

## **ENTRY TRANSFER (TO ANOTHER RIDER) POLICY**

To transfer an entry to another rider you first need to find a person willing to buy your entry.

Follow the steps below:

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

1. Log into your EventPlus profile via the ENTER HERE button on our website.
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**

1. Find the email to you from EventPlus regarding the BDO Lake Taupo Cycle Challenge 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.