


## Charity places – Belfast Marathon - Process

1. **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.



**Belfast City Marathon Charity Places 2026**

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**Contact:**  
**Contact Organiser**

**Event Description:**  
Places are sold on a First Come, First Served basis.

**Cost of places:**  
Marathon £160  
Relay £230  
Deadline to purchase places 31st Jan.

**Belfast Marathon Charity Places - Tuesday, July 15, 2025 - Online**

**1. TICKETS** 2. DETAILS 3. SUMMARY 4. COMPLETE

Ticket Type	Quantity	Price
Marathon (Payment by Card)	<input type="text" value="0"/>	£ 160.00
Relay (Payment by Card)	<input type="text" value="0"/>	£ 230.00
Marathon (Payment by Invoice)	<input type="text" value="0"/>	£ 160.00
Relay (Payment by Invoice)	<input type="text" value="0"/>	£ 230.00
<b>Total</b>		<b>£ 0.00</b>

**Share**

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

Select assignment method: **Existing Page** Manual Entry

Select Existing Page

-- Select a page --

Target

**Assign**

Cancel

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

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## Assign Charity Place

Select assignment method: Existing Page **Manual Entry**

First Name

Last Name

Email Address

Target

**Assign**

Cancel

- 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**.
- Once the runner has **registered** the status of this runner will then change to **complete**.