



JLL Property Triathlon 2025

Registration Guide

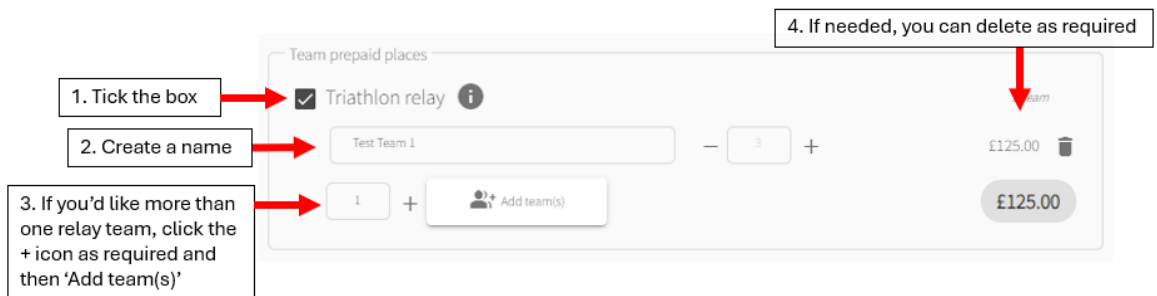
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1. Relay Team Registration

1.1 How to Register a Relay Team

1. Select 'Purchase multiple entries/ and or a relay team' and then 'Create Group'.
2. Complete all fields relating to the organisation purchasing the entries.
3. Relay only: If you are purchasing one or more relay "teams", see below:



5. Complete the remainder of the form and click 'Create Group'.
6. Proceed through the remainder of the form and make payment.

1.2 How to Invite Team Members

1. You will receive an email with a button to access your 'Group dashboard'.
2. When in the dashboard, you will see your organisation's details, and any relay (Team) places.
3. To invite someone to register, click the 'Manage your prepaid places' button.
4. You will then see a screen similar to the below:



5. On the next screen type or paste the email address and click 'Verify email address'. If you are sending multiple invites, make sure there is one per line.
6. Once verified, click 'Send invitations'.

1.3 Managing your Team Members

1. You will see a table for your individual and/or relay (Team) entries on your dashboard. An explanation is shown on the below example:

Competition	Used prepaid places	Prepaid places linked to a sent invitation	Remaining prepaid places
INDIVIDUAL TRIATHLON (750M SWIM, 21.2K BIKE, 5K RUN)	0	1	0

1. The type(s) of entry purchased

2. The number of completed registrations

3. The number of invites sent

4. The number of remaining places

2. The below example gives an explanation of how you can monitor your invitations, registrations and cancel if required:

My invitations				
Email	Competition	Status	Date	
stewart.taylor@aso-uk.com	Individual Triathlon (750m swim, 21.2K bike, 5K run)	Created	14/01/2025, 12:10	🔄 🗑️ 🔗 ▶️

1. Email address of the recipient

2. The type of entry

3. The status will show 'Created' or 'Sent' relating to the invite or 'Registered' when completed by the recipient

4. Date and time of latest status

5. These icons are to open a fuller audit trail, delete the invite, create a link to enter instead or resend the invite via this dashboard

1.4 When's the deadline to add team members to my relay team?

The deadline to add team members to your relay team is **Tuesday 17th June 2025 at 17:30**. You will not be able to make any changes to your relay team past this date.

1.5 How do I cancel team members from my team?

To cancel team members from your relay team, please contact the property triathlon team on propertytriathlon@eu.jill.com

2. British Triathlon Race Pass

Every participant taking part in a Triathlon, Duathlon or Swim event must have a valid BTF Race Pass. A BTF Race Pass costs £8 per participant.

If you are taking part as a relay team, each member of the relay team must have a valid BTF Race Pass.

Purchase your BTF Race Pass here: https://www.britishtriathlon.org/events/jll-property-triathlon_16405

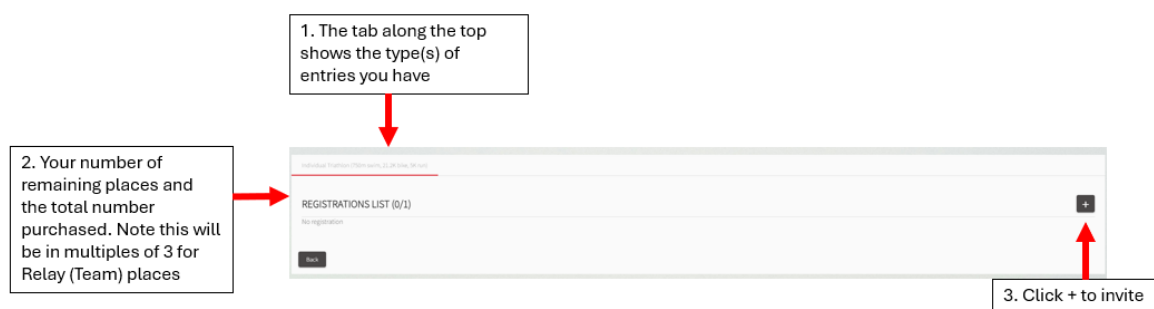
3. Purchasing Multiple Entries

3.1 How to purchase multiple entries

1. Select 'Purchase multiple entries and/ or relay teams' and then 'Create Group'.
2. Complete all fields relating to the organisation purchasing the entries.
3. Select the number of individual entries across each event type by ticking the left hand box and then selecting the number on the right hand side.
4. Complete the remainder of the form and click 'Create Group'.
5. Proceed through the remainder of the form and make payment.

3.2 How to Invite individuals to enter

1. You will receive an email with a button to access your 'Group dashboard'.
2. When in the dashboard, you will see your organisation's details.
3. To invite someone to register, click the 'Manage your prepaid places' button.
4. You will then see a screen similar to the below:



5. On the next screen type or paste the email address and click 'Verify email address'. If you are sending multiple invites, make sure there is one per line.
6. Once verified, click 'Send invitations'.

3.3 Managing your group entries

4. You will see a table for your individual entries on your dashboard. An explanation is shown on the below example:

Competition	Used prepaid places	Prepaid places linked to a sent invitation	Remaining prepaid places
INDIVIDUAL TRIATHLON (750M SWIM, 21.2K BIKE, 5K RUN)	0	1	0

1. The type(s) of entry purchased

2. The number of completed registrations

3. The number of invites sent

4. The number of remaining places

3. The below example gives an explanation of how you can monitor your invitations, registrations and cancel if required:

My invitations				
Email	Competition	Status	Date	
stewart.taylor@aso-uk.com	Individual Triathlon (750m swim, 21.2K bike, 5K run)	Created	14/01/2025, 12:10	🔄 🗑️ 🔗 ▶️

1. Email address of the recipient

2. The type of entry

3. The status will show 'Created' or 'Sent' relating to the invite or 'Registered' when completed by the recipient

4. Date and time of latest status

5. These icons are to open a fuller audit trail, delete the invite, create a link to enter instead or resend the invite via this dashboard

1.4 When's the deadline to invite members to my group?

The deadline to invite members to your group is **Friday 13th June 2025 at 17:30**. You will not be able to make any changes to your relay team past this date.

4. Registration FAQs

4.1 Can I enter someone into the event on their behalf?

Yes, you will need all of their details to hand. Please ensure you have their permission to do so and have their permission to sign their waiver on their behalf.

4.3 How do I edit my registration details?

You can make changes to your registration details by heading to your participant dashboard. To edit your registration details, such as emergency contact, address and other event questions, please select the “Edit registration” button.

Please note that the deadline to make changes to your registration is **Friday 13th June at 17:30**.

4.4 Can I enter multiple events on the day?

Yes, you can enter more than one event at the event. Please note that you will need an entry for each of the events and you will need to wear the correct race number assigned to your entry on the day. It is your responsibility to ensure that you are able to participate in two races, and that these are not planned to take place at the same time.

4.5 Can I enter an Individual Event and as part of a relay team?

Yes, you can enter as part of a relay team in addition to an individual entry. It is important that you are registered within your individual event category and as part of your relay team.

If your waves clash, then you can request to move to a different wave within the wave schedule subject to the capacity of the wave.

4.6 Can I get a refund on my entry?

Unfortunately, we do not offer refunds for this event. If you are unable to participate in the event and we wish to gain a refund on your entry fee, then you will need to transfer your entry to a new individual. For more information on how to transfer your entry please see section 4.2.

4.7 Can I defer my entry to next year?

Unfortunately, we do not offer deferrals to 2026's event. Your entry is valid for 2025 only and cannot be transferred over to 2025's event.

4.8 What is a Green Athlete?

A green Athlete is our eco-friendly option, where you are opting out of a finisher medal. Those who have selected this option will be provided with a green wristband on event day when they collect their pack and will not collect a medal at the finish line. For relays, either their entire team is or is not a Green Athlete team (i.e. not just individuals within the team).

Any other questions regarding the registration process or if you have general questions, please contact the JLL Property Triathlon team on propertytriathlon@eu.jll.com