

## The Chase Walk - New registration process using Entry Central

Similar to previously, someone is the "Team Manager" and creates entries for one or more teams and manages communication and payment.

At a later stage (likely February) the team manager enters the names and details of the team members, the team manager does not have to be a team member themselves.

Process to enter teams:

- 1) Create an ID on Entry Central <https://www.entrycentral.com/>
- 2) Log in to Entry Central
- 3) Go to <https://www.entrycentral.com/chasewalk>
- 4) Click the blue "Sign Up for The Chase Walk" button.
- 5) Click on the button for "The Chase Walk" or "Scouts Chase Walk"
- 6) Click on the button with your name
- 7) Answer the presented questions including a unique Team Name for every team you enter. This could be simply "1st Somewhere A team" or similar.
- 8) Select the number of team members, meals etc. You will be able to modify these upwards at a later date if required.
- 9) Read the event disclaimer and decide if you would like to take the offered refund protection insurance. This is unrelated to Chase Walk and we can offer no advice or assistance with it.
- 10) Confirm the amount and that you agree to the terms.
- 11) If you want to pay by cheque select this button and follow the prompts  
Send cheques to  
The Chase Walk  
1, Brookland Grove,  
Walsall Wood,  
Walsall.  
WS9 9LU  
Your place is not confirmed until the cheque is received.
- 12) if you want to pay online select "Add to Basket"
- 13) If you have additional teams to enter you can repeat this process and add to your basket. All entries will be in the team manager's name, but will have separate team names in the provided answers
- 14) When ready select the "Pay Now" button and make payment. You will receive email confirmation.

If you need to alter your entry:

- 1) Sign in to Entry Central
- 2) At the top of the page click "Account" and then on your username
- 3) Scroll down to "Sign-up History"
- 4) Click on the "Details" button on the right of the required entry
- 5) Scroll down to "Organiser's questions and your answers"
- 6) Click the "Change" button
- 7) Modify as required and save.

If you added people / meals you will need to pay the extra fees.

If you have a cheque payment pending, on this screen you can click "Add To Basket" and pay online by card instead if you wish.