LET'S DO THIS PARTNER GUIDE

PARTNER DASHBOARD

Your partner dashboard is where you manage the entries provided to your organization by the Bank of America Chicago Distance Series (Chicago Marathon, Chicago 13.1 or Shamrock Shuffle). From your partner dashboard you can invite individuals to register with one of your reserved entries, monitor the registrations that come in and export data associated with your reserved entries.

Your dashboard shows all of the Bank of America Chicago Distance Series events you hold entries for. If you work with other event organizers that use Let's Do This, their events will live on separate dashboards.

LOGGING IN

1. **Open your invitation email.** You'll receive a link by email. Clicking it takes you to Let's Do This.
2. **Sign in with your work email.** Create an account with the email address associated with your invitation.
3. **Claim your partner permissions.** Once you're logged in, click the button to claim your partner permissions. This will give you permission to access your partner dashboard for Bank of America Chicago Distance Series events.
4. **Open your Partner Dashboard.** In the navigation bar at the top, click "Partner Dashboard." You'll see a list of the events you've been granted permissions for. Click into an event to open its "Reserved Entries" page or view your Marketing opt-ins.

IMPORTANT NOTE: Events won't show until you've been allocated entries or have marketing opt-ins. If your dashboard looks empty, event organizers may not have made the allocation yet.

If you can't log in

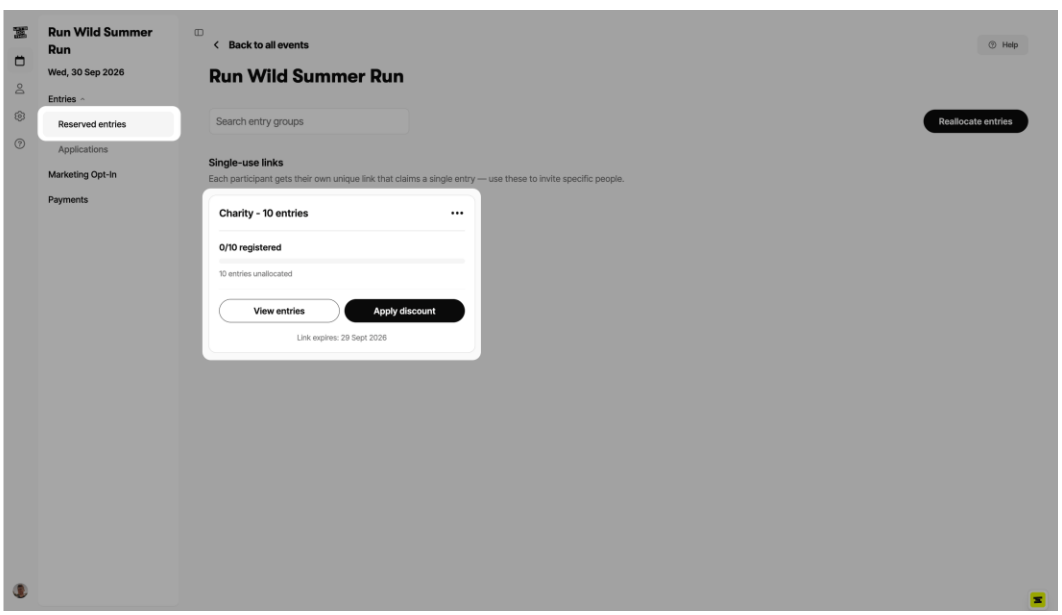
- **No invitation email?** Check your spam folder or email eventpartnerrelations@cemevent.com to ask for a new one.
- **Seeing a permissions error?** You've probably logged in with an email that doesn't have permissions. Log out and back in with the exact email address the access was granted to.
- **Need access on a different email?** Email eventpartnerrelations@cemevent.com to request an additional claim link.

SENDING INVITATIONS TO YOUR PARTICIPANTS

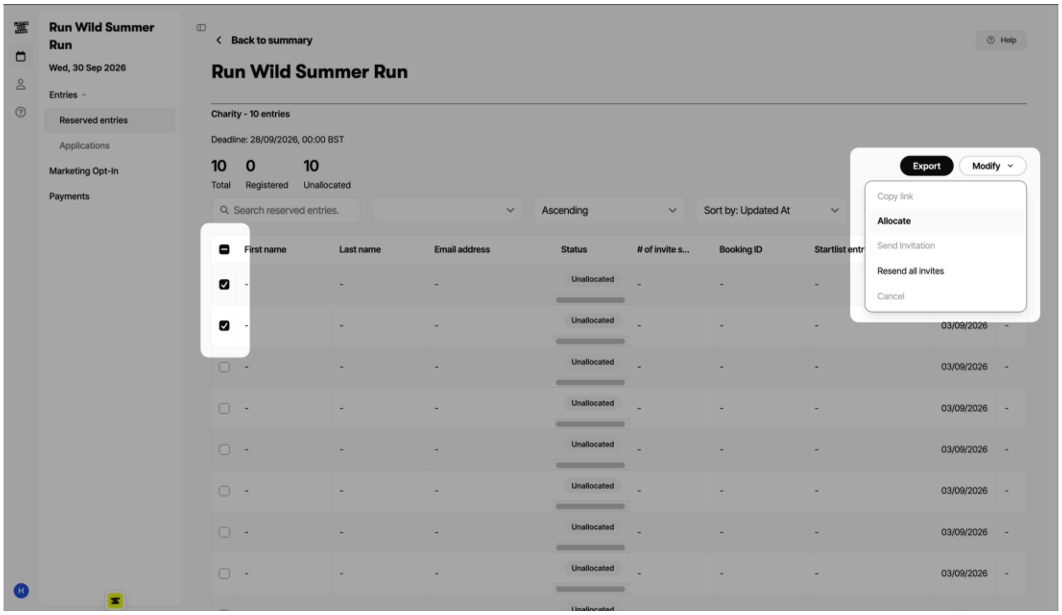
Your reserved entries work through unique links you send to participants, letting them enter the event themselves.

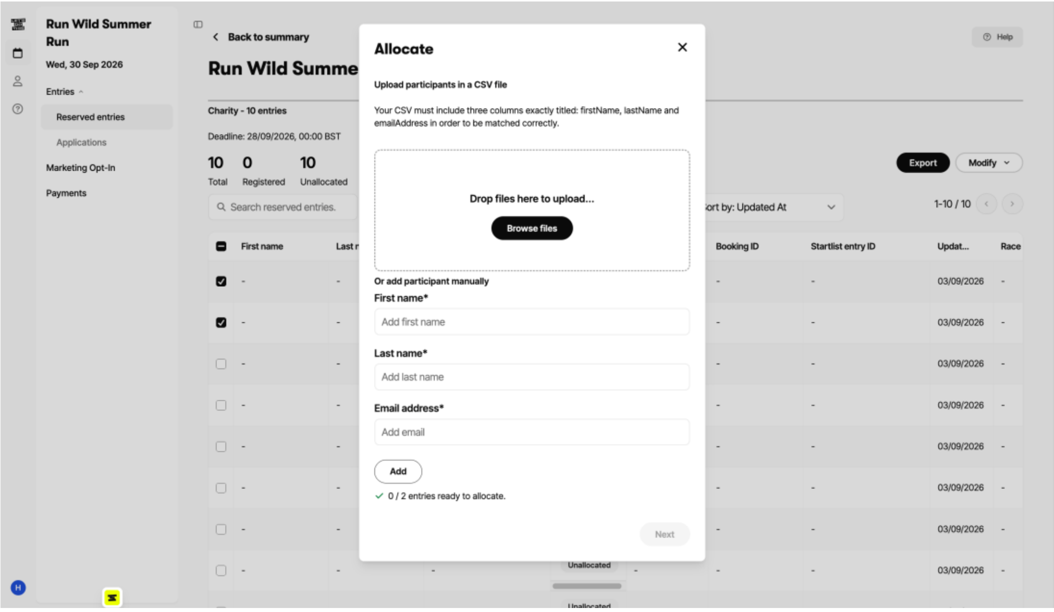
The reserved entry link is tied to a specific person's email address. This means the recipient's first name, last name, and email are auto populated on the registration form. It is important to double-check the details you upload via your partner dashboard to make sure each invitation reaches the person it's meant for.

1. **Open the Reserved Entries tab.** From your partner dashboard, select the event, then choose "Reserved Entries" in the left-hand menu. This page summarizes the entries you've been granted.



2. If Applicable, make sure to **apply a discount before sending** to your participants - see discounts/invoicing below
3. **Choose the entries to allocate.** Click “View entries” to open a page where you can view, manage and allocate your entries.
4. **Allocate and send.** First, tick the checkboxes on the left to select the entries you want to allocate. You can't allocate reserved entries until you select at least one entry. Then click “Modify and choose Allocate”. In the window that opens, upload a CSV of your participants' names and email addresses, or enter individuals one at a time. You can send a test email to yourself first to see the design, then email the invitation links out.





If you plan to upload participant information, you will need to save the file as a CSV file with first name, last name and email address in separate columns.

TRACKING YOUR REGISTRATIONS

After you send invitations, you get a confirmation screen and can return to your partner dashboard to monitor registrations. Sort by columns and search the table to find specific entries.

Each entry shows one of these statuses:

Status	What it means
Not allocated	This entry hasn't been used yet
Allocated	This entry has been assigned to someone, but no invitation has been sent yet
Invitation sent	An invitation email has been sent at least once
Completed	This person has successfully registered for the event
Cancelled	This entry has been cancelled

Use “Modify” to send invitations again or to continue allocating entries. If Bank of America Chicago Distance Series has given you permission, you can also cancel entries from there.

OVERRIDING FUNDRAISING MINIMUMS

1. Select one, several, or all reserved entry unallocated spot
2. Click Modify
3. Change fundraising amount (must be higher than the minimum set for the event).
4. Those participants will be asked to fundraise a higher amount on GivenGain

EXPORTING YOUR DATA

Click the “Export” button on the right to download your data as a CSV or XLSX file. The whole table is exported, including reserved entries that haven't been allocated yet. To turn a CSV into an XLSX, open it in Excel and choose “Save as” with an Excel format.

YOUR MARKETING OPT-INS

From your partner dashboard, select an event and click “Marketing opt-in” in the left-hand menu. You'll see a table of everyone who opted in to hear from you. Click “Export” at the top right to download it as a CSV.

By downloading this data, you confirm you'll only contact entrants about the event they applied for.

WHAT YOUR PARTICIPANTS EXPERIENCE

When you send an invitation, your participant receives an email with their reserved entry link. Clicking the button in the email takes them to the ticket selection page, where only the tickets available to them appear.

Once they complete the form and confirm their entry, they receive a confirmation email and a receipt. They can return to manage their booking from a link in that confirmation email to view their fundraising page and event information or update their details if anything changes.

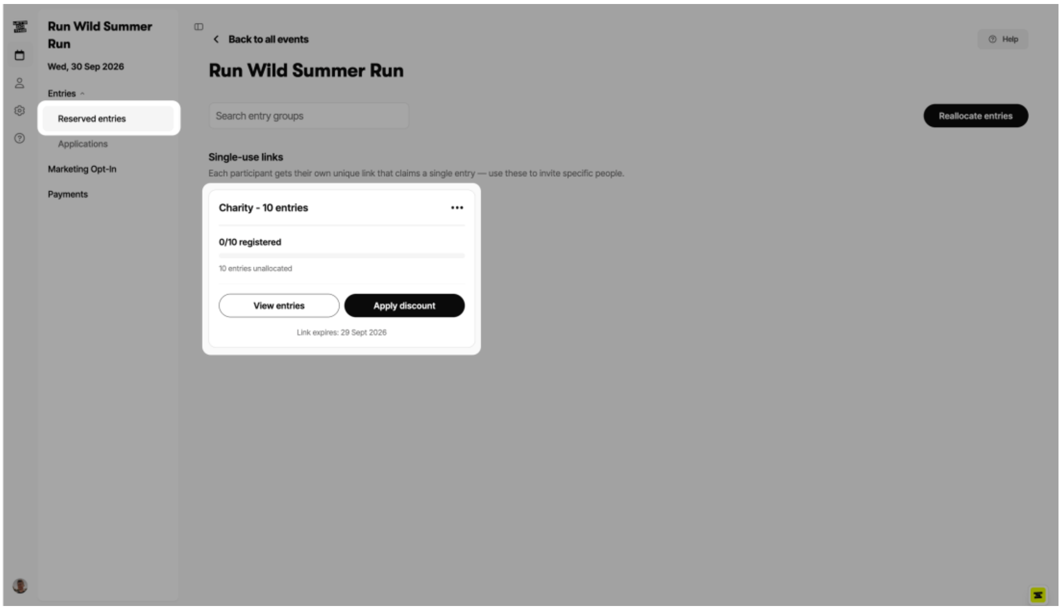
PARTNER DISCOUNTS AND INVOICING

Discounts and invoicing are available only when Bank of America Chicago Distance Series event organizers have turned it on for your organization. If you don't see an "Apply discount" button or a "Payments" page, then this hasn't been enabled. If you'd like this to be set up, please reach out to your Chicago Distance Series Contact for more information.

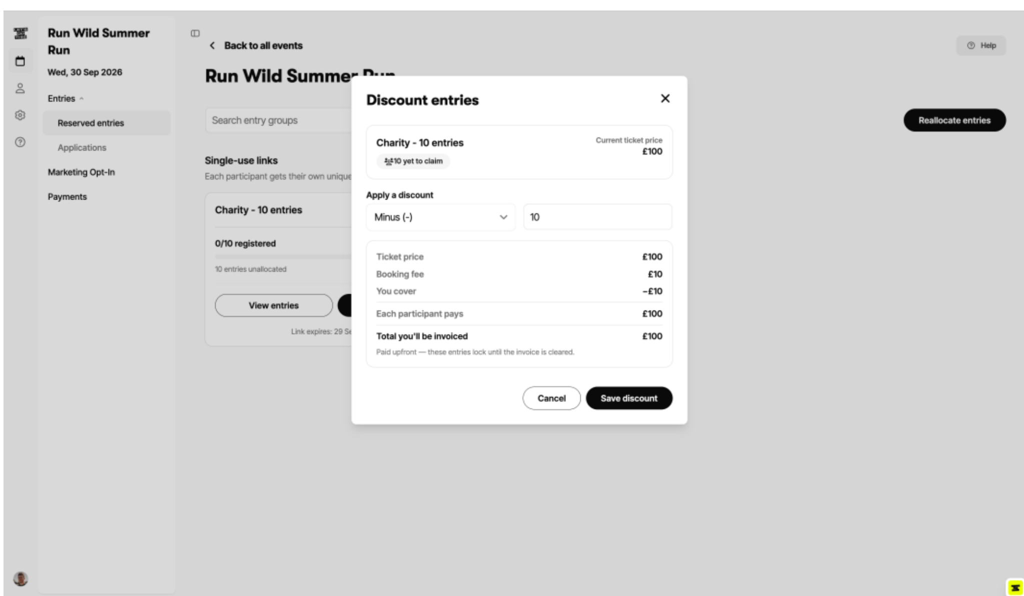
A discount lets you lower the price your participants pay by covering part of the cost yourself. When you discount your reserved entry links, each participant pays less at checkout, and you're billed for the difference. The following covers how to apply a discount, how the billing works and how to settle your invoices.

DISCOUNTING YOUR ENTRIES

You apply a discount from your "Reserved Entries" page. A group can only be discounted while it still has unclaimed entries, and entries that were already claimed keep the price they were claimed at.



1. **Open Reserved Entries.** From your partner dashboard, select the event and open "Reserved Entries". Each group appears as a card showing how many entries it holds and how many have been claimed.
2. **Start the discount.** On the group you want to discount, click "Apply" discount. If the group already has a discount, use the card's three-dot menu and choose Edit discount instead. The Discount entries window opens.



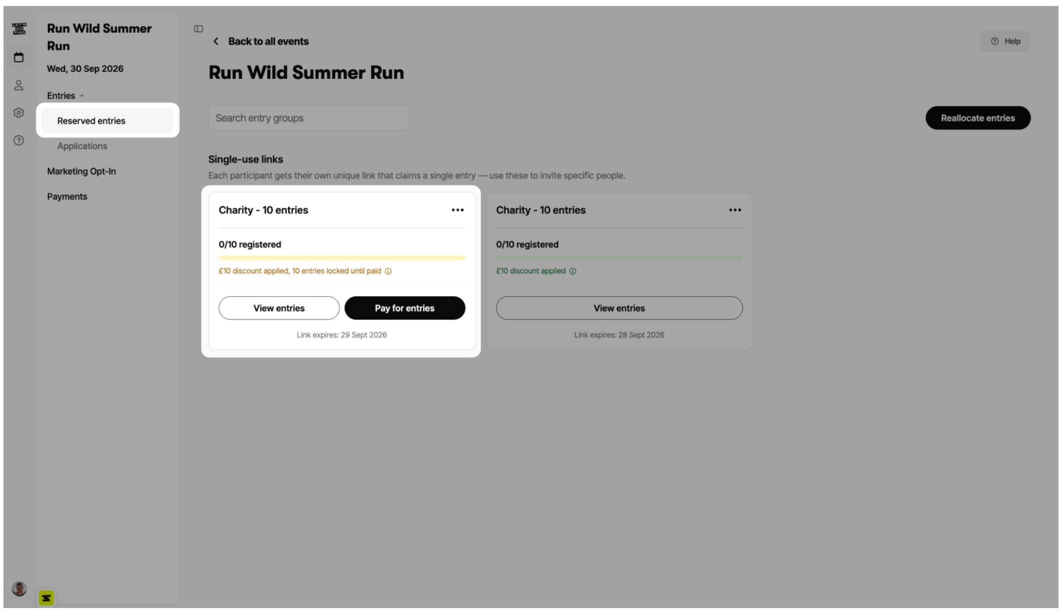
3. **Select 'Apply Discount'**, then select an absolute amount to discount or a %, then enter the amount
4. **Pick how much you'll cover**
   a) Minus (-): a flat amount off each entry (for example, $10 off).

b) Percentage (%): a percentage off each entry, from 0 to 100.
With a percentage discount you can also tick "Allow booking fee" to be discounted to cover part of the booking fee too. A flat discount never touches the booking fee.

5. **Review the summary.** As you type, a live summary shows the ticket price, the booking fee, how much you cover, and what each participant pays. It also shows how you'll be invoiced, which depends on your billing arrangement.
6. **Save the discount.** Click "Save discount". What happens next depends on whether your entries are pay upfront or pay as you go.

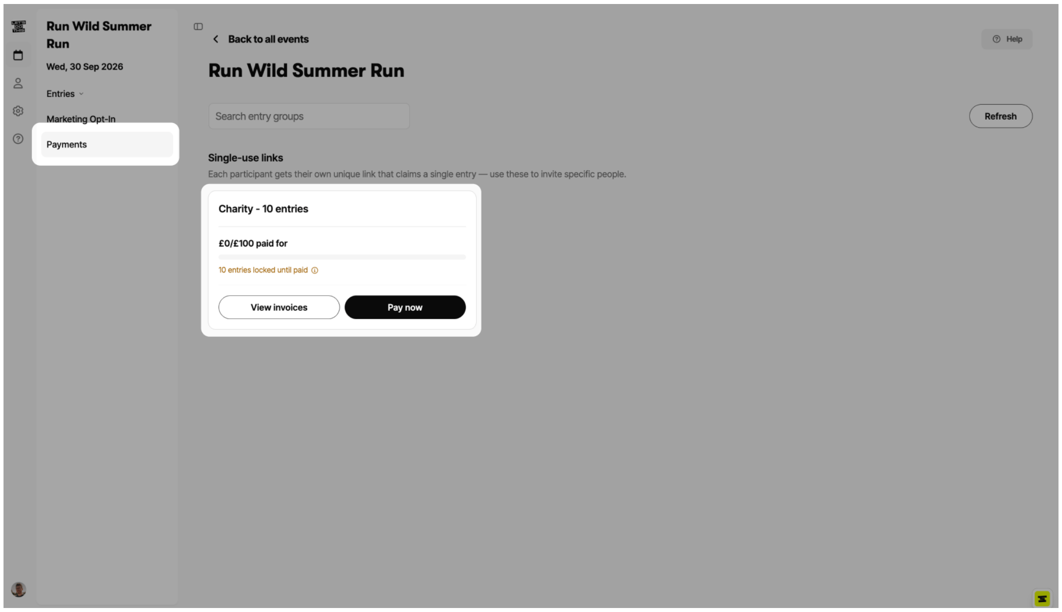
You must apply the discount before they send the links to participants.

Pay upfront. After you save, you'll see a note like "These are pay-upfront, so you'll be able to share them once the invoice has been paid." The group shows how many entries are locked until paid, and a Pay for entries button takes you to your Payments page to settle up. Once the invoice is paid, the entries unlock and you can share them.



SETTLING YOUR INVOICES

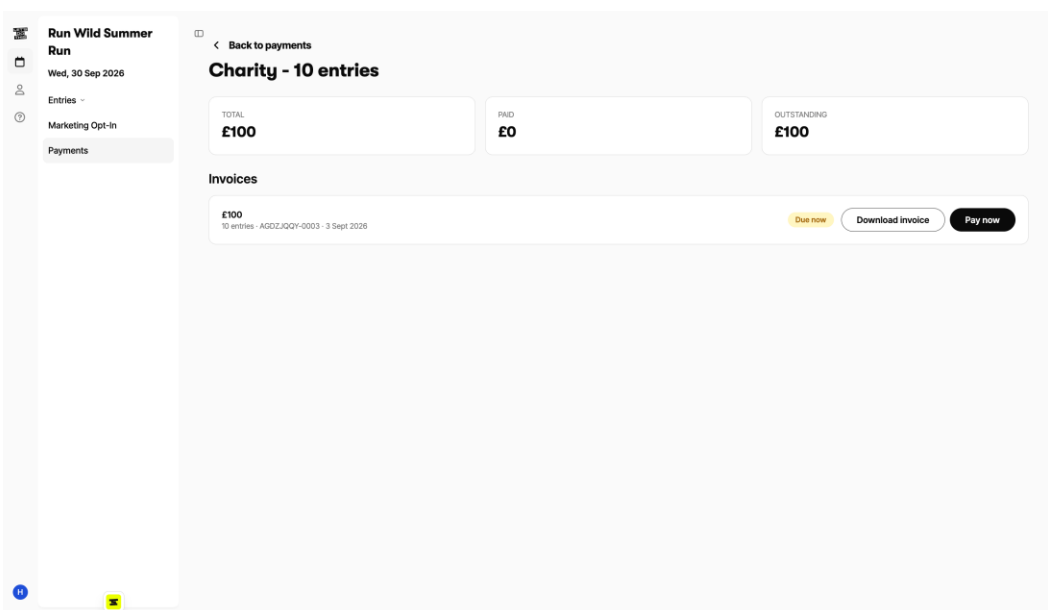
Your payments page lists every group that needs invoice payments, split into single-use and multi-use sections. Use the search box to find a group and Refresh to pull in the latest status — payment happens on a secure Stripe page in a separate tab, so refresh after paying to see it update.



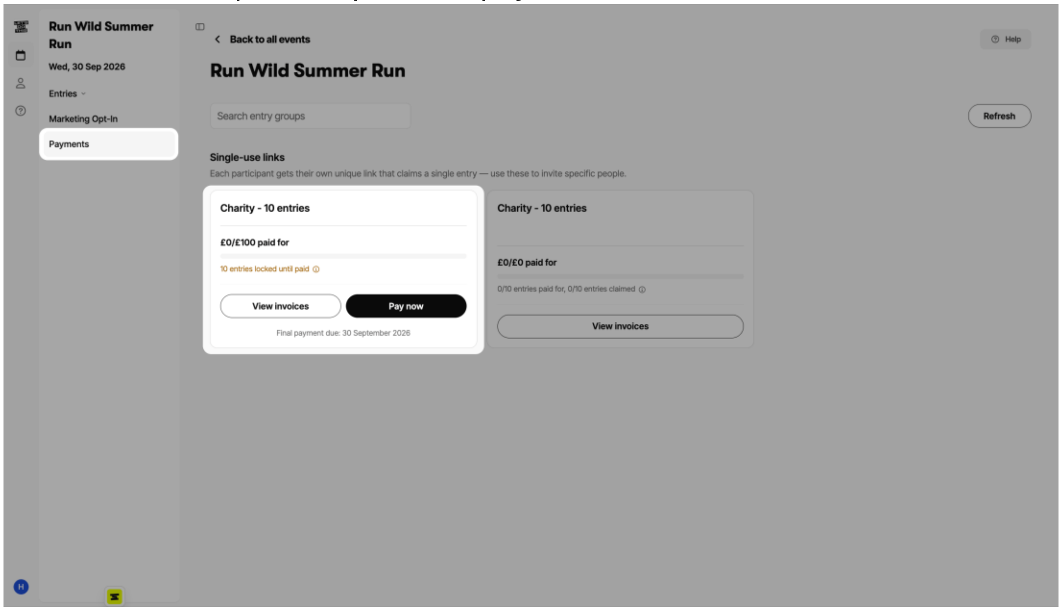
Each group card shows:

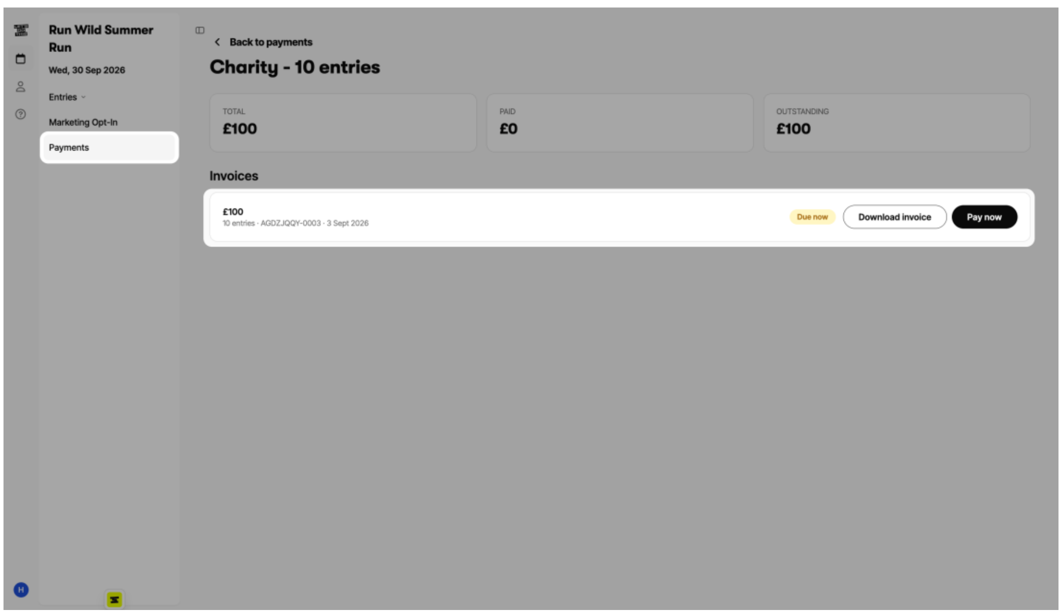
- A paid-vs-total line, such as *paid / total paid for*, with a progress bar.
- How many entries are paid for and how many have been claimed.
- A Final payment due date where one applies. This turns red as the date approaches or once it's overdue.

1. **Open a group's invoices.** Click “View invoices” on a group card. You'll see total, paid, and outstanding totals, followed by the list of invoices for that group. Each invoice shows its amount, the number of entries it covers, a reference, the date, and a status.



2. **Pay an invoice.** Click “Pay now” — either on the group card, or on an individual invoice after opening View invoices. This opens a secure Stripe payment page in a new tab. For a pay-as-you-go group, you'll first confirm the payment for the entries claimed so far, then continue to Stripe. Complete the payment there.





3. **Confirm it went through.** Return to your payments page and click “Refresh.” The invoice status updates to Paid, and for pay-upfront groups the entries unlock so you can share them.

To reopen a payment page for an invoice you've already started or paid, use view invoice on that invoice.

INVOICE STATUSES

Status	What it means
Due now	The invoice is outstanding and waiting to be paid.
Paid	The invoice has been paid in full through Stripe.
Paid — offline	Bank of America Chicago Distance Series has recorded this invoice as settled outside Stripe.
Voided	The invoice was cancelled and no longer needs to be paid.

ENTRIES THAT CAN'T BE DISCOUNTED YET

What happens: A group that contains more than one ticket type can't be discounted now. You'll see a message asking you to contact Bank of America Chicago Distance Series.

What to do: Email eventpartnerrelations@cemevent.com. They can adjust the group or arrange the discount another way. Some groups also can't be discounted because there's nothing to discount: a group whose entries are already free, a group that's fully paid, or a group where all entries have already been claimed.

NEED MORE HELP

Email eventpartnerrelations@cemevent.com. They can also open your dashboard to help you directly.