



HIGH SCHOOL/ COLLEGE/ UNIVERSITY ONLINE REGISTRATION INSTRUCTIONS

RUN FOR THE FUN DONATE FOR THE CAUSE

Sunday, February 17, 2019



REGISTER YOUR HIGH SCHOOL/COLLEGE/UNIVERSITY GROUP ONLINE IN A FEW EASY STEPS!

NOTE THAT ONLINE REGISTRATION IS AVAILABLE ONLY TO REGISTERED TEAMS OR GROUPS REGISTERING THROUGH SAGICORSIGMARUN.COM OR TO INDIVIDUAL PARTICIPANTS REGISTERING THROUGH RUNNINGEVENTSJA.COM

REGISTRATION CLOSING ON **FRIDAY, FEBRUARY 1, 2019.**
NO GROUP ENTRIES WILL BE ACCEPTED AFTER THE CLOSE OF REGISTRATION.

If your group is not yet registered or you have registered your team and did not receive a password, please contact

SIGMA Corporate Run Secretariat
Sagikor Group Jamaica Limited, 1st Floor, R. Danny Williams Building
28-48 Barbados Avenue, Kingston 5
Email: SGJSigmaSecretariat@sagikor.com • Tel: 936-7980-2 • Fax: 754-4366

Team captains, please print and read these important step-by-step instructions before login:

OPTION 1

ONLINE REGISTRATION

Group members can register themselves using our Electronic Registration System.

- High School/ College/ University Groups will be able to use of our “Electronic Registration System”, which enables team captains to send a unique registration link along with an access code to group members. Each group member with this access code will be able to register themselves online (**please note that persons under 18 will not be registered on this platform**).

STEP 1

Group Members Instructions

- Group members are to click on the provided link and enter the specific team access code in the login page.
- enter registration details including, first name, last name, middle name, phone number, email address, event, category, gender, date of birth and age.
- Review the information entered for accuracy
- Acknowledge agreement to the electronic waiver by checking the appropriate box (review the waiver before checking the box).
- Select ‘Register’ to submit their entry.

Group Members **UNDER** 18 years old **MUST** have their waiver form **printed** and **signed** by a parent or guardian, who must then deliver the signed waiver form to their team captain. Please note registration is not complete until this form has been received and approved by the secretariat.

STEP 2

Team Captains Instructions

- After your group members have submitted their registration information, the entered information will populate a group roster for review.
- You have the option of pausing registration to facilitate final review before submission to the Secretariat. If registration is still open when you are ready to start your review we recommend that you PAUSE/STOP Electronic System for that group. This prevents new people from registering during your review.
- It is your responsibility to review and make edits to ensure that the information provided to the Secretariat is an honest and true representation of that group's participants. Team captains are to ensure the roster includes only authorized people and only people who have met all the requirements. Correct (or Delete) anyone who does not.

STEP 3

You must do a FINAL SUBMISSION. Your group registration is not complete until final submission (**only rosters and waiver forms for minors are needed if you've used the Electronic System**).

- Final submission of all group entries must be completed by **Friday February 1, 2019**. Follow instructions at the SIGMA online registration site.
- After submission, your group's registration is final. No further changes or additions can be made.
- A printed roster **must** be sent to the Sigma Secretariat so that your bibs can be processed.

OPTION 2

MANUAL REGISTRATION (USING PRINTED WAIVER FORMS)

All waiver participant waiver forms **MUST** accompany team roster, if teams are registered manually. Please see steps below.

STEP 1

High School/ College/University Groups must have a minimum of 10 members.

- The Team Captain must fill out the High School/ College/ University Registration form and submit it to the Sigma Secretariat. Once this form is submitted the Team Captain will receive access to the SIGMA online registration site.
- If you are not using our *Electronic Registration System feature* each team member must complete the **Student Waiver Form** in its entirety, sign and return to the Team Captain. Participants under 18 years old **MUST** print their waiver form and have it signed by a parent or guardian. Make as many copies of the Waiver Form as you need, but please note that **we only accept original copies (signatures) on the completed Waiver Forms**.
- Children 8 years and over can participate in either the SIGMA RUN or WALK events. A parent or guardian **must** sign the Waiver Form.

STEP 2

Log on to the SIGMA online registration site using the link provided by the Secretariat to enter your group members by **Friday February 1, 2019**.

- Before entering group members, sort the Student Group Waiver Forms into four groups:
 - 1) RUN/Employees
 - 2) RUN/Guests
 - 3) WALK/Employees
 - 4) WALK/Guests
- Select an event (RUN or WALK) and category (EMPLOYEE or GUESTS). If the employee/guest designations are not relevant to your group, please use "EMPLOYEE". A selection is required.
- Then click on "Add New Members".
- Enter up to 20 members at a time for each group.
- All Entrants, in either the WALK or RUN events, must be at least 8 years old or over on race day.
- After checking your entries, click on "ADD THESE PEOPLE" and return to the Team Page to enter the next group of entrants.
- Use the edit feature to make corrections such as switching between RUN or WALK events or changing EMPLOYEE or GUEST categories.
- Do not enter a member more than once. Use the edit feature to make any corrections or changes needed.

STEP 3

You **must** do a FINAL SUBMISSION. Your group registration **is not** complete until final submission.

- Final submission of all group entries must be completed by **Friday February 1, 2019**. Follow instructions at the SIGMA online registration site.
- Final submission must be completed before close of registration on February 1, 2019.
- After submission, your group's registration is final. No further changes or additions can be made.

STEP 4

Send in your Group Rosters, (**only rosters and waiver forms for minors are needed if you've used the Electronic System**) and the original Student Group Waiver Forms to the *Sagicor SIGMA Corporate Run Secretariat, 1st Floor, R. Danny Williams Building, 28-48 Barbados Avenue, Kingston 5.*

- BIBs will NOT be issued without a completed and signed High School/ College/ University Group Waiver Form from each entrant.
- Group Rosters and High School/College/University Group Waiver Forms cannot be faxed in as original signatures are needed to complete the registration.

STEP 5

Group packets will be ready for pick-up from **Tuesday, February 12, 2019 to Saturday February 16, 2019.**

Group packets include:

- Bibs with MyLaps® timing tags will be provided for all officially registered participants up to a limit of 25,000 persons.
- Each MyLaps® timing tag is attached to the back of the race BIB that is labeled with the entrant's name. Each entrant must wear the BIB number (and tag) assigned to them (NB. BIBS should not be folded as the timing chip will be damaged).
- Final copy of the Group Roster Forms with assigned bib/race numbers.
- Safety pins to attach BIBS to the FRONT of each participant's shirt.

NB. THERE IS NO RACE DAY DISTRIBUTION OF GROUP PACKETS. ALL PACKAGES WILL BE DISPATCHED ON OR BEFORE FEBRUARY 16, 2019.