



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](https://perthrunningfestival.com.au)
SUNDAY 6 OCTOBER 2024 | 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, 4KM Wheelchair Race, 10KM walk or run, half or full marathon 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 2024 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.

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HOW TO ACCESS THE REGISTRATION PAGE

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



CORPORATE TEAM CONSIDERATIONS

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 (Friday 4 through Saturday 5 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 6th 2024.
- 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)

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, several other options are listed with their respective prices and conditions, such as 'Corporate Pay Now', 'Marathon', 'Half Marathon', '10km Run or Walk', 'Burswood Park 4km Dash', and 'Wheelchair Marathon'. The 'Teams' section below has a question 'Add registrant to a team? *' with the 'Yes, create a new team and add this registrant' option selected. There are also fields for 'Team category *' (set to 'Corporate'), 'Team name *', and 'Create code (optional) *'.

CORPORATE PAY NOW

6. Agree to the waiver and privacy policy.
7. Check over your order to finalise.
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. The deposit is non refundable.
- 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.
- Corporate Pay Later has a deadline of 21st september 2024 at 2PM for their team members to join.

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](#)

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.



RACE ROSTER

Let's get Brodie Owen connected

What is your email address?

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

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

The screenshot shows the 'Teams' management page for the Perth Running Festival. On the left, there is a sidebar with the festival logo, event name 'Perth Running Festival' on 'Sun, October 8, 2023', and contact information including a phone number (08 9226 1233), website URL, and email address. The main content area has tabs for 'Registration details', 'Event info', 'Teams', and 'Promote'. Under the 'Teams' tab, there is a toggle for 'Receive email notification on new member registrations' which is turned on. Below this, the 'Test Team' is displayed with 'TOTAL TEAM MEMBERS' set to 1 and a 'Team entry URL' of 'http://raceroster.com/events/2023'. A 'Team actions' dropdown menu is open, showing options: 'Edit team name', 'Send a message', and 'Export team list'. Below the actions, there is a 'Show entries' dropdown set to 10. A table lists the team member with columns for First name, Last name, Bib No., Email, Sub-event, Date registered, and Phone No. The table contains one entry: PRF, Test, Not set, test@gmail.com, Corporate Pay Later, July 5, 2023, +61 412 345 678. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

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.

The screenshot shows the 'Teams' tab of a participant dashboard for the Perth Running Festival. The dashboard includes a navigation menu with 'Registration details', 'Event info', 'Teams', and 'Promote'. A toggle switch for 'Receive email notification on new member registrations' is turned on. The main section displays 'PRF Test Team' with a 'Team actions' dropdown. Below this, there are two boxes: 'TOTAL TEAM MEMBERS' showing '1' and 'Team entry URL' showing 'http://raceroster.com/events/2023/65898/perth'. A 'Link copied' tooltip is visible over the URL. At the bottom, there is a 'Show entries' dropdown set to '10'.

Enter promo code or gift code

Enter promo code or gift code

CPN100

HOW TEAM MEMBERS CAN REGISTER

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

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. The deposit is non refundable.)
- 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!