

Check in Attendant

Your role is to facilitate the collection of an entrant's race kit and check them in to the event utilising the check in system.

To check in, an entrant is required to present their entry confirmation PDF. If an individual is collecting on behalf of someone else, they will require a copy of that entrants confirmation PDF also.



Raquel Molina



Entry Summary

Entry Code	ST56QZ
Race Name	La Roche-Posay 10km
Race Date	13 September 2026
Race Start Time	6:10am
Start Zone	Purple Zone - 01:10:01 - 01:30:00
T-Shirt Size	Large

1. Please scan the barcode provided on the entrants PDF. If required, you can search via the other fields provided.

Check-in Search

Entrant Lookup

Barcode

Last Name

First Name

Mobile Phone

Date of Birth

Day

▼

Month

▼

Year

▼

Email

Search

If you need to complete a search by a field other than barcode and more than one entrant matches your search, a list of entrants will appear, locate the correct entrant and click on view.

We have a large number of entrants with the same name, please ensure you are selecting the correct entrant.

2. The check in screen will show that the entrant either does or does not have a race number assigned:

With race number allocated:

Checking in: Raquel MOLINA [Edit Entry] [Cancel]

La Roche-Posay 10km

Race Number Allocated **30699**

Start Zone **PURPLE** T-Shirt **LARGE**

Checked in By Raquel MOLINA

Notes

[Check In]

Find race number on racks

Without race number allocated:

Checking in: Robert PODESTA [Edit Entry] [Cancel]

La Roche-Posay 10km

Race Number Allocated or, Scan a race number [Assign]

Start Zone **RED** T-Shirt **SMALL**

Recently Updated - please check details ☐

Checked in By Robert PODESTA

Notes

[Check In]

Assign new number

Check in WITH race number allocated

1. Take note of the race number and collect it from the race number rack.
2. Ensure that the start zone details match the colour printed on their race number, if not, please ask a supervisor to assign a new race number.

The t-shirt size on the reverse is a reminder to the entrant of the size they ordered, if they would like a different size you are welcome to provide them a different size t-shirt.

3. Take note of any reminders:
 - **Race Weekend Birthday** – wish the entrant a Happy Birthday for race weekend
 - **Pacer** - entrant is required to collect their Pacer pack too, please ask a supervisor where they are located
 - **Wheelchair** – please ask a supervisor where entrant packs are located
 - **Companion** - please provide with a corresponding companion race number (may already be attached)
 - **Group Collection** - team manager has collected race number (ask supervisor to check if collected already)
 - **Group Postage** - team manager has had race numbers posted to them
 - **Individual Postage** – individual has had their race number posted to them
 - **Transurban** – individual has had their race number posted to them
 - **Linkt** – Provide wristband to entrant

4. If the race number is being collected by someone else (other than the entrant) complete the “Checked in by” section by changing the name to the collecting individual:

Checked In By:

5. Click check in to complete the process.

Check in WITHOUT race number allocated

1. Select a race number from unallocated race number tub correlating to the race / colour shown on the entrants check in screen.
2. Scan the barcode of the new race number or enter the race number into the entrant’s record, click “Assign Bib” making sure the race number appears on the left in the allocated section.

Checking in: **Robert PODESTA** [Edit Entry](#) [Cancel](#)

La Roche-Posay 10km

Race Number Allocated or, Scan a race number [Assign](#)

Start Zone **RED** T-Shirt **SMALL**

3. Ensure to provide a race number with the corresponding colour start zone.

Start Zone **RED**

4. Take note of any reminders (AS ABOVE)
5. If the race number is being collected by someone else (other than the entrant) complete the “Checked in by” section by changing the name to the collecting individual
6. Click check in to complete the process.

Additional Information

Please try to help out entrants where you can before sending them to another collection counter – ask your supervisor for help if you don’t know the answer!

Please DO NOT send anyone away without calling over a supervisor first.



Teams Collection Information

Teams have the option of doing individual race number collection at the check-in counters or group race number collection where the team manager collects all race numbers at the teams counter.

If you search an entrant and their check in screen reads 'GROUP KIT COLLECTION' you will not be able to find their race number on the racks or check them in. Please let the entrant know that their team has elected Group Collection and they must contact their team manager who will have their race number.

If you search an entrant who is in a team and their screen does not state 'GROUP COLLECTION,' their team has nominated Individual Collection. Proceed through the check in process as normal, collecting the entrant's race number and checking them in. If there are any issues, ask for a supervisor.

Entrant requests to change their race or transfer their entry

For race changes and transfers, the entrant needs to be directed to the Help Desk.

You can however update the details relating to timing/results by selecting the Edit Entry option in the top right corner of the check in screen – First Name, Last Name, DOB, Gender, T-Shirt Size.

Please ensure if updating first name and last name it is only minor changes and not an entirely new entrant.

Other entrant enquiries/questions

If entrants have general questions or enquiries about the event, e.g. questions about race weekend, direct them to the Information Booth.

If you search a person and the Check In box is already ticked

This indicates that the person (or someone on their behalf) has already collected their race number. Check the checked in by field/notes to see if someone has collected on their behalf. You can also check the race number is not on the rack, as someone may have accidentally clicked the check in tick box for the wrong entrant. If you still cannot locate the number, please refer the person to a Supervisor.

If you can't locate a person's physical race number on the racks, but you can locate them on the computer system

Double check whether they already have a race number allocated or if they have already been checked in. If they do have a race number allocated and are not checked in, check the racks again for the number (ensuring you are looking in the correct event rack and number range). Ensure the number has not been accidentally torn off and is sitting on the floor under the rack. If you still cannot find the number, please refer the person to a Supervisor.

Accidental Check In

If you accidentally tick the Check In box for the wrong entrant, search for the entrant again and click 'Checked In'

Tick the box next to 'Clear Check-In' and click the 'Clear Check-In' button.

Raquel MOLINA CHECKED IN: 19-Aug-2026 10:44:39 Cancel

La Roche-Posay 10km

Race Number
Allocated **30699**

Start Zone **PURPLE**

T-Shirt **LARGE**

Checked In By

Checked in by: Raquel MOLINA @ 2026-08-19 10:44:39
Check-in Operator: taylor@emqevents.com.au @ 2026-08-19 10:44:39

Already Checked In

☐ Clear check-in for this entrant Clear Check In



Transurban

BROOKS



Dedicated to a better Brisbane

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