#### How to signup for small park BIG RUN

We have moved our registrations to a new platform, SIEntries, for 2024. In case you are not familiar with SIEntries, here is a detailed description of how to go about it.

First, a summary in case you are already familiar with SIEntries

- 1. Get to the spBR website
- 2. Choose your event
- 3. Either:
  - a. login to your existing SIEntries registration

Or:

- b. <u>register with SIEntries</u>
- 4. Sign up with spBR
- 5. Save your entry

Next, a detailed description of each step:

#### 1. Get to the spBR website

I went to <a href="https://spbr.org.uk/">https://spbr.org.uk/</a> and scrolled down until I could see the sign up options

#### 2. Choose your event.

I chose, for this description, to enter as a marshal SIEntries page for spBR

and was taken to the

#### small park BIG RUN 2024 is now open for sign ups!

You can sign up to take part at anytime over the weekend here

If you would like to help marshal the run and steward some of the other activities please sign up here

If you cannot be with us on the weekend but would like to do something, you can enter our DIY event

spBR 2024 is now open! Three ways to take part





Sign up to help with the event and marshal here



If you wont be in Sheffield, you can do your event. Sign up here

#### **3 b. register with SIEntries**

I chose, for this description, to **REGISTER HERE** (







#### small park BIG RUN Marshals

Saturday 22nd to Sunday 23rd June 2024 🗄

	ENTER ONLINE
Entries Open:	Friday 29th March 2024
Entries Close:	Thursday 20th June 2024
Entries so Far:	10 Entries
Contact:	Event Organiser
🖾 Email:	<u>small.park.big.run@gmail.com</u>
🖵 Website:	https://spbr.org.uk/

You will be taken through the registration process.

First you will be asked for your email address and to choose a password then complete a Security Check.

#### **Registration Details**

To use the SiEntries system you must first register by entering your personal details below. Registering for the system allows you to view and modify any entries or memberships you make. You must be at least 13 years old to **register** for SiEntries and must be 18 or over to **pay** for activities and purchases, so if you are under 18 you will need your parent or guardian to register with SiEntries as well, so that they can make entries for you - please see our <u>Website Terms of Use</u> for more details. If you have already registered but have lost or forgotten your password then click on the <u>Reissue Password</u> link for instructions on how to get a new one sent to you.

Please ensure you provide a **valid email address** as it will be used for sending you a confirmation email whenever you enter an event or join a membership. If you have a **Spam Filter** enabled for your email account please make sure that our domain name of **sientries.co.uk** is set as a valid sender so that these emails do not get blocked.

* Email Address:	
* Repeat Email Address:	
* Password:	
* Repeat Password:	
Keep Me Logged In:	
Password Strength:	Very Weak
* Security Check:	Please enter the following word into the text box below. If you can't read the word then click here to <u>try a different word</u>
	QgL <sup>7n</sup> d
	NEXT

When you click NEXT you will be asked for your personal details.

<u>Please note</u> that the Gender field is compulsory for SIEntries registration but that we have excluded it from the data that we collect and use for your spBR registration.

When you have filled in your details you can click SAVE and you will be taken to the spBR sign up page.

#### 4. Sign up with spBR

Click the ENTER ONLINE button

### Personal Details \* Email Address: polytone@d \* First Name:

* Email Address:	polytone@doctors.org.uk	
* First Name:		
* Last Name:		
* Date of Birth:	dd/mm/yyyy	,
* Gender:	~	
* Address Line 1:		
Address Line 2:		
* Postal Town:		
County:		
* Post Code:	If you have o	ne
* Country:	United Kingdom	~
* Mobile Phone No:	Preferred nu	imber to contact you at an event
* Home Phone No:	Must be pro	vided if no Mobile Phone No

#### SiEntries Email List

Tick the box below to receive our monthly SiEntries Events List email which tells you about the upcoming events on SiEntries.

SiEntries Mailing List

## SiEntries Terms of Use I have read and accept the SiEntries Website Terms of Use and Privacy Policy. Back SAVE

# Entries Open:Friday 29th March 2024Entries Close:Thursday 20th June 2024Entries so Far:10 Entries♥ Contact:Event Organiser♥ Email:small.park.big.run@gmail.com♥ Website:https://spbr.org.uk/

#### ENTER ONLINE

#### You will then be asked to decide whether

I will choose my times now

I will choose my times later

We would prefer you to choose when you sign up and I have chosen this option

Click the Add Entry button

You will then be asked for Person to Enter:

Myself (your name)

Somebody already registered with SIEntries

Somebody not registered with SIEntries

You should choose  $\underline{\text{Myself}}$  and click the  $\underline{\text{Select}}$  button and then  $\underline{\text{NEXT}}$ 

Add New Entry
Please click on the <b>Add Entry</b> button to add a new entry.
* Time Slot: I will choose my times now 🗸
Add Entry

Participant	
	* Person to Enter: Myself (Polly Blacker)
	Select
	Rock NEVT

Because you chose Myself then your Participant details will be filled in for you ...

#### Participant

Please check your details to make sure they are still correct. If they are not then please edit them before continuing.



... and then we will ask you the extra information we need.

#### **Further Information**

#### Are you a first-aider?: 🗌

We have a Whatsapp group for marshals. Can ue communicate with you via this group?:

#### **Marshal Time Slots**

Please tell us when you will marshal: we will email you shortly before the event to remind you which slots you have chosen

- Saturday 11:45 am: 
  Saturday 12:45 pm:
- Saturday 13:45 pm: 🗌
- Saturday 14:45 pm: 🗌

- Sunday 09:45 am: 🗌
- Sunday 10:45 am: 🗆
- Sunday 11:45 am just 30 minutes: 🗌

#### Newsletter

Would you like to receive a newsletter from Sheffield Coalition Against Israeli Apartheid?:

Thank you for your entry

Hit Next to optionally purchase our 🖾 wonderful merchandise and to pay:

When you have completed the form click the NEXT button ...



Add New Entry (ignore this unless you are an experienced SIEntries user)

Edit your entry details (ignore this too unless you made a mistake)

Now complete the Entry Options. This is where you can:

Buy our wonderful merchandise and/or ...

nfo: Entry details added	. Please remember to save	this entry usir	ing the button below.	
Add New Entry				
If you would like to add a	another entry you can do so	now. Please c	click on the Add Entry button to add a new entr	.у.
	* Time Slot: I wil	ll choose my ti	imes now 🗸	
		Add Entrv		
Entry Details				
Polly Blacker - I will cho	oose my times now		Edit Delete	~
Event Options				
	spBR	R Merchandi	lise	
	T-SHIRT - Unisex Size guid	le		
	M 38/40"			
	L 42/44"			
	XL 46/48"			
	2XL 50/52"			
	This year the t-shirt is agai	in made of star	andard cotton rather than the technical style of	
	past years. This means you	u will be able to	to wear your t-shirt out and about – and not just	:
r those sporting occas	ions! Children's t-shirts will t	oe available on	n the day.	
	Small:	£10 each		
	Medium:	£10 each		
		£10 parh		
•				
3uffs are back!!				
	Buff:	£5 each		
	Flags will be available o	on the day.		
	Special event price:			
Cecil North	Flags 62			
	Small flags £3			

#### Make a donation to spBR and/or

#### Sign up to receive our newsletter

SAVE ENTRY once you have accepted the SIEntries Terms or Use

If you have bught any of our merchandise or made a donation (or entered as a Runner) then this will say <u>Save and Pay</u> and ...

#### Donation to the small park BIG RUN projects

We will all know how terrible the situation in Palestine is and many of you will already have been generous in your giving but we also know that the situation in Gaza is deperate. If you can, please give an extra donation here. These are the two fantastic projects small park BIG RUN will be raising funds for: 1. <u>Children's Play and Mental Health</u> <u>Support in Gaza</u> and 2. <u>University education for Palestinian women</u>. If you want to do additional fundraising for these projects, details of how to can be found <u>here</u>.

Cift Aid Donation: □ I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on this donation. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

#### **Organisers Email List**

Tick this box if you would like to sign up to the small park BIG RUN email list. Irrespective of your choice you will still receive emails about this Event, as it is important that you are kept fully informed about it.

#### SiEntries Terms of Use

- I have read and accept the SiEntries <u>Website Terms of Use</u> and <u>Privacy Policy</u>. Where making an Entry on behalf of another, I confirm:
  - 1. I have obtained their permission to do so;
  - 2. In the case of a child, I am their parent or legal guardian;
  - 3. I have made them aware of the SiEntries Website Terms of Use and Privacy Policy;
  - 4. They have authorised me to provide their personal data for the purposes of the Event Registration Form;

#### Save

If you have finished adding entries please click on the Save Entry button.

Total Entry Fee: £0.00 Recalculate

SAVE ENTRY

#### ... you will be invited to MAKE PAYMENT (I'll not show that)

#### **Make Payment**

Sat 22 Jun 24 - small park BIG RUN

£27.00

Edit Delete

×

If you have finished entering events, memberships and purchases please click on the **Make Payment** button. You will then be directed to our secure payments page to enter your credit / debit card information.

You have **one hour** from when you started the entry process before you must start the payment process, after which time these transactions will expire and you will have to reconfirm your details.

Total Payment Due: £27.00



Well done!!! You can now Log Out

#### Update My Details

#### Activities / Purchases Complete

Your entry, membership or purchase has now been saved. If you need to make any more changes you can do so by visiting the <u>My Entries / Memberships</u> page.

Message History Log Out

Change My Password