

SAM COSTA - 2018

How to transfer an entry

Frequently there are situations in which an entrant is unable to participate and wishes to transfer their registration to someone else. There are two easy ways to accomplish this:

Before the race: (NOTE – ALL TRANSFERS “BEFORE THE RACE” MUST BE COMPLETED BY **MARCH 17TH**. OTHERWISE THEY WILL BE HANDLED ON RACE DAY)

- Send an email to samcosta@indyrunners.org and explain your situation.
- The new entrant will provide their information on a hardcopy application. This can be reached from the **BLUE** “Register” button at the top of the “samcosta.com” homepage.
- Download, fill it out completely. Across the top write, “Transfer from (original name)”. It must have the new entrant’s waiver signature.
- At this point the hardcopy application can be sent by regular mail to the address at the bottom of the application, or scanned and emailed as long as;
 - Your replacement is transferring within the same race
 - Your replacement is transferring from the Half to the Quarter
- If they are transferring from the Quarter to the Half, an additional fee equal to the difference in cost of the two races is required. That fee is \$10.
 - At the bottom of the application is the address to send it, and a check, by regular mail.
 - On the front corner of the envelope mark “Transfer race” and include a note inside.
- **REMEMBER – if sending by regular mail it must be received by March 17th.**
- On race day the new entrant will pick up their race gear as normal, everything will be in their name.

At the race:

- Have your replacement pick up your race gear (chip/bib) and shirt, then take it to the **Information Center/Help Desk**. Have your replacement ask to transfer your entry to them.
- Our volunteers will take your race gear and shirt and provide the replacement with new gear and a new shirt.
 - If they are transferring within the same race, or from the Half to the Quarter, no additional fee is needed.
 - If they are transferring from the Quarter to the Half, a fee equal to the difference in the cost of the two races will be required. That will be \$10.

Whatever you do, be a friend to the “Costa” and to the other participants and never run in the wrong race, or with someone else’s number, or give your number to someone else to run as you. This plays havoc with our overall results, our age group results, and often our gender specific results. We want to help and we are experts at making changes and transfers very effectively and efficiently, either before the race, or on race day. We want the “Costa” to be as accurate as possible, and we believe you do too. If we work together it will be!

Terry Townsend – Race Director, Sam Costa