVIOUS" and "PAYMENT" navigation buttons.

Step 10





The registration will appear as "completed" in the contact's dashboard.

In this dashboard you can see exactly how many places have been used, how many people have been invited and how many invitations are still open.

The screenshot shows a dashboard titled "TEAM PREPAID PLACES" with a background image of runners. It displays a table with columns: "Competition", "Used places", "Places linked to an invitation", and "Remaining places". The data is as follows:

Competition	Used places	Places linked to an invitation	Remaining places
NN Halve Marathon Business Team	0	0	8
10 KM Loop Business Team	0	1	7
5 KM Loop Business Team	1	6	9

Below the table, there is a "My invitations" section with a table:

Email	Competition	Status	Date	
info@marathonrotterdam.nl	5 KM Loop Business Team	Completed	05/01/2023, 13:58	   

There is also an "Add or change team members" button.

Step 11

By clicking again on "add or change team members" or "manage prepaid places" you are able to view the registrations per competition, change information (click on the pencil) and remove the participant (click on the litterbin).

The screenshot shows a web application interface for managing prepaid places. At the top, it says "You are connected to the group : Rotterdam Marathon B.V." and "Log out". Below this is a banner image with the text "MANAGE PREPAID PLACES". Underneath the banner, there are three tabs: "NN Halve Marathon Business Team", "5 KM Loop Business Team", and "10 KM Loop Business Team". The main content area is titled "TEAM 1 (2/8)" and contains a table with two columns: "Captain" and "Email". The table has two rows of data. Each row has a pencil icon for editing and a trash can icon for deleting. The background of the interface is a photograph of a road during a marathon.

Captain	Lastname	Firstname	Email	
	Achternaam	Voornaam	info@marathonrotterdam.nl	
	test	test	info@marathonrotterdam.nl	