

# 41<sup>st</sup> Annual Running Room Indoor Games

## Tips on Using the Fillable Entry Forms

- Save the form to your computer (e.g.: to your desktop). (Hint: Save the form when it is displayed or right-click on the link and choose "Save Target As".)
- When you save the form to your computer, include your school's name in the file name.
- Open the form from your computer's desktop.
- Fill in the information, then review to ensure completeness and accuracy.
- Save the form.
- Close Microsoft Excel
- Create an e-mail message addressed to [indoorgames@runningroom.com](mailto:indoorgames@runningroom.com)
  - Attach the completed form to the message.
  - Include the school name in the subject line.
  - Send the message.
- Receipt of your entries will be confirmed by electronic mail within 24 hours.
- If you have not received confirmation within 48 hours, please contact us at [indoorgames@runningroom.com](mailto:indoorgames@runningroom.com)

## Tips on Paying Online by Credit Card

- The first page of registration is the event information.  
\*Payment is accepted for all qualifying rounds, although the page only lists the finals date of March 16, 2019.
- The next page ("Profile") is asking for the credit card holder information - we do not require any further information for athletes or relay teams. Only the fields marked with a \* are required for payment.
- The third page (Additional Information) confirms school name, and our standard waiver for running events.
- The following "Options" page confirms the number of participants.
  - **IMPORTANT:** This page automatically includes one mandatory entry at \$8.00 (Individuals) or \$28.00 (Relays) so the "Additional Relays/Additional Individuals" field **should be one fewer than the total teams/athletes you are entering.**
  - Eg. The school has 6 total individual athletes as shown on the registration form

Running Room Indoor Games - 2019  
Individual Events: Saturday, March 16, 2019 - Registration

[Start](#) [Profile](#) [Questions](#) [Options](#) [Purchase Protection](#) [Confirm](#) [Checkout](#) [Receipt](#)

Additional Events	
	Regular
Race Registration	\$8.00 CAD
Additional Individuals	\$8.00 CAD

Additional Individuals:

[Confirm and Continue](#) [Reset](#)

- Eg. The school has 4 total relay teams as shown on the registration form

**Running Room Indoor Games - 2019**  
Relay Teams: Saturday, March 16, 2019 - Registration

[Start](#) [Profile](#) [Questions](#) [Options](#) [Purchase Protection](#) [Confirm](#) [Checkout](#) [Receipt](#)

**Additional Events**

	<b>Regular</b>
<b>Race Registration</b>	<b>\$28.00 CAD</b>
Additional Relay Teams <input type="text" value="3"/>	<b>\$28.00 CAD</b>

[Confirm and Continue](#) [Reset](#)

If you have questions or concerns, please contact us by e-mail ([indoorgames@runningroom.com](mailto:indoorgames@runningroom.com)) and we will be happy to help!