

How to transfer an entry to a friend

If for any reason you can make it to an event but want to pass on your entry to a friend, eventrac can help with that.

Log onto your eventrac profile and click on the manage button of the event.

My Upcoming Bookings				
Name	Event	Category	Status	Actions
rob brown	Salisbury Plain challenge 22/05/2021, 14:02	Salisbury Plain Marathon	Complete	Manage

Once you've entered the booking receipt click on the amber button labeled 'Transfer to a friend'

✓ **complete**
Completed On: 17/05/2021

Sport Event Details

Sport Event	Salisbury Plain challenge
Organiser	testing
Date	22/05/2021, 14:02
Race	Salisbury Plain Marathon
Amount	£100.00

Participant Details

Print receipt

Download receipt

Amend Booking

Transfer To A Friend

Return to profile

Transfer your entry

Provide the details of the person you wish to transfer your entry to:

Name

Email

[Transfer entry](#)

Enter the name and the email address of the intended recipient.

Click the 'Transfer Entry' Button and a email will be sent to the recipient

This transfer can be canceled simply by clicking back on the amber button and then clicking 'Cancel this transfer'

Transfer your entry

Your transfer is in progress. The recipient needs to accept the transfer and provide their details. You can cancel the transfer if you no longer wish to transfer it to this person.

Pending response from me@me.com

[Cancel this transfer](#)

The recipient will get an email prompting them to complete the transfer. To do this they must click on the link in the transfer email.

Salisbury Plain challenge Salisbury Plain Marathon Transfer

Hello Me@me.com

rob brown has requested that their place for Salisbury Plain challenge Salisbury Plain Marathon be transferred to you.

[To complete the transfer please click here to enter your details.](#)

The screenshot shows the 'Salisbury Plain challenge' event page on the eEntrac platform. The page is titled 'Salisbury Plain challenge' and includes navigation links for 'Tickets', 'Participants', and 'Checkout'. The main content area is a form for transferring a ticket. It starts with a message: 'This is a transfer ticket. Please complete your details to confirm the transfer.' Below this, there are several input fields: 'Booking As' (set to 'Myself'), 'Email' (cobbamhademore+123@gmail.com), 'First Name' (rob), 'Last Name' (brown), 'Date Of Birth' (dd/mm/yyyy), 'Gender' (radio buttons for Female, Male, Non Binary), 'Address Line 1', 'Address Line 2', 'City/Town', 'County', 'Post Code', 'Country', 'Contact Number', 'Emergency Contact Name', and 'Emergency Contact Number'. There is also a section for 'Estimated finish time (hh:mm:ss)' with a text input field. At the bottom, there are four checkboxes for communication preferences and a 'Proceed' button.

After click on the link, the recipient will need to fill out the event entry form

The screenshot shows the 'My Shopping Cart' page. It features a table with the following columns: 'Item', 'Name', 'Qty.', 'Price Fee', 'Discount', and 'Total'. The table contains one item: 'Salisbury Plain challenge (Salisbury Plain Marathon)' with the name 'rob brown' and a quantity of 1. There is an 'Add someone else' button next to the name. Below the table, there are payment options for Visa, Mastercard, Discover, and American Express. The 'Total To Pay' is shown as £0.00. There are also fields for 'Voucher Code' and 'Gift Card Code', each with a 'Use Code' button. A 'Continue' button is located at the bottom right.

Once the entry form has been completed and all required fields have been filled in, the recipient will be taken through to the checkout

The ticket will show up in the basket

Click continue and the transfer will be completed

The participant will then receive a confirmation email that will provide a link to their booking receipt.