

## NYC RACE REGISTRATION BEGINS ON MARCH 17, 2010

Companies making hospitality reservations may reserve beginning February 17, 2010

### The Company Captain

The Company Captain plays an instrumental role on behalf of the participating company and is the liaison with the Race Coordinator. The Company Captain is responsible for forming a team, recruiting runners, finalizing the entry, obtaining and distributing race day materials to the participants, and submitting scores. The Company Captain also coordinates the t-shirt contest entry and makes hospitality arrangements, if desired. A Company Captain Checklist is included at the end of this document.

### Online Registration (available beginning March 17, 2010)

Create your company team and register online by using the links provided (**available beginning March 17, 2010**) on the NYC pages of the Series web site ([www.jpmorganchasecc.com](http://www.jpmorganchasecc.com)). Once your team is created, your personalized company team page lists your participants as they register and provides team management tools like credit card payment, a bulletin board for team and race updates, an area to post pictures, and an email function. The process is simple:

- Determine the number of participants from your company.
- Create your company team online.
- Register yourself if you plan to run.
- Provide your company employees with the details of the race and direct them to the website ([www.jpmorganchasecc.com](http://www.jpmorganchasecc.com)) to register themselves.
- Use the Captain Tools to help you customize and maintain your team page, communicate with your team members, and more!
- Notify the Race Coordinator that your team is complete by finalizing it online (Individual runner deadline is April 21, 2010).
- Payment must be received by April 28, 2010 to complete your company entry. See Payment Options below.

### Payment Options

Payments are accepted by credit card and company check or money order. There is no limit to the number of credit card payments per company entry; however, only one company check or money order will be accepted per company entry. The following payment combinations are acceptable:

- Individual runners may pay by credit card as they register online (plus a \$1.75 fee).
- A company captain may pay for the entire team by credit card when finalizing the entry (plus a \$10 fee), or submit a company check or money order for the entire team.

### Please Note:

- No additions or substitutions will be allowed once the company entry has been submitted.
- No race day entries will be accepted.
- **Entry fees are non-refundable and non-transferable** even in the case of event cancellation once the company entry has been received and accepted.
- Race packets will not be released until all entry fees have been paid.



## Registration Guide Central Park, New York City June 16 & 17, 2010

Complete the following items to insure proper entry of your company team in the J.P. Morgan Corporate Challenge.

- Determine your team's count by reaching out to your co-workers before Registration begins (Hospitality reservations open February 17; race registration opens March 17).
- Read and understand all of the information provided on the website.
- Create your team online (when registration becomes available).
- Build your team through posters, email, company newsletter, etc. Encourage staff to participate - they don't have to be top class runners. Walkers and joggers are welcome!
- Provide all race details and registration instructions to your team members to ensure that they register correctly, run safely, and comply with all rules and procedures of the J.P. Morgan Corporate Challenge.
- Make sure you register yourself if you plan on participating in the race.
- Finalize your team and submit payment (if runners are not paying for themselves) before the deadlines once all participants have registered.
- Review the hospitality options described on the website. Make your plans and reservations for race night.
- Publicize the location of your race night company-meeting place.
- Design and order your company t-shirt, if desired. Submit your entry in the T-Shirt Contest, which provides prizes for the top two designs.
- Obtain your Race Packet (via Packet Pick-Up, Pre-Paid Delivery or by sending your company's overnight delivery service packing slip) and distribute race day information and materials to your team members.
- Collect times and form your scoring teams on race night. Submit scores online to be included in the official results.

For further information or assistance with the entry process, please read through the information posted on [www.jpmorganchase.com](http://www.jpmorganchase.com) or contact the Race Coordinator at 917-463-3954 or [newyork@jpmorganchase.com](mailto:newyork@jpmorganchase.com).