# DE CASTELLA RUN

# 2019 de Castella Run

Team Registration Instructions

Before anyone registers, it is best to create your Team! This document outlines the options you have when creating your team.
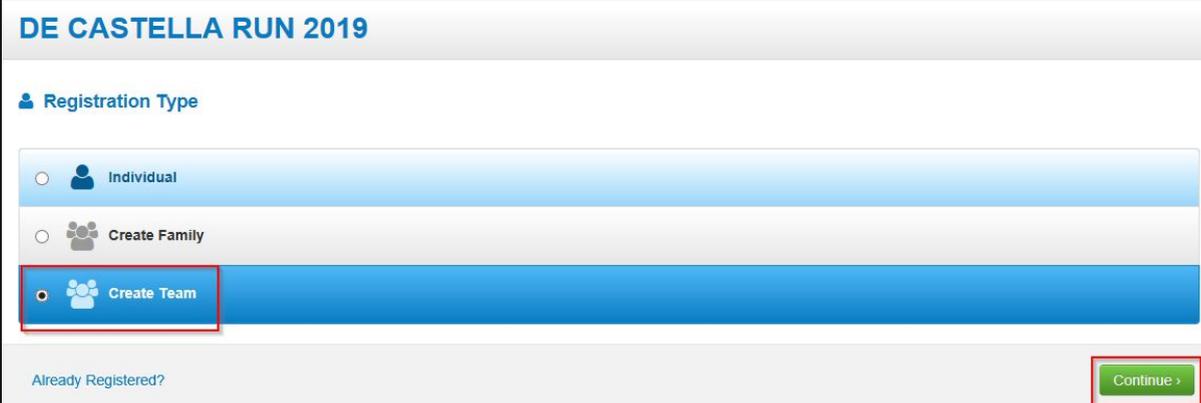
DE CASTELLA RUN

## Step 1: Create your team

Go to the main registration link and select "Create Team" and "Continue"

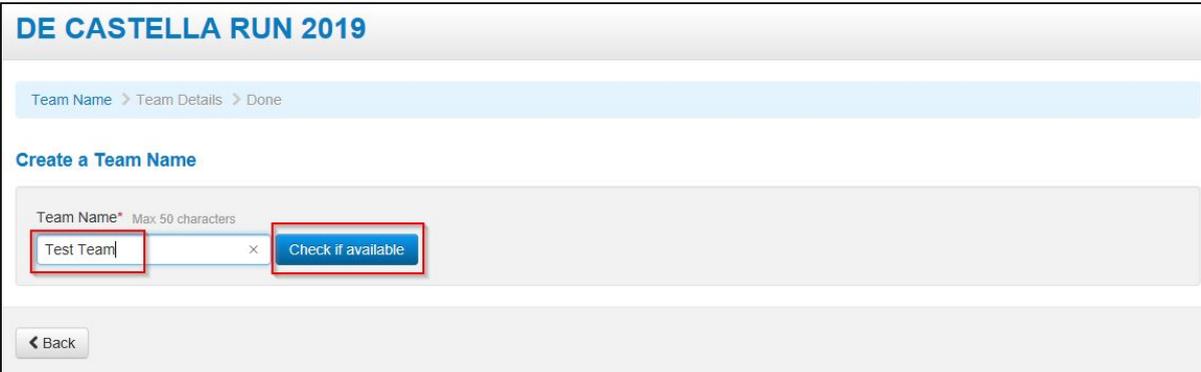Registration Link: https://www.registernow.com.au/secure/Register.aspx?E=34227



## Step 2: Choose your Team Name

Enter your Team name and click Check if available

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## Step 3: Set your Team Type

Select your **Team Type** on the right of the Page and then fill out the form. The options are School or Other.



### DE CASTELLA RUN 2019

Team Name › Team Details › Done

**Team Details**

Please Note: Required fields are marked with *

| * Team Name | **Test Team** ✓ | * Type Type | Please Choose |
| | | | School |
| | | | Other |

Please Note: Required fields are marked with *

**Team Administrator**

* Name

First Name *   Last Name *

* Email

Email Address *

Confirm Email Address *

* Phone

Mobile Number *



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## Step 4: Select your Team Options!

There are three team options for the 2019 de Castella Run:

### Team Join Types

- Public means that anyone can join your team!
- Private means that only people with your specific Team Link can join your team
- Password means that anyone with the password AND anyone with your specific Team Link can join your team.

### Team Payment Option

- Choose whether your team members are paying for themselves or if YOU are paying for for your team registrations.

### Notifications

- Choose whether or not you are contacted each time someone joins your team!

**Team Options**

Team Join Type *

| ○ | 🌐 | **Public** - Anybody can join this Team |
| ○ | 👁 | **Private** - Only allow those I invite to join this Team |
| ○ | 🔒 | **Password** - A Team password is required to join |

Team Payment Option *

| ○ | The **Team members** pay for their own registration fees. |
| ○ | The **Team** pays for all registration fees. |

Notify the Team administrator when someone joins my Team? *

| ○ | ✖ | **No** |
| ○ | ✔ | **Yes** |

## Step 5: Team Race Bibs

Select how you want to manage **Race Bibs** for your team

### Team Members Manage their own bibs

If you want your team members to manage their own race bibs (they can choose to either pick it up at the event OR pay to have their bib posted directly to them) choose **Members will self manage**.



### Team pays to have bibs posted to team members

If you, the Team Captain, would like to **Pay for postage of each race pack** then choose the **Postage** setting as below. The cost is $4 per person to have the packs posted . Please note - **YOU WILL NEED TO PAY FOR THE POSTAGE BY THE 14th of AUGUST.** Any participants with unpaid postage will be converted to 'Pick Up' on the 15th of August.

**Congrats! Your team is created.** On this next page you have the option to add yourself to the team (You have only created a team, you haven't registered to run yet!), add someone else to the team, manage the team or share the invite link. We recommend the Share Invite Link option.



## Step 6: Sharing your Team Link

Each team has a unique Team Link which makes it an easy process for your team members to join! This unique link generated can be sent to friends, family, colleagues, school groups, fitness groups etc. When someone uses this link to register for the run - they are automatically registered as part of your team.

The link is available on your Team Registration Page, in your Team Confirmation Email and anywhere you see the 'Share' or 'Invite' buttons in the system.

## Accessing your existing team

If you want to see your Team summary page at anytime - you don't need to log in. Just click on the link below and put your email address in (Must be the same email address you used when creating the Team). When you click "Submit Email Address" the system will send you a secure email which has a link to get to your team summary page.

Access Team Page:
https://www.registernow.com.au/secure/AccessRegistration.aspx?E=34227

**DE CASTELLA RUN 2019**

To access your current registration

your@email.com

**Submit Email Address**

Once you have submitted a valid email address for this event, you will receive an email with further instructions.

OR

Login or Sign Up to a Register Now Account

**Login**          **Sign Up**