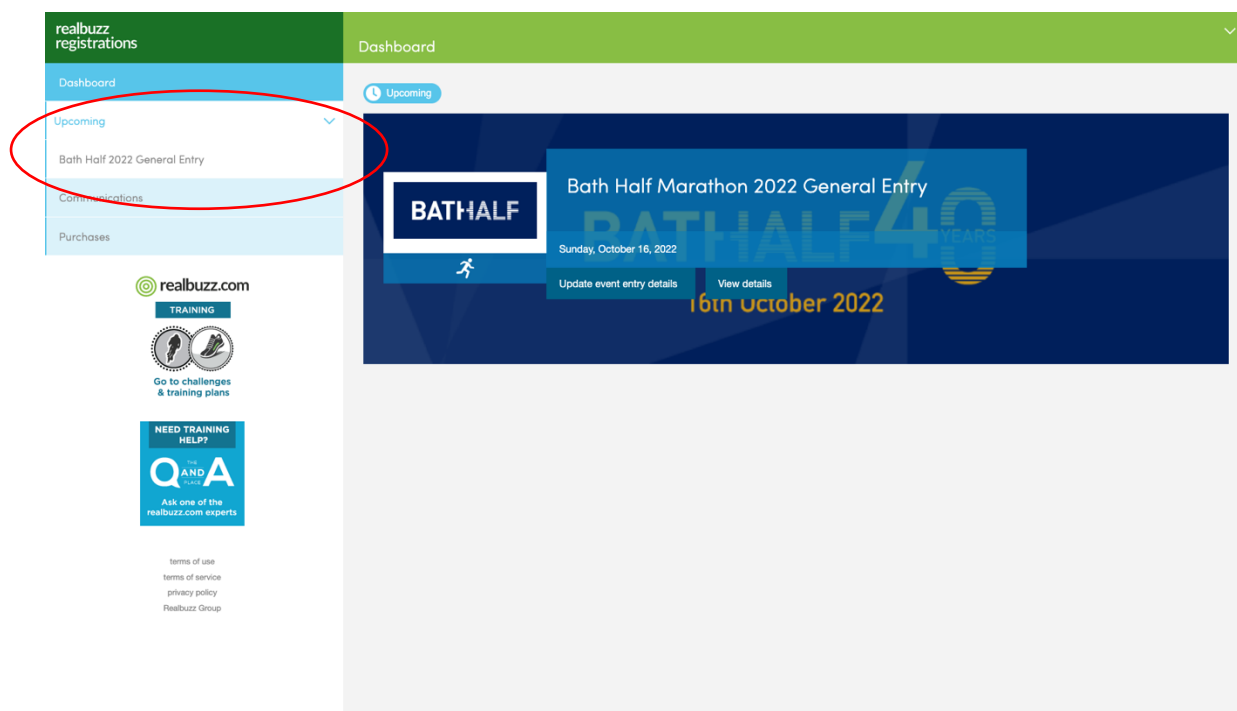
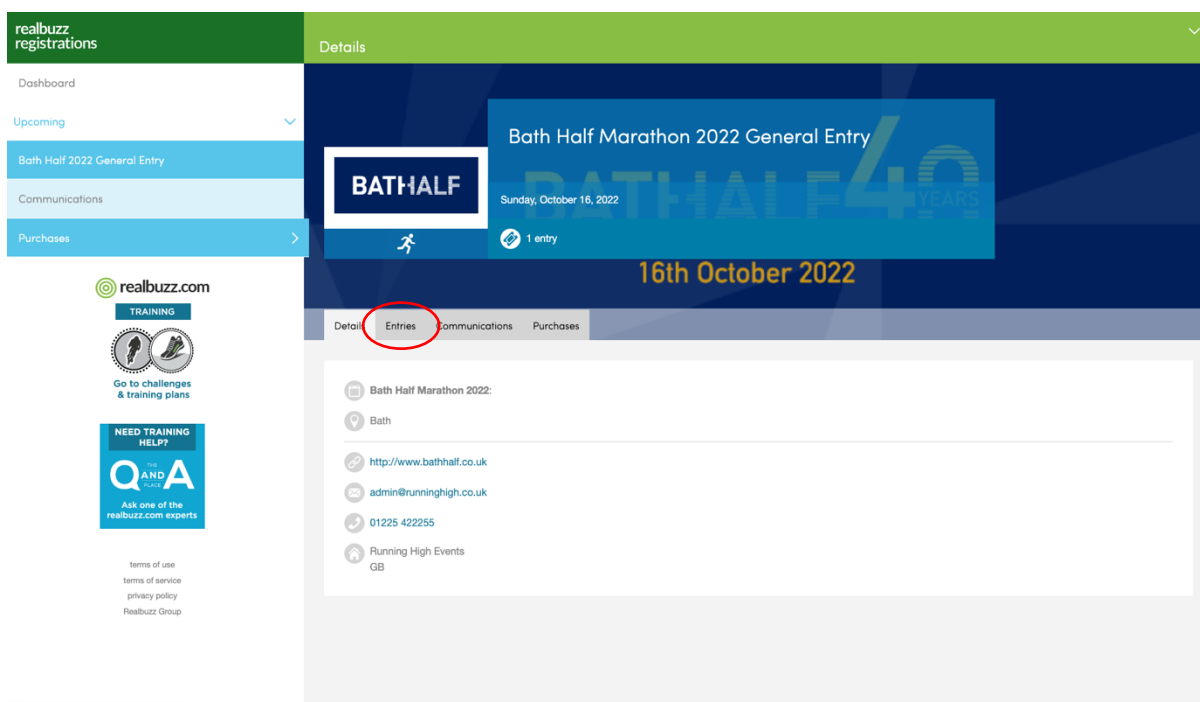


HOW TO UPDATE YOUR EVENT ENTRY VIA THE MEMBERS HUB

- Login in to the members hub at: <https://hub.realbuzzregistrations.com/login/>
- Your entries will be on the 'Upcoming section' on the left-hand side



- Select the entry you need to view by clicking the entries tab



- If you have entered more than one person using your account, the individual names will be listed on the left-hand side of the entry details. Select the name of the entrant you wish to change

The screenshot shows the 'Bath Half Marathon 2022 General Entry' page. On the left, there is a sidebar with a list of entrants: 'Shelle Bradley'. A red arrow points to this name. The main content area shows the entry details for 'Shelle Bradley', including event name, entry type, personal details (name, email, address), and a 'Fundraising' section. A 'Update event entry details' button is visible at the bottom right.

- Scroll down to the options available to you.
 - a) Transfer to another event
 - b) Transfer to another person
 - c) Transfer option section

This screenshot shows the 'Transfers' section of the entry details page. It includes a 'Fundraising' section with a message that no platforms are set up. The 'Transfers' section has two sub-sections: 'Transfer to another event' with a dropdown menu and a 'Start Transfer' button, and 'Transfer to another person' with input fields for first name, last name, and email, and a 'Send invite' button. Below this is a 'Withdrawals' section with a message to contact the organizer, and a 'Postponement Oct 22' section with a message to make a selection and a link to do so.

TRANSFER TO ANOTHER EVENT

- To use this option simply click the drop-down box to select the event (or events) you are able to choose from.
- Click the start transfer button

St. John Street
Chester
Cheshire
CH1 1DA
United Kingdom

Update event entry details

Fundraising
No fundraising platforms have been set up for this entry process.

Transfers
Transfer to another event
This option will allow you to defer your currently entry to the 2023 event to be held on 15th October 2023
Defer your BATHALF 2022 entry to BATHALF 2023
Start Transfer

Transfer to another person
First name
Last name
Email
Send invite

Withdrawals
Please contact the event organiser if you wish to withdraw from this event.

Postponement Oct 22
You have yet to make a selection.
[Click here to make a selection](#)
Note, once selected you cannot change your selection.

TRANSFER TO ANOTHER PERSON

Transfer to another person

First name

Last name

Email

Send invite

Enter the details of the person you wish to transfer your entry to and click send invite

Transfer to another person

Andrew

Marsden

andrew.marsden@realbuzz.com

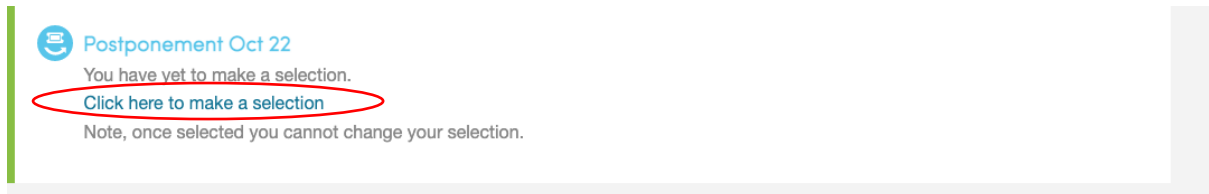
Send invite


Note: Any transfer fee payable to transfer your entry will be paid for by the new runner.

Your new runner receives an email invite with a unique link, once received they should complete their registration details and make the transfer fee payment to complete the entry.

You will be able to cancel or resend the invite by logging back into the members hub.

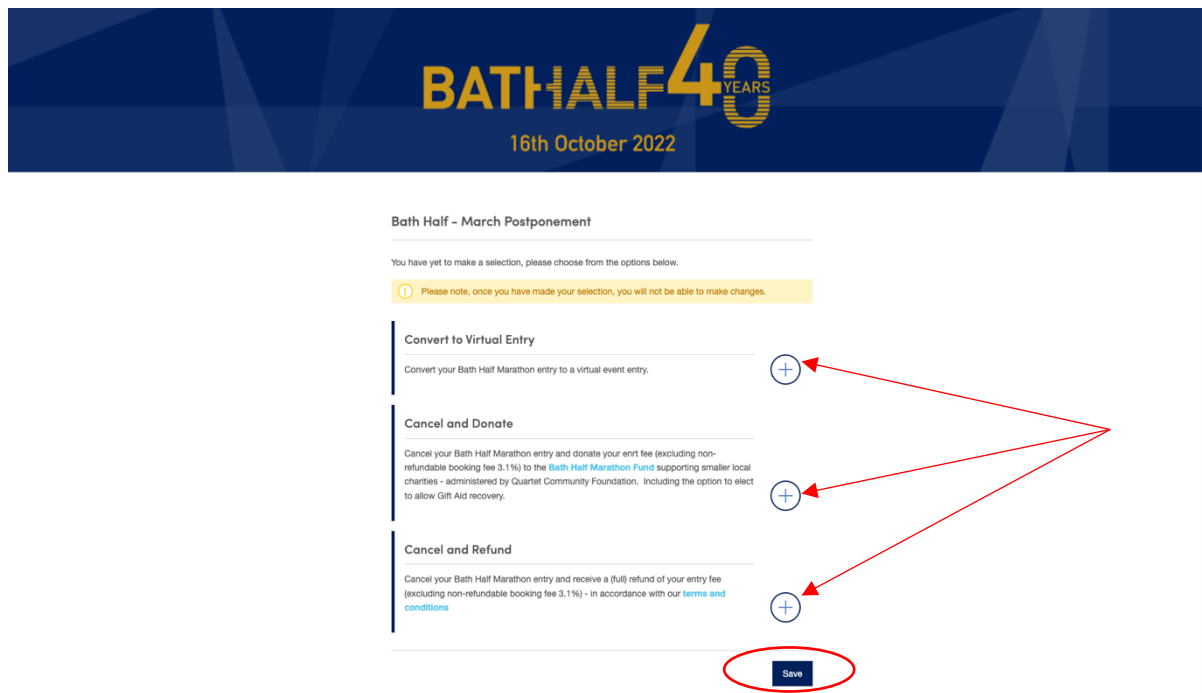
ENTRY OPTIONS



 **Postponement Oct 22**
You have yet to make a selection.
[Click here to make a selection](#)
Note, once selected you cannot change your selection.

If entry options are available for your event, these will open in a new window when you click on the selection link.

Simply click the ⊕ button next to your preferred option and then 'save' your entry your option will then be registered and the event organiser will administer those changes.




BATH HALF 40 YEARS
16th October 2022


Bath Half - March Postponement


You have yet to make a selection, please choose from the options below.

 Please note, once you have made your selection, you will not be able to make changes.

Convert to Virtual Entry
Convert your Bath Half Marathon entry to a virtual event entry. 

Cancel and Donate
Cancel your Bath Half Marathon entry and donate your entry fee (excluding non-refundable booking fee 3.1%) to the [Bath Half Marathon Fund](#) supporting smaller local charities - administered by Quartet Community Foundation. Including the option to elect to allow Gift Aid recovery. 

Cancel and Refund
Cancel your Bath Half Marathon entry and receive a (full) refund of your entry fee (excluding non-refundable booking fee 3.1%) - in accordance with our [terms and conditions](#). 



If you need further assistance please contact us at helpdesk@realbuzz.com