

Team Registration Process

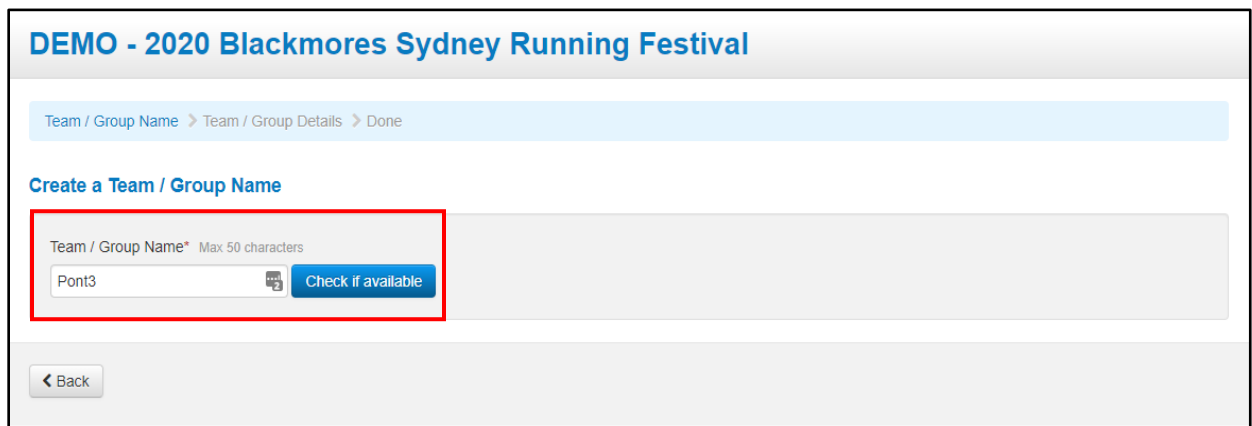
[How to create a team](#)

1. Select create a team



The screenshot shows a registration form titled "Registration Type". It features two radio button options: "Individual" and "Create Team / Group". The "Create Team / Group" option is selected and highlighted with a red rectangular box. Below the options, there is a link "Already Registered?" and a green "Continue >" button.

2. Enter a team name



The screenshot shows a registration form titled "DEMO - 2020 Blackmores Sydney Running Festival". It features a breadcrumb trail: "Team / Group Name > Team / Group Details > Done". Below the breadcrumb, there is a section titled "Create a Team / Group Name". This section contains a text input field with the label "Team / Group Name* Max 50 characters" and the value "Pont3". A blue "Check if available" button is positioned to the right of the input field. A red rectangular box highlights the input field and the "Check if available" button. At the bottom left, there is a "Back" button.

3. Enter your details

Team / Group Administrator Please Note: Required fields are marked with *

* Name

First Name * Last Name *

* Email

Email Address * Confirm Email Address *

4. Select the options for your desired team

Team / Group Options

Team / Group Join Type *

Public - Anybody can join this Team / Group

Private - Only allow those I invite to join this Team / Group

Password - A Team / Group password is required to join

Team / Group Payment Option *

The Team / Group members pay for their own registration fees.

The Team / Group pays for all registration fees.

Notify the Team / Group administrator when someone joins my Team / Group? *

No

Yes

NOTE: If you create a password, participants will need this to join your team – please keep this handy!


5. Continue...

What would you like to do now?

-  Add Me to Team / Group
-  Add someone else to Team / Group
-  Manage Team / Group
-  Share Invite Link

- a. **Add to Team/Group:** This leads you to the registration form where you will fill out your personal details, medical information, emergency contacts and continue to payment.
- b. **Add someone else to Team/Group:** This leads you to the registration form where you will fill out someone else’s personal details, medical information, emergency contacts and continue to payment.
- c. **Manage Team/Group:** This leads to the Team Summary page where you can edit information, see the list of participants in your team, invite new members and financial summary.

Registration Details

Group ID	Registration Status	Change Status
115218	Complete	Open 

Team / Group Details

Team / Group Name	Join Type	Who Pays
Ponty	Private	Each Team / Group Member
Team / Group Administrator Me Running Festival	Team / Group Email info@sydneyrunningfestival.com.au	

Share this link with your friends for them to join your Team / Group

- d. **Share invite link:** Others can register via the link and be automatically added to your team. You can share URL link, share via Social Media, share via Email or Email from our system (This sends a customisable invitation – see below).

Invite Team / Group Members Please Note: Required fields are marked with *

[Share URL Link](#) [Share via Social Media](#) [Share via Email](#) [Email from our system](#)

Invite Group Member 1

First Name * Last Name * Email *

[+ Add another group member to invite](#)

Email Information to be sent

Dear [Participant.FirstName] [Participant.LastName],

I would like you to join our Team / Group - Ponty

To join our Team / Group for the DEMO - 2020 Blackmores Sydney Running Festival on Sunday, 20 September 2020 please register online - [Click Here](#)

To join our Team / Group you may need to type the password (if Applicable) -

Message in invitation (Optional)

If you have any questions, please email - info@sydneyrunningfestival.com.au

Thanks

How to manage a team

1. Access the email with the link to edit your team

[You can access your Team / Group at any time by clicking here!](#)

Important: Your Team / Group registration is not complete until payment has been received for your Team / Group members.

Team / Group Specific URL

This is your Team / Group specific link that you can share with everyone. This link will enable your Team / Group members to join your Team / Group with ease!

<https://www.registernow.com.au/secure/Register.aspx?E=39631&G=115219>

2. The Team Summary page where you can edit information, see the list of participants in your team, invite new members and financial summary.

Registration Details

Group ID 115218	Registration Status Complete	Change Status Open
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Team / Group Details

Team / Group Name Ponty	Join Type Private	Who Pays Each Team / Group Member
Team / Group Administrator	Team / Group Email info@sydneyrunningfestival.com.au	

Share this link with your friends for them to join your Team / Group

<https://www.registernow.com.au/secure/Register.aspx?E=39631&G=115218>

How to join a team

Following options are available to join a team;

- Register via the link the group admin has shared to you and you will be automatically added to the team
- Register and request the group admin to add you to the team
- If you have already registered and would like to join a public team, you can edit your registration to 'Join team'

Participant Details			Send Access Registration Email	Resend Registration Email
Participant ID	Participant Status			
7806436	Paid			

Team / Group Details			+ Join Team / Group
Team / Group Name	Team / Group Type	Team / Group Administrator	
N/A	N/A	N/A	