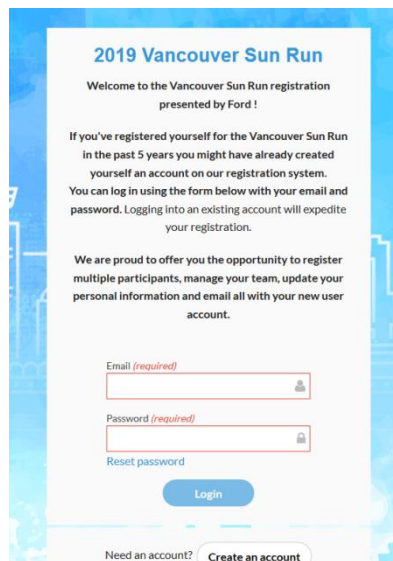


HOW TO CREATE A TEAM

STEP 1:

Log on on www.vancouver.sunrun.com and select the button "CREATE A NEW TEAM"



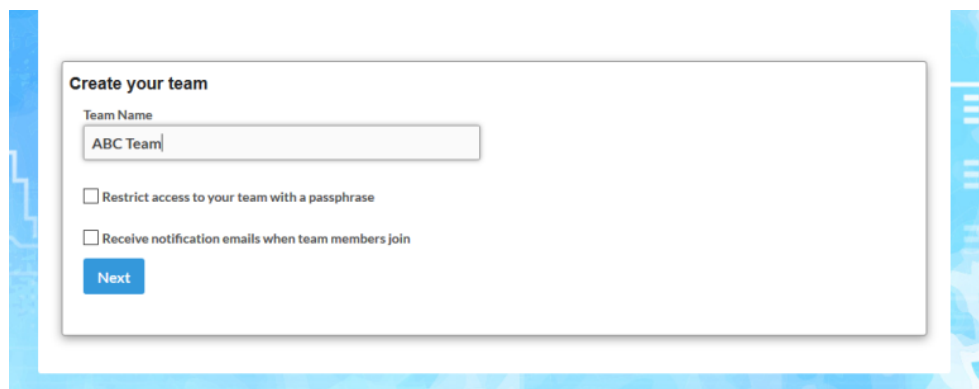
STEP 2:

You'll be prompted to do one of the following:

- **Log in to your existing account**, which you've used last/previous years
- **Create a new account**, which you can access in future **Log in as a Guest**.

STEP 4:

Create your Team Name. You have the option of assigning a password to restrict access to your team.



STEP 5:

Select your Team Category

CORPORATE:

Teams must consist of a minimum of 10 individuals . Final Registration Deadline is March 15.

YOUTH:

Teams must consist of a minimum of 20 individuals. Final Registration Deadline March 8.

Note: Youth Teams must have a ratio of 1-to-1, Youth-to-Adult (18+yrs)

Team Info
Team Name: ABC Team
Email Notifications: No [Edit]

Registration Options

Open Team Youth

Formerly called the "Corporate Team" division.

Teams must consist of a minimum of 10 participants before the final Team deadline of March 15, 2019. After that date no one else will be able to join your team and must participate as an individual.

For more information on Team Names and Logos on Tech Shirts
[DOWNLOAD TEAM ARTWORK INFORMATION](#)

Next

STEP 6:

Enter Team History Information as prompted.

Enter Logo Information.

Note: If you are submitting a new logo, all artwork **MUST** be received at Griffin House by March 15 to:

sunrunart@griffinhouse.com

Enter Shipping Information.

Note: Team Shirts will be sent to this address.

TEAM HISTORY
Are you a NEW or RETURNING team to the Sun Run? *
New Team

TEAM DIVISION
Please select a division for this team *
Engineering

TEAM CONTACT INFO
Contact Telephone # (XXX-XXX-XXXX): *
604-888-8888

TEAM SHIRT INFORMATION
What would you like printed on your team shirts? *
Team Name
(30 character maximum)
Your Team Name (Maximum 30 Characters) *

SHIPPING INFORMATION FOR TEAM SHIRTS
Shipping Contact Name *
Bill Smith
Street Address (incl suite #) *
12345 Union Ave
City *
Vancouver
Country *
Canada
Province *
British Columbia
Postal Code *
V2K4J5
Shipping Contact Telephone (xxx-xxx-xxxx) *
604-888-8888

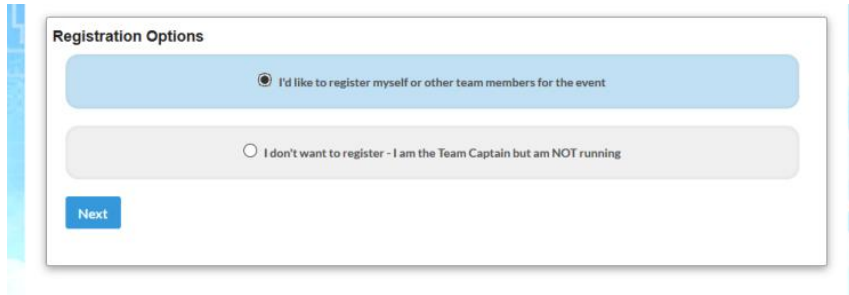
Next

STEP 7: Choose one of the prompts

- **"I'd like to register myself or other team members for the event"**
→ You will be prompted to complete your race registration after you create your team.

OR

- **"I don't want to register - I am the Team Captain but am NOT running"**
→ Your team will be created. You can then have your team members join or enter your team at a later date.



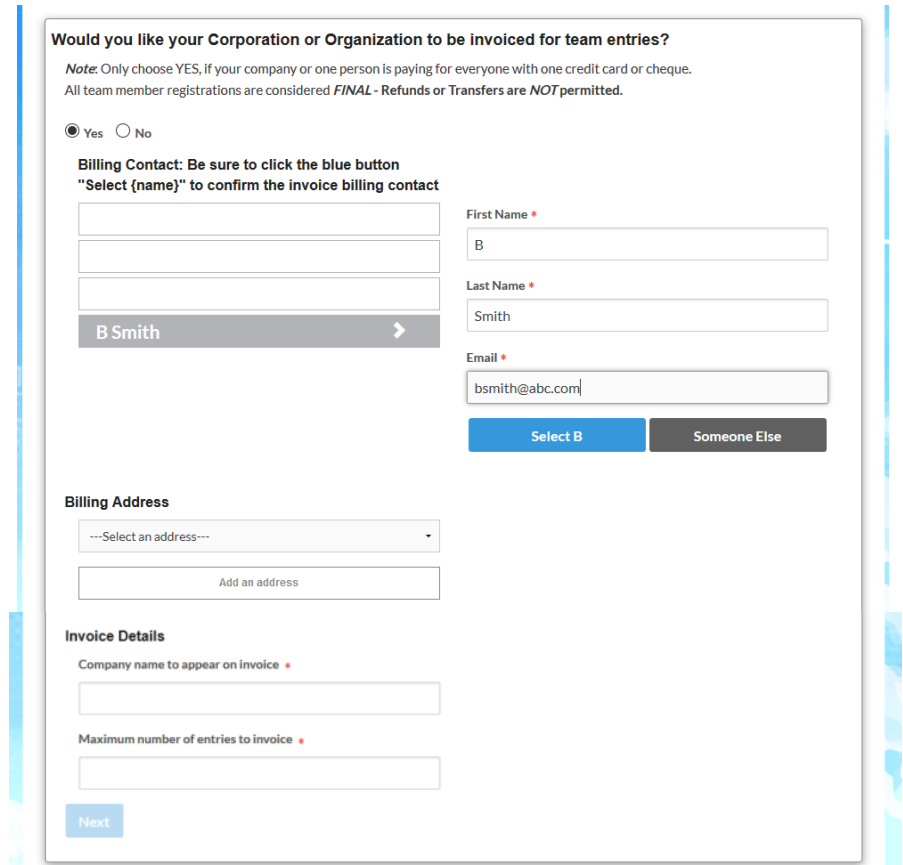
The form titled "Registration Options" contains two radio button options. The first option, "I'd like to register myself or other team members for the event", is selected. The second option, "I don't want to register - I am the Team Captain but am NOT running", is unselected. A blue "Next" button is located at the bottom left of the form.

STEP 8: Indicate whether you want your team to be INVOICED. *It is very important to select the correct Payment Option.* Once the team is created, Payment Option can NOT be changed.

- **YES** – Your company/Organization will be invoiced for team member registrations (i.e. company is paying for everyone or it will be paid with one credit card)

OR

- **NO** – Each Team member to pay for their own registration by Credit Card.



The form asks "Would you like your Corporation or Organization to be invoiced for team entries?". It includes a note: "Note: Only choose YES, if your company or one person is paying for everyone with one credit card or cheque. All team member registrations are considered FINAL - Refunds or Transfers are NOT permitted." There are radio buttons for "Yes" (selected) and "No".

Billing Contact: Be sure to click the blue button "Select (name)" to confirm the invoice billing contact. The form shows three input fields for First Name, Last Name, and Email. The First Name field contains "B", the Last Name field contains "Smith", and the Email field contains "bsmith@abc.com". A dropdown menu shows "B Smith" with a right arrow. Below these fields are two buttons: "Select B" (blue) and "Someone Else" (grey).

Billing Address: A dropdown menu shows "---Select an address---" and an "Add an address" button below it.

Invoice Details: Two input fields are provided: "Company name to appear on invoice" and "Maximum number of entries to invoice". A blue "Next" button is at the bottom left.