

MARCIALONGA EVENT BUILDER GUIDE

1) HOW TO ENTER THE SYSTEM EB

Enter the following [link](#) . It is possible to enter the system also on the Marcialonga web when entries are open http://www.marcialonga.it/marcialonga_ski/EN_entry.php

2) SYSTEM AUTHENTICATION

Enter the email address. The system checks if it is already connected to a personal profile:

-- A) If your email is already connected to a personal profile, a password will be sent to the address you indicate and you can access by entering your password (**ASK FOR THE PASSWORD ONLY ONCE**)

-- B) If you are a new user you will be asked to fill in your personal information (name, surname and date of birth). When you have finished entering your personal information an automatic email with your password will be sent to the address you indicate during the registration.



3) **YOU ARE NOW IN THE EVENTBUILDER SYSTEM.** You can now check your data, enter to the events, etc.



4) CHOOSE THE PROFILE

If many profiles are connected to your e-mail address you can choose which one to “set as default”. You can also choose to “Remove” a person linked to your profile and to “Edit” your profile or another.

Personal details: [Edit »](#)

Firstname:	Gianluca
Lastname:	VANZO
Date of birth:	
E-mail:	

Other linked profiles:

Firstname:	Lastname:	Date of birth:	
Marco	GILARDI		Edit » Set as default » Remove linked profile »
Francesco	NICOLETTO		Edit » Set as default » Remove linked profile »

5) PROFILE – Personal details

Click on profile to see your personal data and to edit it


[races](#)
[registrations and requests](#)
[profile](#)

Personal details: [Edit »](#)

Firstname:	Barbara
Lastname:	VANZO
Date of birth:	
E-mail:	

You will access to your personal details. You can edit them or upload a document (for example the medial certificate).

Personal data:



Barbara VANZO

Date of birth:
Gender: F

[Edit profile »](#)
[Upload documents... »](#)

Contacts:

E-mail:
Phone:
Mobile phone:

Address (default):

Street / Square:
City:
ZIP:
Provincia:
Country:

More information profile:

Language:	IT	Nationality:
Taglia:	S	

It is always necessary to “Save” any change.

Personal data:



[Edit photo... »](#)
[Upload documents... »](#)
[Save »](#)

Registry:

Firstname:	Barbara
Lastname:	VANZO
Date of birth:	
Gender:	F
Nationality:	Italian
Language:	IT
Size:	

Contacts:

6) UPCOMING EVENTS

You will find the races that are available and you can “Sign up”.

Upcoming events:

[List »](#)

	9^a Marcialonga Cycling Craft 2015 Road bicycle race Data: 14-06-2015 Time: 8:00	Details » Sign up »
	13^a Marcialonga Running 2015 Running race Data: 06-09-2015 Time: 9:30	Details » Sign up »

7) REGISTRATION

You will find the form. Fill in all parts with your personal details.

WHEN YOU FILL IN ALL THE PARTS CLICK ON THE “PRIVACY” AND “SEND REGISTRATION REQUEST”

race

To proceed with the registration please fill in the form with missing data or change those incorrect.
The fields on the right is the symbol * (asterisk) are required.

Name and surname:

Barbara *

VANZO *

Gender:

Male *

Female *

Date of birth:

_____ *

Nationality:

_____ *

Address:

_____ *

_____ *

_____ *

_____ *

_____ *

Contacts:

- _____ Phone *

Italy (+39) _____ *

t _____ *

Sport club:

Add sport club...

Team

Licence number

Medical certificate:


Delivery when picking up the start numebr [Select or upload a certificate](#)

Size:

Small

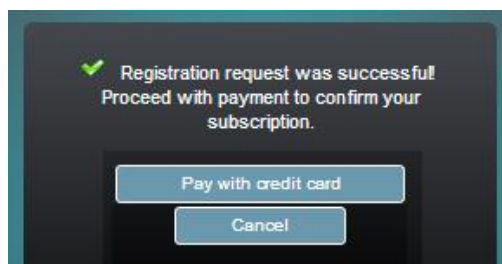
Risultati in altre gare (gara - piazzamento - tempo) ed eventuali note:

[Read the privacy policy...](#)

 As established in the Law D.Lgs. 196/03 Art.19, the personal details of competitors will be used for the database, the archives, the start and result lists, the photo-service, the different information and magazines, only by the people in charge of this job inside the Marcialonga Organising Committee, which is the named responsible as establish in the same law Art. 11. It is possible at any time to require the Privacy Rights of the D.Lgs. 196/03 Art. 7.

Price today:

8) PAYMENT: you can proceed now to the payment with CREDIT CARD. If you click on cancel you remove your registration.



The registration is confirmed only if the payment has been successful and the transaction authorized.

9) CONFIRMATION: The Marcialonga secretary checks if the process is right and confirm the entry. You will receive a confirmation by e-mail.

10) REGISTER ANOTHER PERSON: It is possible to register another skier. On the home page select the race and click again on "Sign up".

Upcoming events:

			List »
	9^A Marcialonga Cycling Craft 2015 Road bicycle race Data: 14-06-2015 Time: 8:00	Details » Sign up »	
	13^A Marcialonga Running 2015 Running race Data: 06-09-2015 Time: 9:30	Details » Sign up »	

Click on “Register another person”. Fill in the form and proceed to the payment.

race

To proceed with the registration please fill in the form with missing data or change those incorrect. The fields on the right is the symbol * (asterisk) are required.

Name and surname: *

Firstname

Lastname


Gender: *

Male

Female

Date of birth:

You have already the registration request to the chosen event. Go to the [registrations list](#) otherwise:

 [Register another person...](#)

11) Registrations and request

Registrations and requests:

				List »
	11^A Marcialonga Running 2013 Gara podistica Date: 01-09-2013 Time: 08:00	Firstname: Barbara Lastname: VANZO	Status: I	Details »

You can check anytime your registrations and request.