

# MARCIALONGA EVENT BUILDER GUIDE

## 1) HOW TO ENTER THE SYSTEM EB

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

## 2) SYSTEM AUTHENTICATION

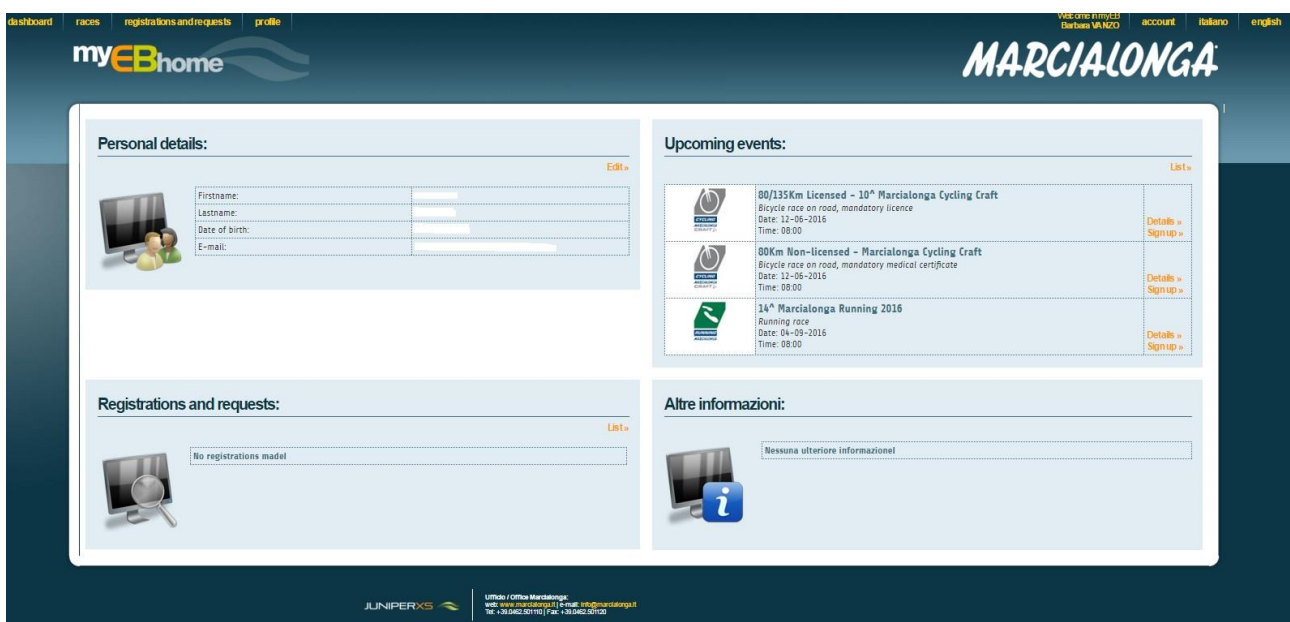
Enter the email address. The system checks if it is already connected to a personal profile:

-- 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 EVENT BUILDER 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 »

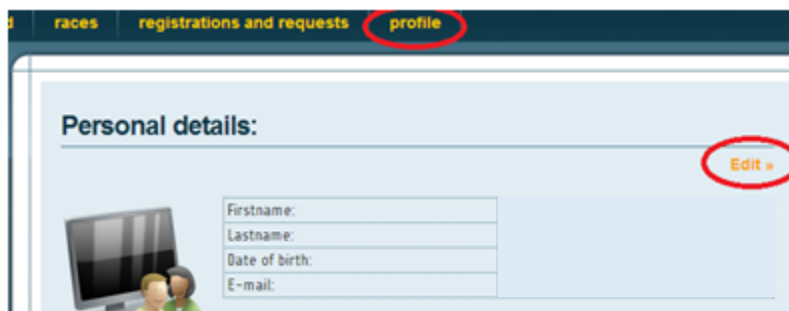
Firstname:  
Lastname:  
Date of birth:  
E-mail:

**Other linked profiles:**

Firstname:	Lastname:	Date of birth:
		<span>Edit »</span> <span>Set as default »</span> <span>Remove linked profile »</span>
		<span>Edit »</span> <span>Set as default »</span> <span>Remove linked profile »</span>

#### 5) PROFILE – Personal details

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



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


**Personal details:** Edit »

Firstname:  
Lastname:  
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:**

 Date of birth:  
Gender:

Edit profile »  
Upload documents... »

**Contacts:**  
E-mail:  
Phone:  
Mobile phone:

**Address (default):**  
Street / Square:  
City:  
ZIP:  
Provincia:  
Country:

More information profile:  
Language: IT Nationality:

**It is always necessary to “Save” any change.**



**Personal data:**




 Edit photo... »  
Upload documents... »  
Save »

**Registry:**  
Firstname:  
Lastname:  
Date of birth:  
Gender:  
Nationality:  
Language:  
Size:

**Contacts:**

## 6) UPCOMING EVENTS

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

Upcoming events:		<a href="#">List »</a>
	<b>80/135Km Licensed - 10<sup>^</sup> Marcialonga Cycling Craft</b> <i>Bicycle race on road, mandatory licence</i> Date: 12-06-2016 Time: 08:00	<a href="#">Details »</a> <a href="#">Sign up »</a>
	<b>80Km Non-licensed - Marcialonga Cycling Craft</b> <i>Bicycle race on road, mandatory medical certificate</i> Date: 12-06-2016 Time: 08:00	<a href="#">Details »</a> <a href="#">Sign up »</a>
	<b>14<sup>^</sup> Marcialonga Running 2016</b> <i>Running race</i> Date: 04-09-2016 Time: 08:00	<a href="#">Details »</a> <a href="#">Sign up »</a>

## 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”**

Gender:	<input type="radio"/> Male	*
	<input checked="" type="radio"/> Female	
Date of birth:	<input type="text"/>	*
Nationality:	<input type="text"/>	*
Address:	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*
Contacts:	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	*

Sport club:

Add sport club...

Team

Licence number

Medical certificate:


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

Size:

Small  \*

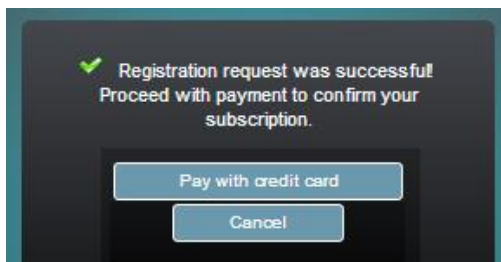
Risultati in altre gare (gara - piazzamento - tempo) ed eventuali note:

[Read the privacy policy](#)

 As established in the Law D.Lgs. 196/03 Art. 11, 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 person. On the home page select the race and click again on “Sign up”.

**Upcoming events:**

	<b>80/135Km Licensed - 10<sup>a</sup> Marcialonga Cycling Craft</b> Bicycle race on road, mandatory licence Date: 12-06-2016 Time: 08:00	<a href="#">Details »</a> <a href="#">Sign up »</a>
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	<b>14<sup>a</sup> Marcialonga Running 2016</b> Running race Date: 04-09-2016 Time: 08:00	<a href="#">Details »</a> <a href="#">Sign up »</a>

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

You can check anytime your registrations and request.

dashboard races registrations and requests profile




myEBhome MARCIALONGA

W8-one myEB3 Barbara VANZO account Italiano english

**Personal details:** [Edit »](#)

Firstname: |  
Lastname: |  
Date of birth: |  
E-mail: |

**Upcoming events:** [List »](#)

	<b>80/135Km Licensed - 10<sup>a</sup> Marcialonga Cycling Craft</b> Bicycle race on road, mandatory licence Date: 12-06-2016 Time: 08:00	<a href="#">Details »</a> <a href="#">Sign up »</a>
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**Registrations and requests:** [List »](#)

No registrations made

**Altre informazioni:**

Nessuna ulteriore informazione

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