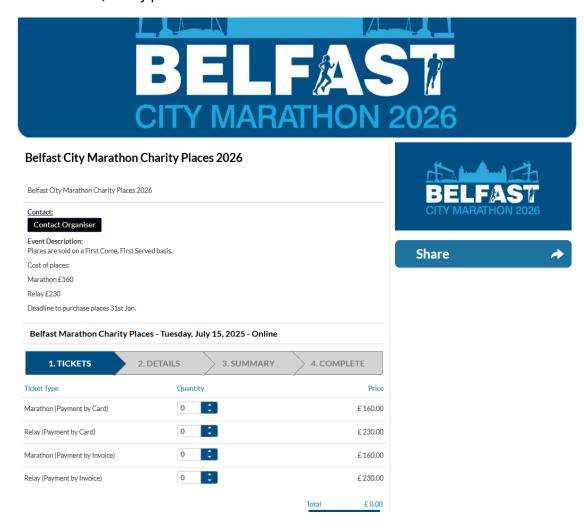
Charity places - Belfast Marathon - Process

- Register your interest in Belfast City Marathon charity places here https://2ein0n.share-eu1.hsforms.com/2eW4N2CNxSpGNSyAAZSz-5A
- 2. You will then receive an email from Eventmaster with a **link to purchase your places**. You can **purchase by Card or by Invoice**, see below. Marathon Places are £160, Relay places are £230.

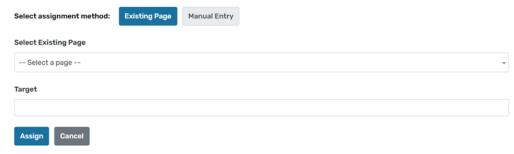


- 3. If you **pay by card** your charity places will be available immediately in your Benefactor Portal under the **Event Charity Places TAB.**
- 4. If you **pay by invoice**, your charity places will be available to admin once the invoice has been marked as paid.

Assigning your charity places

- 5. There are 2 options to assigning your charity places.
 - (a) If a runner already has a fundraising page set up and has been fundraising using this page using the Existing Page TAB.

Assign Charity Place



(b) You assign the place, and a fundraising page is created automatically and sent to the runner using the Manual Entry TAB.



- 6. Once you are happy with the fundraisers efforts you can **release the access code** that allows the runner to enter the event. Status will change to **Code Released**.
- 7. Once the runner has **registered** the status of this runner will then change to **complete.**