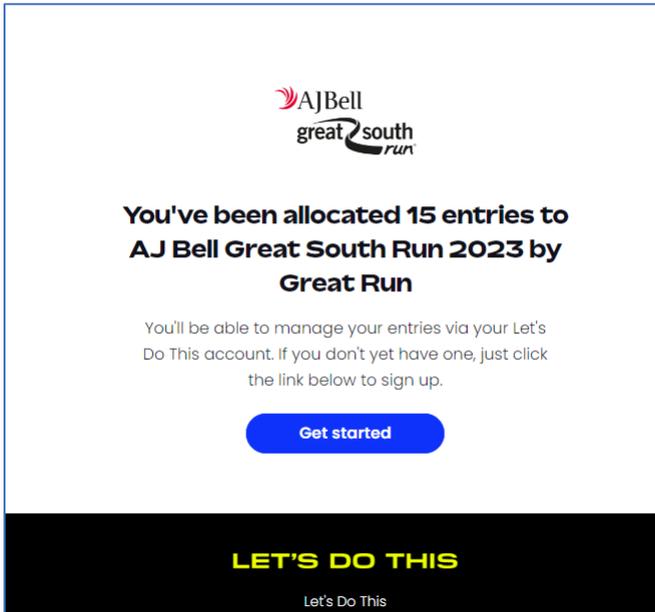


How Great Run Company partners can manage their Reserved Entries

If you don't already have a partner account on our 3rd party booking platform Let's Do This, your GRC contact will send you a link to 'claim' your account so that you can manage your Reserved Entries. You can have more than one log in to your partner account so it's best to use individual email addresses.

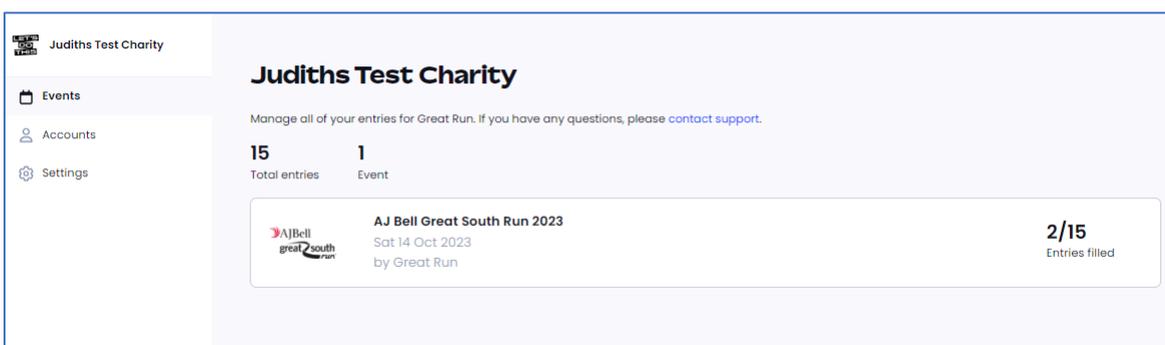
You'll receive an email that looks something like this, or you'll receive a link within an email directly from your GRC contact.



Once logged in with Partner access, you will see a menu item called Partner Dashboard at the top of the webpage. Hit this link.



You will then see your organisation's name and a list of any events you for which you have been allocated Reserved Entries.



Select the event for which you want to allocate a Reserved Entry, tap the three dots to the right where you can View the status of your Reserved Entries, View Settings, or Allocate your remaining Reserved Entries for the chosen event.

[Back to all events](#)

AJ Bell Great South Run 2023

15 Entries granted [Search](#)

Name	Entry Type	Total places	Total registered	Races	Deadline
Charity Entries	Single Use	15	2	10 Miles - Sunday	12/10/2023, 23:59 BST

Context menu options: View entries, View settings, Allocate

View Entries

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AJ Bell Great South Run 2023

Charity Entries

Deadline: 12/10/2023, 23:59 BST

2/15 Entries filled [Export](#) [Modify](#)

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<input type="checkbox"/>	First name	Last name	Email address	Status	# of invite sends	Booking ID	Updated at	Race	Ticket
<input type="checkbox"/>	andy	graffin	andy@graffin.co.uk	Cancelled	1	64d22675e4a5de857	08/08/2023	10 Miles - Sunday	NSPCC Charity Entries
<input type="checkbox"/>	Judith	Taylor	judith.wood95@gmail.com	Invitation sent	2	-	19/09/2023	-	-
<input type="checkbox"/>	judith	taylor	judith.taylor@thegreatrun.co	Completed	2	6509b69018ca92d91c	19/09/2023	10 Miles - Sunday	NSPCC Charity Entries
<input type="checkbox"/>	milos	drake	milos@letsdothis.com	Completed	1	64d378bb5821282847	09/08/2023	10 Miles - Sunday	NSPCC Charity Entries
<input type="checkbox"/>	-	-	-	Not allocated	0	-	08/08/2023	-	-
<input type="checkbox"/>	-	-	-	Not allocated	0	-	08/08/2023	-	-
<input type="checkbox"/>	-	-	-	Not allocated	0	-	08/08/2023	-	-
<input type="checkbox"/>	peter	harrison	peter.harrison@thegreatrun.co	Cancelled	1	64d24b92463f66c7e0	09/08/2023	10 Miles - Sunday	NSPCC Charity Entries
<input type="checkbox"/>	-	-	-	Not allocated	0	-	08/08/2023	-	-
<input type="checkbox"/>	-	-	-	Not allocated	0	-	08/08/2023	-	-

Your entrant details are visible, including the status of their Reserved Entry and the number of invites that has been sent to each individual. (When you are first allocated your Reserved Entries this table will be blank.)

Allocating a Reserved Entry

To allocate a Reserved Entry to an individual, select an unallocated (blank) entry by ticking the box to the left of the row for that entry. Then hit the Modify button and select Allocate. If you wish, you can allocate entries to multiple individuals by ticking multiple rows of unallocated entries.

<input type="checkbox"/>	milos	drake	milos@letsdothis.com	Completed	1
<input checked="" type="checkbox"/>	-	-	-	Not allocated	0
<input type="checkbox"/>	-	-	-	Not allocated	0

[Export](#) [Modify](#)

- Copy link
- Allocate
- Send invitation
- Cancel
- NSPCC Charity Entries

Race: 10 Miles - Sunday

Enter the individual's name and email and hit Add. If you are allocating multiple entries continue to enter the details of each individual as instructed. It is also possible to allocate entries to multiple individuals by uploading a CSV file at this stage too. When you have completed all entrant details hit Next.

Allocate

Upload participants in a CSV file

Your CSV must include three columns exactly titled: firstName, lastName and emailAddress in order to be matched correctly.

Drop CSV here...

Browse files

Or add participant manually

First name*

Add first name

Last name*

Add last name

Email address*

Add email

Add

✓ 1 / 1 entry ready to allocate.

Next

At this stage you can send an email to all individuals to complete their Reserved Entry and register for the event – each will receive a unique entry link, ‘locked’ to their name and email address. Note that you have two options for notifying individuals about their Reserved Entry.

Option 1: Hit Send email to have an email automatically generated by Let’s Do This and sent to the individual. Your charity name and the event name will appear on this email. (You can send a test email to yourself if you wish to check the email before it goes to any individuals, enter your email address and hit Send Test).

Places allocated, now let them know

Email your links

Use Let's Do This to send each unique entry link out to each of your participants.

Send a test email

Preview the email by sending a test to yourself

Send Test

1 link to send to 1 email address

The email containing their unique link will arrive in their inbox in minutes. You can track if they've booked via your dashboard

Finish Send 1 email

Option 2: Send the unique entry link in an email that you create yourself. To do this you will need to create the email in another application (such as Outlook, or another Email Service Provider) and then copy/paste the unique entry link for the individual into the email that you have created. To do this you need to exit this screen, so hit Finish rather than Send email.

Find the entry that you have just created. You will see that the # of invites sent column is set to zero.

<input type="checkbox"/>	Miles	Dunn	Miles@dunn.co.uk	Allocated	0	-	19/09/2023
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Tick the box to the left of the Reserved entry and hit Modify, then hit Copy link. You can then paste this link into an email that you are sending to the individual independently of the Let's Do This platform.

<input type="checkbox"/>	First name	Last name	Email address	Status	# of invite sends	Booking ID	Updated at	Race
<input type="checkbox"/>	andy	graffin	andy@graffin.co.uk	Cancelled	1	64d22675e4a5de867	08/08/2023	10 Miles - Sunday
<input type="checkbox"/>	Judith	Taylor	judith.wood95@gmail.com	Invitation sent	2	-	19/09/2023	-
<input type="checkbox"/>	judith	taylor	judith.taylor@thegreatrunco	Completed	2	6509b69018ca92d91c	19/09/2023	10 Miles - Sunday
<input type="checkbox"/>	milo	drake	milo@letsdothis.com	Completed	1	64d378bb5821282847	09/08/2023	10 Miles - Sunday
<input checked="" type="checkbox"/>	Miles	Dunn	Miles@dunn.co.uk	Allocated	0	-	19/09/2023	-

Your partner dashboard will display the status of each Reserved Entry.

Status	
Not allocated	Entries that have yet to be assigned
Allocated	Entries that have been assigned to an individual, but no invitation has yet been sent to the individual (unless you have sent the unique entry link in an email that you created yourself).
Invitation sent	Entries that have been assigned and an invitation has been sent via the LDT platform. Note that it is possible to re-send the invitation to users who cannot find the original.
Registered	Entries where the individual has completed their booking.
Cancelled	Entries that you have cancelled (if you have been given this level of access).

Please note that allocating an entry to an individual **does not** mean that they are entered into the event. Until an entry is marked as *Registered* in the dashboard the individual is **not** entered into the event and will not receive a race pack.

Managing Reserved Entries (once they have been allocated)

Resending the Let's Do This invitation email

To resend an invitation email to an individual who has been allocated a Reserved Entry, select the individual by ticking the box to the left of their name, then hit Modify and Send Invitation.

<input type="checkbox"/>	First name	Last name	Email address	Status	# of invite sends	Booking ID	Updated at	Race
<input type="checkbox"/>	andy	graffin	andy@graffin.co.uk	Cancelled	1	64d22675e4a5de867	08/08/2023	10 Miles
<input checked="" type="checkbox"/>	Judith	Taylor	judith.wood95@gmail.com	Invitation sent	2	-	19/09/2023	-
<input type="checkbox"/>	judith	taylor	judith.taylor@thegreatrunco	Completed	2	6509b69018ca92d91c	19/09/2023	10 Miles

Follow the onscreen instructions which are identical to Option 1 above.

Resending the unique entry link via your own email

Identical to Option 2 above, you can copy an individual's entry link to paste into an email that you create yourself.

Cancelling Reserved Entries

Dependant on your arrangement with GRC you may have the ability to cancel Reserved Entries.

Select the individual whose entry you wish to cancel by ticking the box to the left of their name, then hit Modify and Cancel.

Deadline: 12/10/2023, 23:59 BST

2/15
Entries filled

Export Modify ^

Type here... Search Select... Descending Sort By: Updated At

<input type="checkbox"/>	First name	Last name	Email address	Status	# of invite sends	Booking ID		
<input type="checkbox"/>	andy	graffin	andy@graffin.co.uk	Cancelled	1	64d22675e4a5de867	08/08/2023	10 Mile
<input type="checkbox"/>	Judith	Taylor	judith.wood95@gmail.com	Invitation sent	2	-	19/09/2023	-
<input checked="" type="checkbox"/>	judith	taylor	judith.taylor@thegreatrunco	Completed	2	6509b69018ca92d91c	19/09/2023	10 Mile
<input type="checkbox"/>	milo	drake	milo@letsdothis.com	Completed	1	64d378bb582128284:	09/08/2023	10 Mile

Copy link
Allocate
Send Invitation
Cancel

You must then confirm the cancellation and at this point can choose whether or not the individual will receive an email from LDT confirming that the entry has been cancelled.

Cancel

We'll mark the entry as cancelled. You can choose whether to notify the participant by email.

Once the entry has been cancelled, a replacement entry will appear in the table that you can allocate to another participant.

Send email to notify participant

Cancel entry

Cancelled entries remain on your dashboard to help with audit trails.

Note: if your arrangement with GRC allows for cancelled entries to be reallocated to others, a new blank entry will be added to your partner dashboard once the entry has been cancelled.