



## Creating a Team in the 2018 Park2Park

### How to create a new team

1. When you begin to register for the Park2Park, the first screen of the entry process will ask you to select a distance.
2. To create a team, select the 'create a team' option.
3. Enter your name and a password. This password will get you into the team manager dashboard later on and is also your personal password for the tiktok registration system.
4. **Enter a team name.**
5. **Enter a team password.** We strongly recommend you include a password for your team to ensure only people you want as part of your team can join.
6. **Select the payment option for the team.** Teams can either require individuals to pay as they enter or for the team manager to pay for all team members at a later date.
  - If you select *"The team manager will pay later"*, the team manager is responsible for finalising the payment online by credit card for all team members.
7. **Select what kind of team are you?** Make your selection from the following options:
  - **Social Team** for workplaces, clubs, community organisations, friends and other teams.
  - **Fitness Team Challenge** for gyms, personal trainers, fitness groups and Crossfit
  - **School Shield Team** your school can enter to compete with other local schools
  - **Qrun Clubs Challenge** for registered Qrun clubs
8. **Select the race kit collection option for the team.** Teams can either have their race kits bundled for the team manager to collect on behalf of all team members or opt for individual collection where team members collect their own race kits.
  - Individually – team members collect their own race kits
  - As a team – the team manager collects all race kits on behalf of the team
9. Once finished select *"Create My Team"*. You will be taken to the Team Manager Dashboard, from where you can manage your team. You will also receive an email

confirming creation of your team, and providing access to the Team Manager Dashboard.

10. If you are wanting to participate don't forget to register yourself in the team!

**PLEASE NOTE: If you have selected the 'pay later' option for payment, it is important to pay for your team entry as soon as possible.** Entries are NOT confirmed until payment is received.

**Park2Park teams close at 5pm Monday 16<sup>th</sup> July 2018. No further additions can be made to your team after this time.**