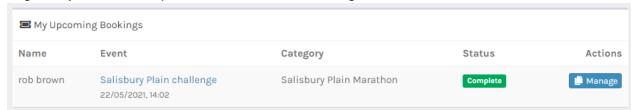
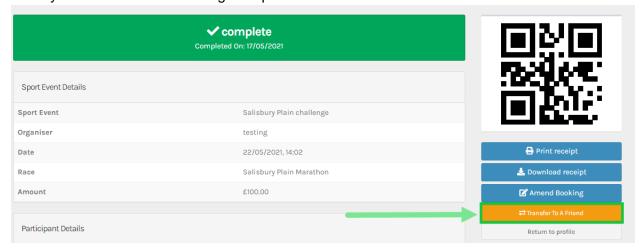
How to transfer an entry to a friend

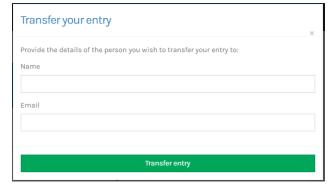
If for any reason you can make it to an event but want to pass on your entry to a friend, eventrac can help with that.

Log onto your eventrac profile and click on the manage button of the event.



Once you've entered the booking receipt click on the amber button labeled 'Transfer to a friend'





Enter the name and the email address of the intended recipient.

Click the 'Transfer Entry' Button and a email will be sent to the recipient

This transfer can be canceled simply by clicking back on the amber button and then clicking 'Cancel this transfer'

Transfer your entry Your transfer is in progress. The recipient needs to accept the transfer and provide their details. You can cancel the transfer if you no longer wish to transfer it to this person. Pending response from me@me.com Cancel this transfer

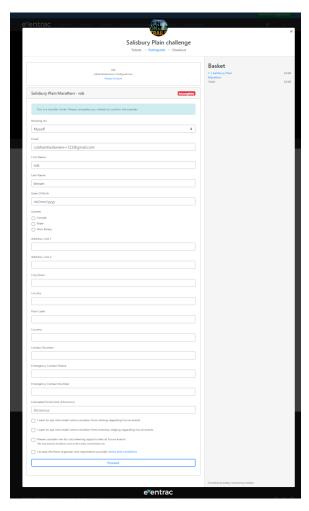
The recipient will get an email prompting them to complete the transfer. To do this they must click on the link in the transfer email.

Salisbury Plain challenge Salisbury Plain Marathon Transfer

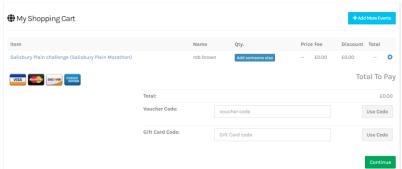
Hello Me@me.com

rob brown has requested that their place for Salisbury Plain challenge Salisbury Plain Marathon be transferred to you.

To complete the transfer please click here to enter your details.



After click on the link, the recipient will need to fill out the event entry form



One the entry form has been completed and all required fields have been filled in. the recipient will be taken through to the check out

The ticket will show up in the basket

Click continue and the transfer will be completed

The participant will then receive a confirmation email that will provide a link to their booking receipt.