

Runner substitution for the Cracker 10km event

IMPORTANT

If you transfer your number using the following process it is important that you understand the following:

1. You must update the Full-on-Sport entry with the new runner's full details (this includes emergency contact and medical details).
2. It is your responsibility to hand over the race number and chip when you receive it. The numbers have now been printed and will be sent to you, not the substitution runner.
3. The T-shirts have now been ordered so the size cannot be changed, so whatever size you have selected is the size you substitute will receive on race day.

Over 20% of entrants to the Cracker 10km event become injured before the race, double book themselves with another family or social event or simply fail to turn up at all. The Cracker race is always oversubscribed so we want to make it possible for as many runners to take part. Therefore, if you are unable to make it on the day of the race, we have made it possible for you to substitute another runner in your place. As per the Terms and Conditions of race entry, Weston AC are unable to refund entrants of the Cracker 10km event if they subsequently find they are unable to participate in the race. Weston AC will not be operating a waiting list for the event due to the administrative overhead involved.

It is the responsibility of the original Cracker event entrant to ensure that **ALL** the substitute runner details are inputted correctly into the online entry system. It is also the responsibility of the original Cracker entrant to recover any entry fee costs from the substitute runner, should they so wish. Weston AC will not be held responsible for any error or loss resulting from the substitution process with respect to the original entrant or the substitute runner.

Please note that the deadline for making substitutions is 6pm on Friday December 8 2017.

Step 1

Q: I am unable to take part in the Cracker 10km event and would like to find a substitute participant. How do I go about this?

A: Most entrants who want to make a substitution already have someone in mind but for those who don't, a good way is to publicise the availability of a spare place via social media. The Cracker 10km event has its own [Facebook](#) and Twitter pages; links to which can be found here www.westonac.co.uk/christmascracker. Please use caution when sharing personal data on public forums such as these.

Step 2

Once you have made contact with a prospective substitute runner you will need to decide if you require reimbursement of some, or all, of the original entry fee. Weston AC will not get involved in this process and it remains the responsibility of the original entrant to recover money from the substitute runner, should they so wish. It is recommended that the original entrant should wait for funds to clear from the substitute runner before proceeding with Step 4.

Step 3

In order to perform the substitution on the online entry system, you must obtain ALL of the information below from the substitute runner **before** proceeding to Step 4.

Information Required:	Notes:
First Name	Vital for pre/post-race communication.
Family Name	Vital for pre/post-race communication.
Gender	Vital to ensure the results and prize giving is correct.
Date of Birth	Vital to ensure the results and prize giving is correct.
Email Address	Vital for pre/post-race communication.
Telephone Number	Vital for pre/post-race communication. This can be a home or mobile number.

Full Postal Address	Vital for sending out race packs. Please include the Postcode.
Running Club Name	If the substitute does not belong to a running club then remove any existing references.
T-Shirt Size	S/M/L/XL – please note that substitute runners will have to make do with the T-Shirt size selected by the original entrant for substitutions made after Sunday 1 st November. This is because T-Shirts have to be ordered well in advance of the race.
Emergency Contact Name	Vital in case of a medical emergency on race day.
Emergency Contact Number	Vital in case of a medical emergency on race day.
Known Medical Conditions	Vital in case of a medical emergency on race day.

Step 4

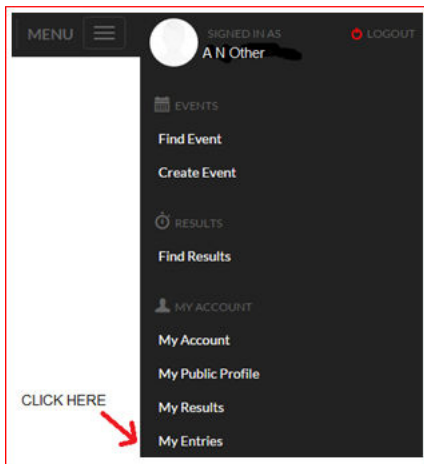
The original entrant should login to the Cracker 10km online entry system via this address www.fullonsport.com using the email address and password supplied during the original race entry process.

Step 5

Once you have logged in, select the Menu icon, as below:



Then select My Entries, as below:



You will be presented with a list of your recent race entries, as below:

MY ENTRIES				
EVENTS				
Row	Date	Event	Entry For Participant	Action
1	6th Dec 2015	Christmas Cracker 2015	A N Other	EDIT
2	13th Mar 2016	Grizzly 2016 entry ballot	A N Other	EDIT
3	13th Mar 2016	Grizzly 2015 entry ballot	A N Other	EDIT

Click on the EDIT button against the relevant Cracker 10km entry.

You will be presented with the Participant Edit window which contains details of the original entrant. You will need to overwrite these details with those you have obtained from the substitute runner.

Participant Edit Christmas Cracker 2015

Participant Details			Address details	
Email * A.N.Other@AnyISP.com			Address 123 Any Street	
Race Number race number			Any Locality	
Club Crinkley Bottom AC			Address 3	
Team Team Name			City * Weston-super-Mare	
Entry Type Cracker 10km Entry (non-affiliated entry)			Region * North Somerset	
Event Christmas Cracker 2015			Postcode * BS99 9LZ	
Title * Miss	First Name * Anne	Last Name * Other	Country * United Kingdom	
Gender * Female	Date Of Birth * 31/12/1970			
Primary Contact Tel * 01234 567890		Primary Type Home		

This booking is for me. Uncheck the box if you are changing the name to someone else.

MAKE SURE THIS TICK BOX IS NOT CHECKED

Event Questions
Question 1 - Please select your T-Shirt size: Medium
Question 2 - Please enter an emergency contact name: Mr Anthony Blobby
Question 3 - Please enter an emergency contact telephone number: 01934 567890
Question 4 - Please list any medical conditions we should know about: Asthma

SAVE

Please ensure that all mandatory fields are completed. If the substitute runner does not have any medical conditions then please enter "N/A". Do not make any amendments to the Entry Type and Event fields. Once you have entered all the required information, click on SAVE.

Step 6

Send a note to the substitute runner to confirm that their details have been successfully entered.

That's it! You have completed the substitution process. Thank you for giving someone else the opportunity to participate in the Cracker 10km event.