

Well, what's your reason WA?

hbf-run
FOR A REASON

Sunday 24 May

How to Register a Team

Creating a team

1. Select **Enter Now**
2. Select **'Create Team'**

Registration Type

☐ Individual

☒ Create Team

Already Registered?

Continue >

3. Select **continue**
4. Enter your **team name** and then check if it's available
5. Select how you would like to **set up your team and manage your team's packs**. There are 2 options on this page;
 - a. **Team Courier Package - \$50** which includes:
 - All team packs delivered to your chosen address (1 location only) on event week
 - All packs will be delivered together for you to distribute to your team membersPlease note: Team Courier Package is only available for WA (250km radius from Perth)
 - b. **No Team Courier Package** which allows you the option to:
 - Pick up all of your team packs on behalf of each team member **OR**
 - Let your team manage their ownOn the next page you will be able to select one of these options

Would you like to select a **Team Courier Package**?

☐ **Team Courier Package** \$50.00 Get all event packs couriered directly to you.

☐ **No Team Courier Package** Choose this option if you would like to pick up your team packs OR let your team members manage their own event packs

6. Complete **team** and **team administrator details**
7. Select **one** of the following preferred **team join type**:
 - **Public:** Team participants enter their own details
 - **Private:** Team Captain coordinates all participant details including payment
 - **Password:** Team participants enter their own details but must enter a password to join the team



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8. Select preferred **payment type**
 - Team members to pay for their own registrations **OR**
 - Team to pay all registrations (choose this option if the business or an individual will pay for all team participants)
9. Select whether the team administrator would like to be notified via email when someone joins the team

Team Courier Package

10. Leave your team members a message on how to collect their packs from you once they have been couriered to your chosen location during event week

How would you like to manage your Team Event Packs? *

☐ Post/Deliver to me

Let your members know how they will receive their Event Pack from you. This message will be shown to all of your members when registering. *

Type your message here

11. **Delivery Method:** confirms that the packs are being couriered to you as the team administrator
12. **Delivery Address:** fill out your address details where the packs are to be couriered to. **Please note:** we cannot deliver packs to a PO Box or Locked Bag address. You can only select 1 delivery location within a 250km radius of Perth CBD.

No Team Courier Package

13. Select how you would like to manage your team packs. As the team administrator you can:
 - a. Collect **all** your team packs from the Pack Collection during event week **OR**;
 - b. Let your team members manage their own packs – they can select whether they would like to pay for postage or collect it themselves
14. If you select to **collect all your team packs**, leave a message for your team members to let them know how they can collect their pack from you.

How would you like to manage your Team Event Packs? *

☐ Pick Up

Let your members know how they will receive their Event Pack from you. This message will be shown to all of your members when registering. *

Type your message here

15. If you select for your team members to **manage their own packs** they will be directed accordingly during their individual registration process.



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Congratulations you have successfully created a team

1. You have only set up your team, if you would like to participate be sure to add yourself to the team (option 2)
2. You can also select a number of different actions as shown below, including setting up a team fundraising page, managing your team page and sharing the team link with your team members:

What would you like to do now?



Create a Fundraising Page



Add Cara to Team



Add someone else to Team



Manage Team



Share Invite Link

How to join an existing team

1. Select **Enter Now**
2. Select '**Individual**' and '**Part of a Team**'
3. Select **continue**
4. Search for your **team's name** that has been registered by your Team Captain. If the team is private, you will need to "**Request Invite**". If the team is password protected, you will need to contact your Team Captain to get the password prior to registering
5. Complete all registration steps
6. Pay the **entry fee** (if applicable)
7. Click **finish**
8. **Start fundraising!** (optional)

For further assistance contact us on 6333 0330 or enquiry@hbfrun.com.au