

Race Number Distribution Team 101

Parking and other details here ==>

http://illinoismarathon.com/wp-content/uploads/IL_Marathon_parking-stage_map.pdf?x16837

When you arrive at ARC for your shift.....

- Stop by the Volunteer Check In booth right inside the ARC doors, in the lobby to sign in, get your official Team shirt and drawstring back pack.
- Great Harvest Bread Company will host a hospitality room at ARC for vendors and volunteers (it is right outside the expo gym). There will be water, fruit, great bread, and other snacks. If you take a break during your shift, please visit the hospitality room.

Volunteers will be divided into 3 groups:

- Group 1 will work with 5K, 10K, marathon, and half marathon entrants.
- Group 2 will work with Full-I, Half-I, and Mini-I entrants.
- Group 3 will work with the marathon relay and marathon relay I-Challenge entrants.

Note: 2017 debuts our new dynamic bib assignment process. We think you'll love it! Those volunteering on April 20 arrive 45 minutes ahead of the expo opening for training, and those working the first shift on April 21 will do the same. Those working shifts 2 and 3 on April 22 will train on the job, as they overlap with the team members working the same job on the shift before theirs.

Groups 1: your scanning stations will have a computer; a scanner; 5K, 10K, marathon, and half marathon race bibs; Happy Birthday buttons; My First Marathon and My First Half Marathon back bibs; pins, and race guides.

Steps for Group 1—entrants in the 5K, 10K, marathon, or half marathon

1. Welcome the race participant. 😊
2. Ask the participant for his QR code, either in print or on his phone (if he doesn't have the QR code, type his name into your computer to find him).
3. Scan the QR code on your scanner and the entrant's info come up on your computer.
4. Confirm that the person in front of you is that person.
5. Take the next race number in your stack that matches the entrant's event and scan the QR code on the race number to assign that number to the entrant.
6. Once you scan the race number, a label with the entrant's NAME will spit out of your printer, which you affix to the entrant's race bib (**see image below**)
7. If the label also says **First Marathon** or **First Half Marathon**, ask the entrant to take a My First Marathon or My First Half Marathon back bib (**see photo below**)

8. If the label says **Happy Birthday**, the entrant has a birthday on race weekend; **give her a “It’s My Birthday Race Weekend 2017” button (see image below)**
9. If there is a **Golden Ticket sticker** on the race number, the entrant has won a PRIZE, which they can pick up at the Golden Ticket booth on the right side of the expo as they enter. Look for the bouquet of balloons.
10. Ask the entrant to take 4 pins (+ 4 if they are getting a back bib) + an official race guide.
11. Remind the entrant that their race number must be visible at all times while running and that he should complete the medical form on the back of the bib.

If the entrant is picking up race numbers for someone other than themselves, he must have the QR code for that person in print or on her phone. If so, repeat the steps above.

12. Direct runners to the t-shirt and goody bag area, which is in Gym 1.
13. If there are any other problems, direct the runner to the Solutions Table, which is to the right of where you are working.
14. Wish the participants a great race 🎉

Groups 2, your scanning stations will have a computer; a scanner; 5K, 10K mini i-challenge, full marathon I-Challenge, and half I-Challenge race numbers; Happy Birthday buttons; My First Marathon and My First Half Marathon back bibs; pins, and race guides. **Each station will have two volunteers working together. Each entrant will be receiving two race numbers.**

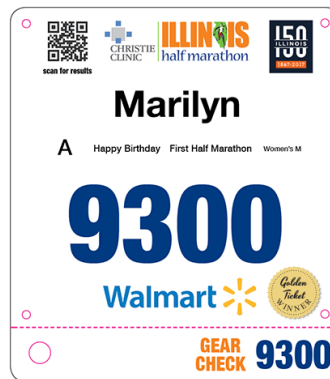
Steps for Group 2—entrants in the Full I-Challenge, Half I-Challenge, or Mini i-Challenge

1. Welcome the race participant. 😊
2. Ask the participant for his QR code, either in print or on his phone (if he doesn’t have the QR code, type his name into your computer to find him).
3. Scan the QR code on your scanner and the entrant’s info come up on your computer. Because the entrants coming to your station are I-Challenge entrants (running TWO events), the computer will prompt you to scan two different race numbers for each entrant....a 5K number and either a 10K mini i-challenge, full marathon I-Challenge, or half I-Challenge race number.
4. Confirm that the person in front of you is that person.
5. Take the next race number in your stack that matches the entrant’s first event and scan the QR code on the race number to assign that number to the entrant.
6. Once you scan the race number, a label with the entrant’s NAME will spit out of your printer, which you affix to the entrant’s race bib (**see image below**).
7. Repeat this for the second race number.
8. If the label also says **First Marathon** or **First Half Marathon**, ask the entrant to take a My First Marathon or My First Half Marathon back bib (**see photo below**)

9. If the label says **Happy Birthday**, the entrant has a birthday on race weekend; **give her a “It’s My Birthday Race Weekend 2017” button (see image below) Note: an I-Challenge entrant ONLY gets one Happy Birthday button.**
10. If there is a **Golden Ticket sticker** on either race number, the entrant has won a **PRIZE**, which they can pick up at the Golden Ticket booth on the right side of the expo as they enter. Look for the bouquet of balloons.
11. Ask the entrant to take 8 pins (+ 4 if they are getting a back bib) + an official race guide.
12. Remind the entrant that their race numbers must be visible at all times while running and that he should complete the medical form on the back of the bib.

If the entrant is picking up bibs for someone else, she must have the QR code for that person in print or on her phone. If so, repeat the steps above.

13. Direct runners to the t-shirt and goody bag area, which is in Gym 1.
14. If there are any other problems, direct the runner to the Solutions Table, which is to the right of where you are working.
15. Wish the participants a great race 🏃





Group 3 will work with the marathon relay and marathon relay I-Challenge entrants.

Groups 3, your station will have a computer, alphabetized packets by relay team name, a corresponding alpha-order list of relay teams, relay instructions, relay vehicle placards, pins, and race guides.

Steps for Group 3—entrants in the marathon relay and marathon relay I-Challenge

1. Welcome the relay team participant. ☺
2. Ask the participant for his relay team's name; then find the team's packet in your bin.
3. Relay teams receive 4 race numbers (one for each member) + 1 race number belt with an additional race number attached to it that has the timing tag on it.
4. Relay teams also get a copy of the relay instruction sheet and two vehicle placards
5. Relay teams should take 16 pins and 4 race guides.
6. Have the team representative check if his any of team's relay numbers (and, for the marathon relay I-Challenge teams, the 5K bibs too) have Happy Birthday or Golden Ticket stickers on them.
7. Any relay team member that has a Happy Birthday sticker on his bib should receive a **“It's My Birthday Race Weekend 2017” button. Note: Marathon Relay I-Challenge entrants ONLY gets one Happy Birthday button.**
8. If there is a **Golden Ticket sticker** on either race number, the entrant has won a PRIZE, which they can pick up at the Golden Ticket booth on the right side of the expo as they enter. Look for the bouquet of balloons.
9. Remind the entrant that their race numbers must be visible at all times while running and that he should complete the medical form on the back of the bib.
10. Direct runners to the t-shirt and goody bag area, which is in Gym 1.
11. If there are any other problems, direct the runner to the Solutions Table, which is to the right of where you are working.
12. Wish the participant a great race 🏃

