

SCHOOL TEAM REGISTRATION

STEP 1: CREATE A SCHOOL TEAM

Contact the School Coordinator at kids@okcmarathon.com with the following information: team captain's contact information, school and city. Once the School Coordinator has approved this information, you will be added to the school team captain's email list as well as the school team drop down list for participants to join during registration. You will then receive more details regarding how to register and view/manage your school team roster.

If your school is paying for all participants on your team, be sure to let the School Coordinator know before registering your participants. The School Coordinator will send you a coupon code that will need to be used during registration for each participant so that we can invoice you the first week in April. All registrations must be paid entirely before race packets will be distributed.

STEP 2: REGISTER YOUR SCHOOL TEAM

All participants including students, parents, teachers, faculty & staff who plan to run with your school team, must register themselves individually online and join the school team you have created when they sign up. Every person participating in the Kids Marathon must have the following information to participate:

A signed waiver by the parent or guardian for all minors

A **parent or guardian email address** for each participant, NOT a team captain's email

To ensure that your student is registered correctly, please follow the steps below:

1. Go to OKCMarathon.com.
2. Click "Register."
3. Select Kids Marathon (Kid) for children 6th grade and below.
4. Select Kids Marathon (Adult) for teachers, parents, faculty or staff.



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SCHOOL TEAM REGISTRATION (CONTINUED)

5. When prompted to enter in a school team's name during the registration process, be sure to type in your school team. The list will automatically populate with matching school names and you will then select the right school district and city from that list. By joining a school team, this ensures that all of your race materials are grouped together for school team packet pick up if registered by April 1.
6. When prompted to enter a "Parent or Guardians' Email" be sure to enter the students' parent or guardians' email and NOT the team captain's email. A **parent or guardians' email is required** to participate in the Kids Marathon.
7. Complete the registration process.
8. Print off or save a copy of the receipt.

If you are a school team that has a sponsor to pay for each participant, and that sponsor is requiring the team captain to register each team individually, you must abide by the following:

1. Confirm with the School Coordinator that you will be signing up each participant yourself.
2. Send home the paper waiver in this school packet for a parent or guardian to fill out for each participant on your team.
3. Use the waiver and parent form to complete the information to register each student. Using a school address, email, phone number, etc. instead of the participants' personal information is NOT permitted and the School Coordinator will contact you to re-sign up your students if this is the case.
4. Bring a completed waiver for each student during early packet pick up. For every race packet being picked up, a hard copy of the waiver used to register each student must be accounted for. Race materials will not be handed to the team captain unless all waivers for the entire team are turned in.
5. All participants must be registered individually to run with a school team or as an individual. We highly recommend encouraging your team to sign up their child or themselves by going to OKCMarathon.com and joining your school team.

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SCHOOL TEAM REGISTRATION (CONTINUED)

Why register as an official Kids Marathon school group?

1. The ability to view and manage your roster of participants.
2. The flexibility of early packet pick up. Adults and kids who register for the Kids Marathon by April 1st and have joined your designated school team will qualify for early packet pick up. As a captain you will be able to pick up all race packets at one time during the special school pickup days prior to the Expo to distribute to your team beforehand.
3. Only official school teams registered through the School Coordinator will be in the running for the two prizes of \$500 each and a traveling trophy.

Team Captain Reminders

It is your responsibility to view and manage your roster and email the School Coordinator to correct any mistakes or issues that arise before April 1. We will not be responsible for checking rosters this year - it's up to you!

ALL SCHOOLS TEAM MEMBERS MUST BE REGISTERED BY APRIL 1st. SCHOOL GROUP REGISTRATION WILL BE CUT OFF ON THAT DATE. Any student who registers for your school after April 1st will NOT have their race materials grouped with yours for early packet pickup and will NOT count toward the prizes.

After the April 1st cutoff, you will have until April 3rd to work with the School Coordinator to make any corrections or clear up any issues with your roster. After April 3rd, we will use the final roster that you have checked to group all of your kids' and adults' packets, shirts, and bibs together for your school. You can pick them up as a group at the Expo or during the early packet pick up dates.

Please make sure to communicate with your participants that all of their race materials will be grouped together as a school with your coordinator picking it up so that no parent makes an extra trip to the Expo. You will be in charge of distributing materials to your school participants if you pick up materials early.

If your school or PTA is paying for your school team to run and you received a coupon code to register those students, these registrations will be invoiced starting April 4. You will receive an email invoice and instructions on how to pay. Payment must be complete before picking up your race materials.



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SCHOOL TEAM REGISTRATION (CONTINUED)

Sample Registration Instructions To Send Home With Parents To Join Your School Team

There is **NO** paper mail in registration – only online registration!

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2. Click “Register.”
3. Select Kids Marathon (Kid) for children 6th grade and below.
4. Select Kids Marathon (Adult) for teachers, parents, faculty or staff.
5. When prompted to enter in a school team’s name during the registration process, be sure to type in your school team. The list will automatically populate with matching school names and you will then select the right school district and city from that list. By joining a school team this ensures that all of your race materials are grouped together for school team packet pick up if registered by April 1.
6. When prompted to enter a “Parent or Guardians’ Email” be sure to enter the **students’ parent or guardians’ email** and NOT the team captain’s email. A parent or guardians’ email is required to participate in the Kids Marathon.
7. Complete the registration process.
8. Print off or save a copy of the receipt.
9. Contact your team captain for instructions on how to pick up or receive your packet.

