

HR - Wellness Fee-Sponsored Events

Event Rules and Regulations

Fill out the Event Request Form to receive the employee specific code or link(s).

- Use your personal information that matches your CTA Badge.
- **Jotform** will send a confirmation email to register for event.



Register for the Event with the Event Organization

- **ONE registration per employee, per event.**
- Duplicates will automatically be cancelled.
- Non-employee registrations will be cancelled.

Check Your Email Regularly

- Event organization will only send TEMPORARY confirmation upon employee registration.
- **FINAL** registration confirmation will come from HR - Wellness.
- HR - Wellness will send pre-event details after registration closes.



Pick Up Your Packet, Bib or Swag

- Employees are responsible for their own packet pickup from race organization or HR - Wellness where applicable.
- For Races - You will need your bib to participate in the race.

Attend the Event

- Event Attendance is **required**.
- **Failure to attend two (2) registered events will result in loss of complimentary CTA registrations for the 2025 season.**
- Employees must attend the pre-event check-in OR email Wellness@transitchicago.com with proof of attendance.



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Event Participation and Cancellation Policy

Registrations for Fee-Sponsored Events come with the commitment to both attend and participate. Failure to participate may result in forfeiture of future registrations. We understand that unforeseen circumstances happen, but to ensure fairness to all our employees, everyone is required to cancel their registration for fee-sponsored events if they can no longer attend. To confirm participation, email Wellness within 7 days of the event with proof of attendance.

Event Participation Policy

Pre-Event Check-in

- Sign-in with a HR - Wellness Team Member in-person at the event.

Post-Event Check-in

- Share a photo of yourself from the event.
- Share your Race Time/Bib Verification or Official Race Photo directly from the race organization (races only).

Cancellation Rules

How to Cancel

- Email Wellness@transitchicago.com with registration details including Event Name.

No Penalty incurred

- Notification occurs before the event's registration deadline.
- Notification occurs before the cancellation deadline provided for the individual event.

Penalty incurred

- Late Cancellations - any time after the above deadlines including day of event.
- No-Show - failing to attend the event or follow Event Participation Policy.

Cancellation & Non-Participation Penalties

1st Late Cancel/1st No-Show

Employee will receive an email warning.

2nd Late Cancel

Employee will receive a 'Last Chance' email warning.

2nd No-Show/3rd Late Cancel

Employee's registration will be cancelled to all fee-sponsored events for the remainder of the year.



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Penalties for Non-Employee Usage

HR - Wellness reserves the right to verify employment for all fee-sponsored event registrations that do not match the current/active employee list. Employees that register non-employees or share employee specific codes/links with non-employees (friends, family, former CTA employees or retirees) will incur penalties.

Non-employee registrations will be cancelled.

Employee Registering Non-Employees

- **First Offense**
 - A written warning will be issued via email.
- **2nd Offense**
 - The employee's registration for the current race will be cancelled.
- **3rd Offense**
 - Employee's registration for the current race will be canceled as well as any future registrations for the remainder of the year.
 - Employee will be referred to their manager for disciplinary action.

