Creating a Team

How to create a new team

1. When you begin to register for the Ipswich Park2Park, the first screen of the entry process will ask you to select a distance.
2. Follow the prompts to enter your personal details as prompted
3. To create a team, select the 'create a team' option.
4. Select 'Register a Team'
5. 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.
6. **Enter a team name.**
7. **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.
8. **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 "*Individual must pay as they enter",* team members will need to pay for their own entry online by credit card at the time they complete their entry details.
- 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.

9. **Select what kind of team are you?** Make your selection from the following options:

- *Social Teams* 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 Club* for teams who are registered Qrun Club

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.