



# CORPORATE **PAY LATER** GUIDE

This option is designed for bigger corporate teams and allows an office administrator to make a reservation and defer payment for the team. A deposit of \$1,000 is necessary for Corporate Pay Later teams. Once the deposit is successfully completed, we will send you a code via email, which can be used by your team members. An invoice will be generated before the event, taking into account the number of codes that are redeemed.

**PERTHRUNNINGFESTIVAL.COM.AU**  
SUNDAY 8 OCTOBER 2023 | OPTUS STADIUM

**PERTH RUNNING  
FESTIVAL** 



OPTUS STADIUM *Yes*

## PERTH RUNNING FESTIVAL

Be a part of Australia's most beautiful run starting and finishing at Optus Stadium, voted the world's best looking stadium! Choose from four distances: 4KM walk or run, 10KM walk or run, half or full marathon, and for the first time ever, a 4KM Wheelchair Race and a Wheelchair Marathon!

Thanks to our partnership with Burswood Park, this year's course is more stunning than ever. Immerse yourself in the natural splendor of Burswood Park and the picturesque Swan River as you enjoy a beautiful, fast, marathon, with all events finishing inside the beautiful Optus Stadium! The Marathon is AIMS Accredited & a part of the AbbottWMM Wanda Age Group World Rankings.



## LET'S GET STARTED!

Our goal is to ensure that your 2023 Perth Running Festival experience is seamless, providing you with a straightforward, step-by-step process that can be completed in just a few minutes. This will allow you to focus on important tasks like training for the event. Below, you'll find the necessary steps to get your registration started, guiding you through the entire process, including payment and completion. If you encounter any difficulties or cannot find the answers you need in the information provided, please feel free to contact us at [info@perthrunningfestival.com.au](mailto:info@perthrunningfestival.com.au).

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# HOW TO ACCESS THE REGISTRATION PAGE

To access the registration page, please visit [perthrunningfestival.com.au](http://perthrunningfestival.com.au) and click on the 'REGISTER NOW' button on the top right-hand side of the page:



# CORPORATE TEAM CONSIDERATIONS

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There are a few things which Corporate Team Captain's need to consider before getting team members to register into your team:

## 1. Deciding on your Corporate Team structure:

- Will the organisation be covering registration fees for their team members?
- If yes and you know roughly how many people will be registering for each distance/age group, then Corporate Pay Now is the best option!
- If yes, but you don't know how many people/what distance/what age group then Corporate Pay Later is the option for your team!
- Will individuals be processing payment for their own registration's? If so, then please refer to our separate Team Registration Guide.

## 2. What is your plan for bib collection?

The options for bib collection are:

- Individuals collect their own bibs during bib collection opening times (Thursday 5 through Saturday 7 October)
- Individual postage (for an additional fee –by default this fee will be payable by the individuals when they register). Please note to select the postage option you must be registered by September 15th 2023.
- Corporate team courier to one address (for an additional fee –this option will only be available to teams over 50 people or larger. If you are interested in this option, then please contact the Perth Running Festival Events Team at [info@perthrunningfestival.com.au](mailto:info@perthrunningfestival.com.au))

# CORPORATE PAY LATER

To register for the Corporate Pay Now option, please see instructions below:

1. Select the 'Corporate Pay Later' option in the registration system.
2. Complete your details (note –these will need to be the Team Captain's details).
3. Create a team by selecting 'yes, create a new team and add this registrant'.
4. Enter your team name –think of something easy to help your team mates find you!
5. Optional – You can create a code as a password that team members have to enter to join the team. (Please note, this code needs to be 4 characters/digits or more).

The screenshot shows a registration form titled 'Registrant No. 1'. Under the heading 'Choose your distance', there is a section 'Select a sub-event \*'. The 'Corporate Pay Later' option is selected with a red circle around the radio button. Below this, there are several other options for different distances and events, each with a price and a 'Regional Discount' label. Some options are marked as 'NOW SOLD OUT' with a blue button that says 'ACCESS CODE ONLY'. Below the 'Choose your distance' section, there is a 'Teams' section. Under the heading 'Add registrant to a team? \*', the 'Yes, create a new team and add this registrant' option is selected with a red circle around the radio button. Below this, there are three input fields: 'Team category \*' (with a dropdown menu showing 'Corporate'), 'Team name \*', and 'Create code (optional) \*' (with a blue information icon).

# CORPORATE PAY NOW

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6. Agree to the waiver and privacy policy.
7. Check over your order and process payment for the \$1,000 deposit via credit card.
8. Once processed, you will automatically receive an email with your team code and further instructions. (If you would like to do the event yourself, you will also need to redeem one of these codes).

## Please note:

- Corporate Pay Later teams need to be finalised a minimum of two weeks prior to event day, with an invoice issued to you pre-event based on the amount of codes that have been redeemed. The deposit amount will be deducted from the final invoice total.
- Please ensure that your promo code is shared as per your own internal policies, as invoices will be issued based off the total number of code redemptions.



# MANAGING YOUR TEAM

Please see instructions below to manage your team:

1. Scroll the the bottom of your confirmation email and click on the 'Claim Registration' link and create, verify and log into your Race Roster account.
2. Once logged into your dashboard, select the 'teams' tab
3. As the Team Captain, you will need to review and accept the agreements before being able to view any details of your team. Please click on 'understanding & agreements' and review and check the boxes to confirm

**View or print a copy of your confirmation**  
[VIEW YOUR REGISTRATION CONFIRMATION](#)

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**Manage or update your details including Wave, Address, Contact information & Teams**  
**CLAIM YOUR REGISTRATION**

If you have any questions about your registration, please email us at [info@perthrunningfestival.com.au](mailto:info@perthrunningfestival.com.au).

**RACE ROSTER**  
Let's get Brodie Owen connected

What is your email address?  
test@gmail.com

Do you have a Race Roster password?  
 NO, I want to create a password.  
 Yes, I have a password.

Enter password:  
\*\*\*\*\*  
[Forgot password?](#)

**Sign In**

OR

**Sign in with Facebook**

**PERTH RUNNING FESTIVAL**  
Sun, October 8, 2023  
**Event page**

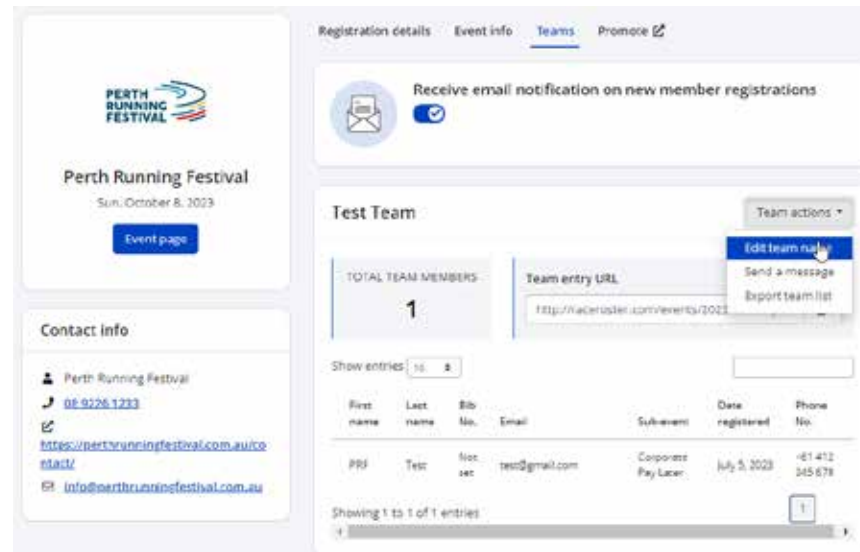
Registration details | Event info | **Teams** | Promote

Get team info by agreeing to these [Terms of Service](#).

**Understanding & Agreements**

# MANAGING YOUR TEAM

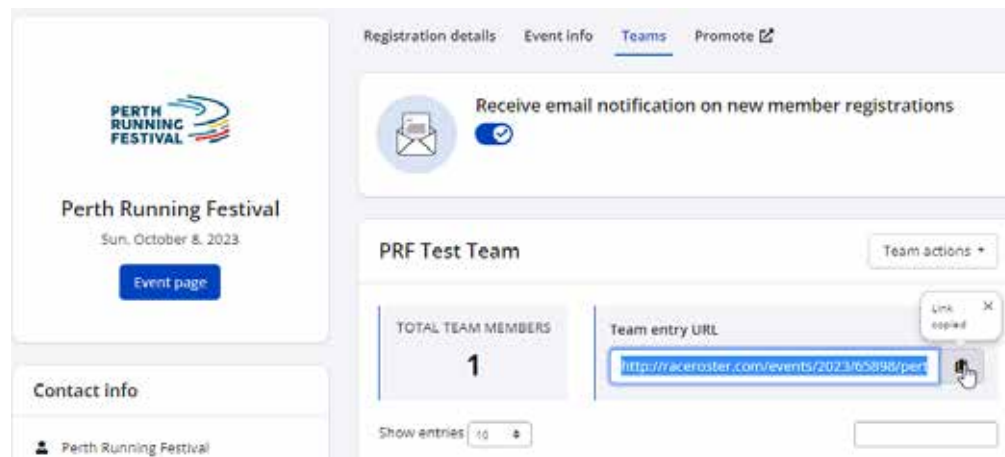
4. Please note, your entry will be assigned as the Team Captain with your team's name
5. From the 'teams' tab you can;
  - View the total number of team members registered
  - See/copy the team entry URL
  - Using the 'team actions' and as the Team Captain, you can use this function to edit and connect with your team, as well as view an export of the registered team members



# HOW TEAM MEMBERS CAN REGISTER

Once your team is created please see instructions below to share with your team members so they can register!

1. Share your team referral link directly with your team members. Your team referral link can be found in your participant dashboard in the 'Teams' tab under 'Team entry URL'. Please note, if you created a team access code/ password when creating the team then make sure you share this too, otherwise they won't be able to join. In the event you have forgotten / misplaced your access code you can see this in the 'Teams' tab of your participant dashboard.



Enter promo code or gift code

Enter promo code or gift code

CPN100

# HOW TEAM MEMBERS CAN REGISTER

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2. Team members will need to go through the process to create their Race Roster account, and verify their email address
3. Your team member can now go through the registration process to register and join your team! Remind team members to enter their Corporate Pay Now / Corporate Pay Later code into the 'Enter Promo Code' box at the end of Step 1 (Register) or at Step 3 (Checkout). You will have been emailed the code(s) upon completing registration for Corporate Pay Now / Corporate Pay Later.



The image shows a screenshot of a registration form. At the top, there is a grey header bar with the text "Enter promo code or gift code". Below this, the text "Enter promo code or gift code" is repeated. Underneath, there is a white input field with a thin border containing the text "CPN100".

# CORPORATE PAY LATER TEAM CHECKLIST

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Complete the checklist below to ensure you're ready to go for Corporate Pay Now Team registrations!

- I've created my Race Roster account and verified my email address
- I've created my team and registered for the Corporate Pay Later (including processing payment of the \$1,000 deposit)
- I've shared my team link with instructions on how to register into my team! Including sharing my team registration code (automated email) and also my team access code/password if one was setup when I created my team
- Team members have registered into my team!