2024 REFUNDS, RACE CHANGES & BIB TRANSFERS



The Missoula Marathon Weekend of Events does not offer deferrals to 2025

For those who have registered but cannot participate this year, we offer you three options:

- 1. Request a Partial Refund
- 2. Transfer your Bib to Anther Registrant
- 3. Switch Races

REFUND REQUEST SCHEDULE:

- Refund Request Schedule: (Please note, there are no total refunds on registration fees.)
 - October 1, 2023-May 18, 2024: 50% refund of registration fees
 - ✓ Includes 100% refund of any optional add-on purchases (post-race massage a and iTAB medal personalization)
 - ✓ Excludes processing fees, store purchases, charitable donations
- May 19, 2024 through Race Day: No Refunds
- → See page 2 for REFUND REQUEST instructions

BIB TRANSFER:

- The cost to transfer your bib to another participant is \$30
- Bib transfers will be available October 2, 2023 through Expo close on June 29th.
- → See page 3 for BIB TRANSFER instructions

RACE CHANGES:

- Changes between events are allowed, subject to the following:
- You can upgrade or downgrade a currently registered race, as long as the caps have not been filled in the race you wish to change to.
- Participants must pay the difference in fees if changing from the 5K or Half Marathon to the Marathon.
- The difference in fees will not be refunded if changing from the Marathon to the Half Marathon or 5K.
- All changes must be made prior to the close of the expo on Saturday, June 29th.
- → See page 3 for RACE CHANGES instructions

^{*}Please note, there are no total refunds on registration fees*

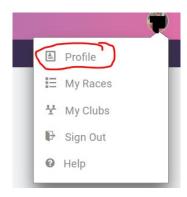
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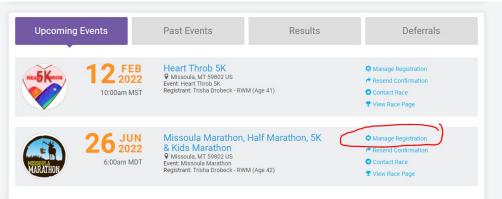


REFUND REQUEST

To process a refund (within the deadline dates noted above):

- ✓ Sign in to your RunSignup account
- ✓ Click on the head silhouette (or picture) in the upper right corner of the page
- ✓ Select "Profile" from the drop-down menu
- ✓ Look for Missoula Marathon under your "Upcoming Events" and click "Manage Registration"
- ✓ Select "Request Refund" from the menu on the left
- ✓ On the new page select the "Request Refund" button







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BIB TRANSFERS

- All bib transfers have a \$30 fee paid by the original registrant
- You may 'gift' your transfer and recipient will pay no charges
- Recipient may only register for the event that was transferred to them

Instructions:

- 1. Login to your RunSignup account (this is the account you used to register for the event)
- 2. Under your profile, scroll down to view Upcoming Events
- 3. Click Manage Registration to the right of your Missoula Marathon event
- 4. Click the <u>Transfer to Another Runner</u> menu option from the column on the left-hand side
- 5. You will need the name and email address for the person you are transferring to
- 6. You will need to select the transfer type:
 - 1. **Registration Gift**: you will not receive a refund of your original registration fee, though instead, your recipient is allowed to register free of charge, however you will need to pay the \$20 fee
 - 2. Registration Transfer: receive a partial refund
- 7. A breakdown of the transfer transaction will be available for reviewing, and if everything is correct, then hit **Transfer Registration**
- 8. The recipient will receive an email notification with a unique link which they can use to claim this transfer.
- 9. Note: if the registrant does not accept the transfer, you will not receive a refund, however you can participate on race day.

RACE CHANGES

- If you are transferring up in distance (*pending caps have not been met*), you will be asked to pay the difference in entry fee.
- If you are transferring down in distance, there will be no refunds for the difference in entry fee.

Instructions:

- 1. Login to your RunSignup account (this is the account you used to register for the event)
- 2. Under your profile, scroll down to view **Upcoming Events**
- 3. Click Manage Registration to the right of your Missoula Marathon event
- 4. Click the **Transfer Event** menu option from the column on the lefthand side
- 5. Click the Start Transfer button
- 6. Choose your New Event and click Continue
- 7. Proceed through the registration questions
- 8. Confirm your Shipping Address
- 9. Review your details, check the refund policy box, and click Complete Registration