



## How to Transfer an Entry to Another Runner Between 5pm 13<sup>th</sup> March and 5pm 8<sup>th</sup> October (Standard Entry Transfers)

To transfer an entry to another runner you first need to find a person willing to buy your entry. If you have trouble finding someone, try asking at running clubs, try posting on various running forums and on The Ultra-Trail Australia Facebook page or the UTA Facebook group specific to your race distance.

### **PART 1 –To be completed by the original entrant**

To transfer your entry to an acquaintance between 13<sup>th</sup> March and 5pm 8<sup>th</sup> October you should follow the steps below:

1. Log into your EventPlus '[User Profile](#)'
2. On the 'Summary' page under 'Registrations' click on 'Transfer'
3. Enter the email address of the person you are transferring your entry to
4. Click the 'Initiate Transfer' button
5. On the Summary Page a message will appear stating that a transfer is in progress
6. The new entrant will receive an automatically generated email from EventPlus with instructions on how to accept the entry transfer
7. Follow up immediately with the new entrant to let them know you have initiated the transfer of your entry and they should have received an email from EventPlus. This is a very important step in case there was an issue with the new entrant's email address or the email goes to a Spam, promotions or updates folder instead of to their main inbox etc.
8. You need to arrange reimbursement for your entry between yourself and the person taking your entry

### **PART 2 –To be completed by the new entrant before 5pm 8<sup>th</sup> October**

1. Find the email to you from EventPlus regarding the Ultra-Trail Australia offer of entry by the original entrant.
2. To accept the offer of entry, click on the link in the email which will take you to an EventPlus login screen
3. Login to your EventPlus user profile or for new users, create a new EventPlus user profile. Make sure to use the same email address that the offer of entry was sent to.
4. You will then see a notification of the transfer and the transfer fee to pay
5. Select the race you are transferring into, proceed through the registration process making sure to fill in your entry form fully including relevant start group information as required and make payment of the transfer fee
6. Make sure you reimburse the race entry fee to the person who transferred their entry to you.

You will collect your race pack as a normal entrant at Race Check-In.

REMINDER: You need your Photo ID to collect your race pack at Race Check-In.

***Note:** All of the above steps must be completed before 5pm 8<sup>th</sup> October otherwise the link attached in your email will automatically increase the transfer fee to the Late Entry Transfer fee.*