

Highland Cross 2020 – 20 June – electronic application process

Dear Team Contact/Entry Owner

As you have requested to be on the invitation list to receive a team application form for Highland Cross 2020, we are writing to give you details of the electronic system which we will be using for the event again next year.

In terms of the entry procedure, we now regard you as the team contact/entry owner and you will be referred to as this throughout this document.

We are again using the online company called SiEntries www.sientries.co.uk. By clicking on this link, you will be taken to their home page which will give you information on the services and events which they administer. Highland Cross will not be shown as one of their events as it is invitation only and SiEntries will be sending each team entry owner a separate link in January to use in order to apply for the 2020 Highland Cross. If you competed in Highland Cross 2019 or in other events, you will be familiar with this company and already be registered with them.

The best option is for each individual team member to pre-register with SiEntries when they will be given an ID number. This number will be unique to them as an individual and should be passed to their team entry owner/contact in order for them to upload their personal information when filling in the team application form. There is no cost to register with SiEntries and they will not use your personal information for any reason other than for the purposes of applying for events as and when you choose. Any editing of the team's application will be done by the team entry owner in all circumstances e.g. changing from running to walking, changing bus transport choice etc, etc.

The timeline for the 2020 event will be as follows, and expanded on below:

7 January 2020 – each team contact/entry owner will be sent an electronic link to apply for a team to the email address supplied by them when they priority registered during July/August 2019 or applied on 2 September 2019.

31 January 2020 – Deadline for team applications is 23.59 on 31 January.

1 February to 14 February 2020 – balloting takes place.

18 February – all successful teams notified and requested to pay team entry of £150 (3 x £50) by 10 March.

18 February – all unsuccessful teams in the ballot are notified. Unsuccessful teams remain on the waiting list in case an invited team drops out or does not make payment.

From 11 March any team places not accepted and paid for will be initially offered to unsuccessful teams from the ballot.

End of March – Event information will be passed to all competitors in electronic format.

All pre-event information will be communicated in electronic digital format and there will be **no hard copy of the information or postal communications with competitors.** There will also be a link to all event information in our FAQs section on the Highland Cross website in due course.

Electronic digital downloads will contain:

Team member information booklet

Sponsor sheet

Links to fundraising platforms i.e. Justgiving, Virgin Money Giving, Wonderful

15 April - substitutions – the team entry owner will be able to process substitutions within the team from 15 April 2020 until 15 June 2020 inclusive.

To sum up - the team contact/entry owner will be emailed on 7 January 2020 from SiEntries with a link to apply for a team application. This is a single use link and can only be used for one team entry. No duplicate entries will be allowed.

The deadline for teams to apply is 23.59hrs on 31 January 2020 and thereafter the ballot will be carried out. Each team which has been successful in the ballot will be notified by email on or after 18 February by SiEntries and requested to make payment of £150 (3 x £50) electronically to SiEntries by 10 March. Unsuccessful teams in the first ballot will also be notified at this stage. Any team which has not paid the entry fee of £150 by 10 March 2020 will be deemed to be withdrawing their application and the place will be offered to an unsuccessful team from the ballot.

Information is also available on the FAQs section of our website at <http://www.highlandcross.co.uk/FAQ.htm>

IMPORTANT POINTS TO CONSIDER

1. Please encourage all team members to register with SiEntries (if not already registered) (www.sientries.co.uk) in order to obtain a unique ID number which should speed up the completion of the application form with accurate information.
2. Please add noreply@sientries.co.uk to your email contact address list to ensure you receive all communications from us through SiEntries. We will be communicating with all participants via SiEntries so it is vitally important that individual email addresses are entered correctly at the time of registering.
3. Avoid using work email addresses when registering with SiEntries – some business firewall security systems will re-direct to Spam/Junk mail or even block emails from being delivered.