CORPORATE PAY NOW GUIDE

This choice is ideal for teams of small to medium size who wish to buy registration codes in advance for distribution among their members. If you are unsure of the number of team members initially, there's no need to fret. You can simply come back and acquire additional codes later if your team exceeds your initial expectations.

PERTHRUNNINGFESTIVAL.COM.AU
SUNDAY 6 OCTOBER 2024 | OPTUS STADIUM

PERTH RUNNING FESTIVAL

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.

PERTH RUNNING FESTIVAL

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:

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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)

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CORPORATE PAY NOW

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

1. Select the 'Corporate Pay Now' 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).

CORPORATE PAY NOW

6. Agree to the waiver and privacy policy.

7. Click on 'yes, purchase codes' and enter the quantity of codes you'd like to purchase per distance and age category. Note: automatically the codes will be selected to be the same code for all gifts, if you un-tick this box each code will be different. Select continue once you've entered all the quantities.

8. Check over your order and process payment via credit card.

9. Once processed, you will automatically receive an email confirming your purchase. Then share the code with your team to use! (If you would like to do the event yourself, you will also need to redeem one of these codes).

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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

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

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HOW TEAM MEMBERS CAN REGISTER

Once you're 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.

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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.

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CORPORATE PAY NOW 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 purchased my team codes

◯ 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!

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