

## Transferring a race entry on SI Entries

If you want to take over someone's race entry, you will need to send them your **SI Entries ID, name and email address**. Your ID comes up next to your name when you log into [SI Entries](#)

**The next part needs to be done by the person who holds the race entry:**

Log into [SI Entries](#), then click on **My Entries/ Memberships** where you will see a list of all the races you are currently registered on under **Active Entries**.

Go to the race you want to change and click on **Edit**

Wed 21st Jun 23 - Truro Trail 10K ▼

Contact: Race Director - Oliver Pool

Email: [oli\\_pool@hotmail.com](mailto:oli_pool@hotmail.com)

Website: <https://www.trurorunningclub.org.uk/trc-events/meet-your-max/>

[Edit](#) [Cancel](#) [Event Details](#) [Entry List](#)

Once in the race entry, click on **Edit/ Substitute**

Entry Details

Christina Lake	£8.50	<a href="#">Edit / Substitute</a>	▼
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On the next screen, under your own details, click on **Substitute** again:

Then select whether you are transferring to someone registered with SI Entries or not:

Replace Participant

Person to Remove: Christina Lake

\* Person to Add:

[Back](#) [NEXT](#)

If registered you will need their **SI Entries ID, name and email address**.

If not registered, get them to register. And also make sure they fill out their emergency contact information (name & telephone number) as these will be needed to proceed with the substitution.

You will be asked to tick terms and conditions and save. The entry is still in your list of races, but with the name of the person you have transferred it to. Their name should now appear in the list of those entered for the race in place of you, and you will get an email detailing that they are entered for the race.