

Non-NTRS Events Membership Check Protocol

Friday	<ul style="list-style-type: none"> Email reminder sent from Triathlon Alberta’s office to Race Director to send participant sign up list to alexander@triathlonalberta.ca including First Name, Last Name, DOB for events that are not on the CCN registration platform.
Saturday	
Sunday	
Monday	<ul style="list-style-type: none"> Race Director to send participant list to Triathlon Alberta’s office at alexander@triathlonalberta.ca including First Name, Last Name, Date of Birth (DOB).
Monday and/or Tuesday	<ol style="list-style-type: none"> Triathlon Alberta’s office will double-check day membership versus annual membership for 2022 membership verification. Once double-check is completed, Triathlon Alberta’s office will send the participant list back to the Race Director along with the day membership and annual membership registration links in case some participants did not register in either. It is the Race Director’s responsibility to follow up with any individuals who are neither a Day member or an Annual member of Triathlon Alberta. During some race weeks the office will be double-checking the participant list of more than 1 event and it may take until Tuesday for the Triathlon Alberta’s office to send the participant list back to the Race Director.
Wednesday	
Thursday	<ul style="list-style-type: none"> The Race Director will send the finalized list to Triathlon Alberta’s office by 4:00pm MST.
Friday	<ul style="list-style-type: none"> The last participant list check will be done by the Triathlon Alberta ‘s office by 12pm MST to ensure that every participant has either a day membership or an annual membership.
Saturday and/or Sunday	<ul style="list-style-type: none"> Race Day