



Walk Office

Landline - +27 11 017 2700

Email – walkthetalk@702.co.za

Website – www.walkthetalk.co.za

2nd Floor, Block A, Edenburg Terraces,
348 Rivonia Boulevard

HOW TO FACILITATE AN INDIVIDUAL ENTRY

- [Click here to enter as an individual](#)
- Complete the required fields – surname and name OR ID / Passport Number
- Select - SEARCH
- Supply the ID/Passport number, into the space provided to access the entry
- Follow the entry instructions. Mandatory fields are marked with an *
- Dog Entries
If a person is participating in the 5km or 8km and wish to enter your dog please enter dog details. ALL DOG ENTRIES are free. Only two dogs per participant. **If you do not want to enter a dog** please leave fields blank and select CONTINUE.
- Review your entry on the summary page and select CONTINUE TO PAYMENT.
- MERCHANDISE page – select from the list presented. Indicate QTY where applicable (all merchandise is an optional extra cost)
- Select CONTINUE TO PAYMENT
- ENTRY SUMMARY – Review your entry on the summary page
- If changes need to be made – select UPDATE
- VOUCHER CODE – if you have a valid voucher code for this event please insert the code in block provided and click >>.
If no changes need to be made – select PROCEED TO PAYMENT
- PAYMENT – select your payment option – Credit Card OR Fast EFT
- Once payment is successfully completed you will receive a confirmation email.



HOW TO FACILITATE A MULTI ENTRY

This entry process is only for members of less than ten people. If you have more than ten people, you will need to create a team. All multi entries WILL NOT be packed as a team for collection.

- [Click here to start a multi entry basket](#)
- Complete the required fields – surname and name OR ID / Passport Number
- Select - SEARCH
- Supply the ID/Passport number, into the space provided to access the entry
- Follow the entry instructions. Mandatory fields are marked with an *
- Dog Entries
If a person is participating in the 5km or 8km and wish to enter your dog please enter dog details. ALL DOG ENTRIES are free. Only two dogs per participant. If you do not want to enter a dog please leave fields blank and select CONTINUE.
- Review your entry on the summary page and select CONTINUE TO PAYMENT.
- Select – ADD ANOTHER
- Complete the required fields – surname and name for the SECOND PERSON
- Follow the entry instructions. Mandatory fields are marked with an *
- The review page will appear.
- Repeat for any additional entrants you would like to add.
- MERCHANDISE page – select from the list presented (all merchandise is an optional extra cost)
- Select CONTINUE TO PAYMENT
- ENTRY SUMMARY – Review your entry on the summary page
- If changes need to be made – select UPDATE
- VOUCHER CODE – if you have a valid voucher code for this event please insert the code in block provided and click >>.
If no changes need to be made – select PROCEED TO PAYMENT
- PAYMENT – select your payment option – Credit Card OR Fast EFT
- Once payment is successfully completed you will receive a confirmation email.



Walk Office

Landline - +27 11 017 2700

Email – walkthetalk@702.co.za

Website – www.walkthetalk.co.za

2nd Floor, Block A, Edenburg Terraces,
348 Rivonia Boulevard

HOW TO CREATE A TEAM

*This entry process is only for members of **more than ten people**. All team entries WILL be packed as a team for bulk collection.*

- [Click here to create your team](#)
- **Team type:** You can choose the type of team that best describes your team: Charity, Company or Social Team. Charity teams will be required to officially register with the event, email charityentries@hsp.co.za
- **Courier:** Should you wish to have your team's walk packs couriered to you please select DELIVER RACE PACK option and NightwinG Couriers will be in contact with you.
- **Team administrator:** The team leader will have access to log into the team admin page (details will be emailed once the team is successfully created). The team leader must not share these details with team members. Team members should follow the JOIN TEAM instructions below.

For instructions for your team members on HOW TO JOIN AN EXISTING TEAM, please refer to the next page



HOW TO JOIN AN EXISTING TEAM

This is for a team member who is looking to join a team

- [Click here to enter your personal details and request to join an existing team](#)
- Complete the required fields – surname and name OR ID / Passport Number
- Select - SEARCH
- Supply the ID/Passport number, into the space provided to access the entry
- Follow the entry instructions. Mandatory fields are marked with an *
- Dog Entries

If a person is participating in the 5km or 8km and wish to enter your dog please enter dog details. ALL DOG ENTRIES are free. Only two dogs per participant. **If you do not want to enter a dog** please leave fields blank and select CONTINUE.

- Review your entry on the summary page and select CONTINUE TO PAYMENT.
- Select JOIN BOND/TEAM
- Complete the GROUP NAME → SEARCH
- A list will appear with the group names, select the correct group name

An email will be sent to the team leader when someone has requested to join their team.

- MERCHANDISE page – select from the list presented (all merchandise is an optional extra cost)
- Select CONTINUE TO PAYMENT
- ENTRY SUMMARY – Review your entry on the summary page
- If changes need to be made – select UPDATE
- If no changes need to be made – select PROCEED TO PAYMENT

IF YOU ARE PAYING FOR YOUR OWN ENTRY

- PAYMENT – select your payment option – Credit Card OR Fast EFT

IF YOUR TEAM IS PAYING FOR YOUR ENTRY

- Please follow instructions provided by your Team administrator.

Once payment is successfully completed you will receive a confirmation email.

It is up to the team leader to either ACCEPT or DECLINE the invite.

If the invite is ACCEPTED – you will receive an email to indicate that the team leader has accepted the invite into the team.

If the invite is DECLINED – you will receive an email to indicate that the team leader has declined the invite into the team. If the member has been declined, the member may return to their entry and make payment on their own and STILL be entered into the event.