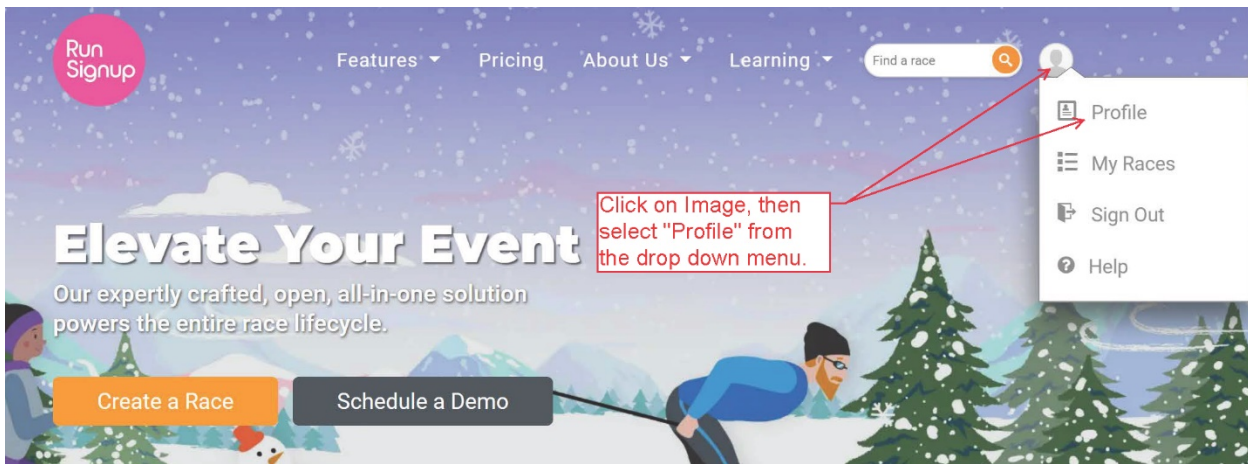


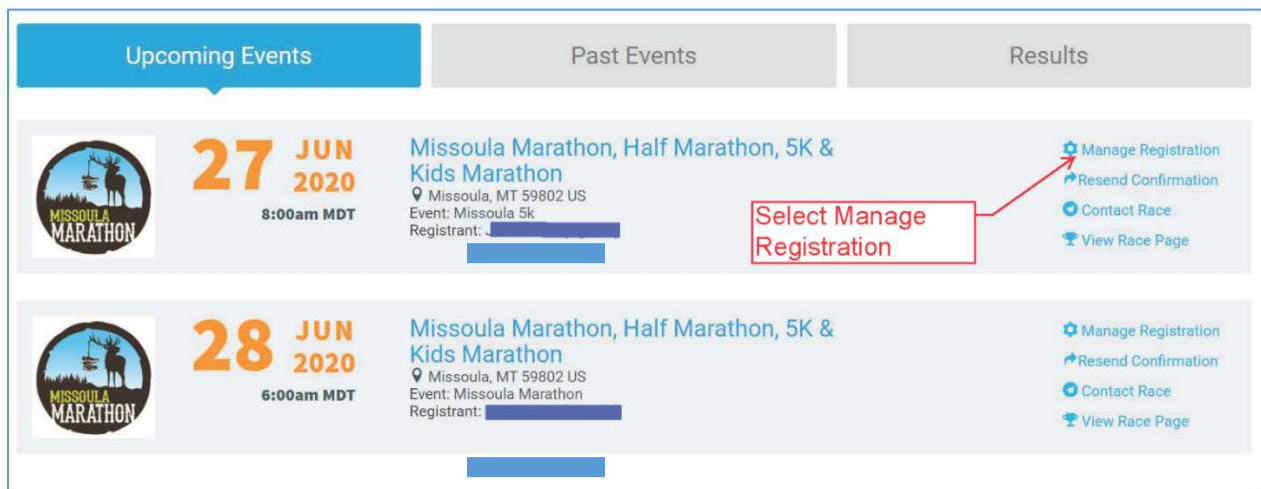


As noted in our refund policy, there are **No Refunds** for registration fees. With that said, we know things can happen and we want to provide you with options to manage your registration. By following the steps in this guide, you can work through your options for deferral from 2020 to 2021; changing between race distances; and, transferring your bib number to another runner.

Start by logging into your RunSignUp account at [RunSignUp.com](https://RunSignUp.com). (RunSignUp is the registration platform used by the Missoula Marathon.) Once you're logged in, select the drop down menu and "Profile" option as shown below.



Next, scroll down the page & find the event for which you want to make changes. Then choose the "Manage Registration" option. (Note, if you're entered in the 5K (Saturday, June 27) and the Marathon or Half Marathon (Sunday, June 28), you'll have to individually manage each race registration.)



After the page opens, see the available options on the left side of the screen.

**Missoula Marathon, Half Marathon, 5K & Kids Marathon**  
Sat June 27 - Sun June 28, 2020  
Missoula, MT US 59802 [Directions](#)

Registration #37 [REDACTED]

If you registered other people under this account for this race, you can find their registration by [clicking here](#).

[Resend Confirmation E-mail/Barcode](#)

Event: Missoula Marathon

Registrant: [REDACTED]  
406-672-6700  
PO Box 1573  
Missoula, MT US 59806  
Gender: Male  
Date of Birth: 09/01/1958  
Age at Time of Race: 61  
Registration Date: 09/19/2019 9:00am MDT  
Registration Status: Active  
Give-Away Option: Mens S  
Add-Ons: **Optional Post Race Massage (0)**  
**Optional ITAB Medal Personalization (1)**  
Checked in: No  
Total Amount Paid: \$0.00

Select From The Highlighted Options

- To **Defer** your registration from 2020 to 2021
  - Select the **Defer Registration** option
  - You may defer your Marathon or Half Marathon entry
  - 5K, Corporate 5K and Missoula Kids Marathon entries are not eligible for deferral
  - Entries deferred from 2019 to 2020 are not eligible for deferral to 2021
    - You are only allowed to make a single year-to-year deferral per entry. i.e., if you deferred your 2019 Missoula Marathon entry to 2020, you cannot then defer your entry a 2<sup>nd</sup> time to 2021
  - All deferrals must be completed by **11:59 PM on Saturday, June 27, 2020**
  - There is a \$20 administrative fee for deferrals (plus a \$2.50 RunSignUp processing fee)
  - You will receive an email on or around October 1, 2020 about how to register for the 2021 Missoula Marathon (or Half Marathon) using your deferral
  - Any add-ons or optional purchases (i.e. post-race massage, iTABs) will **not** be carried forward to 2021 and will **not** be refunded

*See the next page for instructions on **Changing Race Distances***

## ➤ To **Change Your Race Distance**

- Select the **Transfer Event** option
- You may move up or down in race distance
- The following race changes are **not allowed**
  - Kids Marathon to Marathon or Half Marathon
  - From any other race distance into the Kids Marathon
  - Into (or out of) the Wheelchair or Handcycle Divisions
- All race changes must be completed by **11:59 PM on Thursday, June 25, 2020**
- Once you've clicked the Start Transfer Button
  - Choose your **New Event/Distance** and click Continue
  - Check the Waiver Agreement box and click Continue
  - Please leave the Run Wild Missoula Member option unchecked (even if you are a member) and click Continue
  - On the "Questions for Participant" page:
    - Please include the estimated finish time of your new event
    - Check yes or no if you are (or are not) participating in the "Big Three Challenge"
    - Please choose an option from the "How Did You Hear About The Missoula Marathon" drop menu
    - Please leave all other fields as they are
    - Click Continue
  - Please leave the Optional Post Race Massage and Optional iTAB Medal Personalization options unchanged and click Continue
  - Please leave the Optional In-Training Shirt option unchecked and click Continue
  - Please leave the Results Notifications options unchanged and click Continue
  - Please leave your Shipping Address as shown and click Continue
  - Review your details, enter your credit card information, check the refund policy box and click the Confirm Payment box
- From **February 1<sup>st</sup> through June 1<sup>st</sup>**, there is a \$10 administrative fee for race changes (plus applicable RunSignUp processing fee)
- From **June 2<sup>nd</sup> through June 25<sup>th</sup>**, there is a \$20 administrative fee for race changes (plus applicable RunSignUp process fee)
- **Race Weekend – June 26<sup>th</sup> & June 27<sup>th</sup>** – race changes must be made at the Solutions Desk at packet pickup. There is a \$20 administrative fee for race changes (plus applicable RunSignUp process fee)
- If moving up in distance (i.e. 5K to Half Marathon or from Half Marathon to Marathon), you must also pay the difference between the race entry fees (plus applicable RunSignUp processing fee)
  - If you move down in distance, there will be no refund in the difference between event prices.
- **Note:** *For any race changes after June 2nd, the participant must go to the Solutions Desk at packet pickup to receive their bib number.*

*See the next page for instruction on how to **Transfer Your Entry To Another Runner***

➤ **To Transfer Your Bib Number To Another Runner (i.e. Bib Exchange)**

- Select the **Transfer To Another Runner** option
- Complete the name and email of the runner who you want to receive the bib exchange
  - The recipient will receive an email providing a code to use to register for the race
    - The recipient must enter the same event in which you were entered
    - Once the recipient redeems the code and enters the race, your entry will be deleted from the registration system
    - Should the recipient not redeem the code by the deadline, you may still use this race registration
- There is no cost to you for the transfer
- All bib exchanges must be initiated by **11:59 PM on Sunday, June 21, 2020**
- All bib exchanges must be completed by **11:59 PM on Thursday, June 25, 2020**
- From **February 1<sup>st</sup> through June 1<sup>st</sup>**, the recipient will be charged a \$10.00 administrative fee (plus a \$2.00 RunSignUp processing fee to complete the transfer and to register for the race)
- From **June 2<sup>nd</sup> through June 25<sup>th</sup>**, the recipient will be charged a \$20 administrative fee (plus a \$2.50 RunSignUp processing fee)
- No bib exchanges will be allowed after June 25<sup>th</sup> (see deadlines noted above)
- **Note:** *For any bib change after June 2nd, the participant must go to the Solutions Desk at packet pickup to receive their bib number*
- You will not receive a refund from the Missoula Marathon. Any compensation for the bib exchange is a private matter between you and the recipient
- Any add-ons or optional purchases will be transferred to the “new” participant

Questions or need some help – email us [HERE](#)