



# NON-CORPORATE GROUP ONLINE REGISTRATION INSTRUCTIONS

RUN FOR THE WEST

Sunday, February 15, 2026

## REGISTER YOUR NON-CORPORATE GROUP ONLINE IN FIVE EASY STEPS!

Note that online registration is available only to registered teams or groups.

Registration closes on Friday January 30, 2026.

No group entries will be accepted after the close of registration.

**IMPORTANT: If your group is not yet registered or you have registered your team and did not receive a password,**

**please contact**

**SIGMA Corporate Run Secretariat**

**Sagikor Group Jamaica Limited, 1<sup>st</sup> Floor, R. Danny Williams Building**

**28-48 Barbados Avenue, Kingston 5**

**Email: [SGJSigmaSecretariat@sagikor.com](mailto:SGJSigmaSecretariat@sagikor.com) • Tel: 936-7980-2 •**

**Fax: 754-4366**



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**Team Captains, please print and read these important step-by-step instructions before login:**

### **STEP 1**

Visit [sagicorsigmarun.com](http://sagicorsigmarun.com) and click Register for Sigma to download your team registration form. Select the form which applies, Corporate, Non-Corporate or High School. **Fill out the form and email it to SIGMA Run Secretariat at [SGJSigmaSecretariat@sagikor.com](mailto:SGJSigmaSecretariat@sagikor.com) to have your team portal created and so that your team access code and registration link can be created and shared with you.**

### **THEN...**

Our SIGMA online registration provides Non-Corporate Groups with the following steps for registration:

**Group members can register themselves by entering their own unique information, using our Electronic Registration System.**

- This will allow you to make use of our “Electronic Registration System”, which enables team captains to send a unique registration link along with an access code to Team members. Each Team member with this access code will be able to register themselves online.

### **Group Members Instructions**

- Group members are to click on the provided link and enter their team specific access code in the login page.
- They are then to enter their registration details including, first name, last name, middle name, phone number, email address, event, category, gender, date of birth and age.
- Group members must review the entered information to ensure it is accurate.
- Group members will then be asked to acknowledge their agreement to the electronic waiver by checking the appropriate box.

- Group members are to carefully review the waiver before agreeing.
- After agreeing to the electronic waiver group members must then select 'Register' to submit their entry.

Group Members **UNDER** 18 years old **MUST** have their waiver form **printed** and **signed** by a parent or guardian, who must then submit the signed waiver form to their team captain. Please note registration is not complete until this form has been received and approved by the secretariat.

### **Team Captains Instructions**

- After your group members have submitted their registration information, the entered information will populate a group roster for review.
- You have the option of pausing registration to facilitate final review before submission to the Secretariat. If registration is still open when you are ready to start your review, we recommend that you PAUSE/STOP Electronic System for that group. This prevents new people from registering during your review.
- It is your responsibility to review and make edits to ensure that the information provided to the Secretariat is an honest and true representation of that group's participants. Team captains are to ensure the roster includes only authorized people and only people who have met all the requirements. Correct (or Delete) anyone who does not.
- After you have reviewed the group roster and confirmed that all submitted information is accurate you will then be responsible for making the final submission to the SIGMA Secretariat.

### **STEP 2**

You must do a "FINAL SUBMISSION". At the bottom of your team page click final submission and follow the relevant steps required to submit. Your Team registration is not complete until final submission is done.

- Final submission of all Team entries must be completed before close of registration on **Friday, January 30, 2026**. Follow instructions at the SIGMA online registration site.
- After submission, your Team's registration is final. No further changes or additions can be made.

### **STEP 3**

Print and send in your Team Rosters to the Sagcor SIGMA Corporate Run Secretariat, 1st Floor, R. Danny Williams Building, 28-48 Barbados Avenue, Kingston 5. **Only rosters and original waiver forms for minors are needed because all adults are required to sign the Electronic Waiver.**

- Registration is not yet final, and BIB NUMBERS will NOT be issued without a completed roster and signed Waiver Form from each entrant who is under the age of 18.
- Team Rosters and Waiver Forms cannot be faxed in as, original signatures are needed to complete the registration.
- Team entries will be rejected if instructions are not properly followed.

### **STEP 4**

Team packets will be ready for pick-up from **Tuesday, February 10, 2026, to Saturday, February 14, 2026.**

Team packets include:

- Bib numbers with MyLaps® timing tags will be provided for all officially registered participants up to a limit of 33,530 persons.
- Each MyLaps® timing tag is attached to the back of the race BIB that is labeled with the entrant's name. Each entrant must wear the BIB number (and tag) assigned to them. Please be advised that folding the BIB will damage the timing tag and prevent them from being timed.

- Final copy of the Team Roster Forms with assigned bib/race numbers.
- Safety pins to attach BIBS to the FRONT of each participant's shirt.
- There is no RACE DAY DISTRIBUTION OF TEAM PACKETS