**Race Registration Questionnaire**

*Please complete the boxes of the document for each Race/Track of your event. Write notes if needed. Send us this document* [*mailto:info@orgsu.org*](mailto:info@orgsu.org) *please. Then, please kindly wait for our response which might include additional questions. The final approval can take 2-3 days. We will then create an Event Organizer account for You and launch your Event according to the parameters from this questionnaire. You can become the administrator of your company account at any time, just let us know.*

**1. General Enquiries**

|  |  |
| --- | --- |
| Theme | Your answer |
| Creating of a company profile for You and operating of your company profile at [www.ORGSU.org](http://www.ORGSU.org) | A] Yes B] No  *If No, do not fill in this questionnaire and register yourself as an event organiser on the* [*www.orgsu.org*](http://www.orgsu.org) *home page and proceed in accordance with the producer’s handbook.* |
| Who will be the owner of the database?  By the other words:  Who will have agreements with athletes related to the Personal Data Processing? | A] Your own Company  B] Organiser’s Support Ltd, Prague, Czech Rep |
| What is your preferred website for the registration process? This will be the site where the most of the Event/Race Information will be provided and the site to which you must lead your athletes. | A] Your Company/Event/Sponsor site, or  B] subpage of [www.race-registration.org](http://www.race-registration.org) of  [… /YOUR-COMPANY/YOUR-EVENT/YOUR-RACE](http://www.Race-Registration.org/YOUR-COMPANY/YOUR-EVENT/YOUR-RACE)  The URL of the sub-page will follow your wish: …/…………………………………………………………………… |

**2. Event and Race Specification**

|  |  |  |
| --- | --- | --- |
| Theme | Your answer | Note |
| How many days does your Event consist of? |  |  |
| The Name of your Event  The Date from - to |  | Event can consist of several Races |
| Event website (if any) |  |  |
| The Title of the Race,  Kind of Sport,  Disciplines and lengths |  | Multi-sport combination is 100% supported. |
| Venue, Town, Country  GPS Location of the venue,  … |  |  |
| All Age groups for Men, Women or Mix gender (ex. Men 30-34) |  | Specify in details (Ages or YOB) as an enclosure if needed. |
| Team Division(s) | If YES, Number of athletes in the Team:  Do they have a vehicle? If so, what kind of. | Multiple Team DIVs are OK, Please make an enclosure. |
| Specific Questions/Items  on the Application Form |  | Your specific needs, for example: Specify the T-Shirt size of  S, M, L list of sizes |
| Entry Fee currency | USD / EUR / CZK / …  Specify your missing currency please.  We will try to find a solution for you. |  |
| Entry Fee Periods  1st Period From / Till /  The price in the currency  2nd Period From / Till / Amount  On the venue  Amount | *Example: Jan 1st / May 15th / USD 55*  ……..……. / ……………. / …………… (currency)  …………... / …………….  ……..……. / …………….  …………... / …………….  Race day Date: …………………………  …………... / ……………. | Specify more intervals if needed in an appendix please.  If Entry fee differs across Divisions, make a special table please. |
| Donation | YES – NO  This will add the item to the registration process  as an individual addition to the entry fee. | Send us your request what should be published to athletes. |

**Enclose Please**: Event Logo, Race Logo and up to 5 sponsor logos, Event Pamphlet / Athlete Information document. Your race presentation may contain a Google Map of the route as well.

**If there are multiple Races**, kindly provide us with the same information as above for all of them.

**3. Producer Details**

|  |  |  |
| --- | --- | --- |
|  | Your answer | Note |
| Event Organiser Company Title, VAT, .. |  | Title of the comp., sport club, ... |
| Country, Address |  | Company’s Address |
| User for the Administration of the Company’s profile. | Surname:  First Name:  YOB:  Country/Town:  E-mail: | *This user will get all the admin rights.  We will forward the login credentials to you.* |
| Venue/Town |  |  |
| Your Bank and Branch |  |  |
| Account Number (IBAN, …) |  |  |
| Currency |  |  |
| Language | English / Spain |  |
| Logo | Send us a .png file please. |  |

*The Order of the services*

*I agree to ORGSU Ltd. Terms and Conditions published on* [*www.orgsu.org*](http://www.orgsu.org)*. Thereby I am accepting Organisers Support Ltd as a co-organiser of the event and giving the rights to a] create personal admin account, b] create company account and c] purchase, on behalf of me, a system licence for ‘Event Organiser’ for the duration of 1 year. I have expressed this agreement by the purchasing of the ORGSU Registration Voucher in the* [*www.orgsu.org*](http://www.orgsu.org) *e-shop.*

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Date and Place Represented by (in capitals) / Signature