

# MELBOURNE TEAMS CORPORATE TRIATHLON



## **3 KEY STAGES FOR ENTRY**

For a seamless registration process, please read this document before you get started. We recommend organising your Teams internally using the Company Coordinator Team Planner (downloadable template below). Then, follow the steps below, in order, to finalise your entries!

**1** Company Coordinators

Create your Company, then organise your Teams (no payment required for these steps)

Team Captains

Purchase your Teams (payment is required at this stage)

**7** Team Members

Join your Team and enter your details (no payment required)

### New to registrations in 2026:

- Company coordinators have oversight of their Teams <u>here</u>
- Registration details can be edited or updated with ease <u>here</u>
- Team Member order can be allocated and shuffled internally, with no need to update the event organiser, so long as all participants are registered as either a Team Captain or Team Member!
- Send the relevant instructional page below to your
  Team Captains and Team Members for a stress-free registration process!



## Company Coordinator - Create Your Company

### **Key Info:**

- Your Company only needs to be created once
- Companies must be set up prior to purchasing Teams, as Teams are linked to Companies
- Visit your Company Dashboard here for oversight of your Teams
- 1. Select the 'Company Coordinator Set Up Company' sub-event.
  - Company Coordinator
    Set Up Company Coordinator, set up your company here.
- 2. Click 'Myself' and enter Personal Information (this establishes you as the overall company contact, with oversight into who joins your company).
- 3. Click 'Create a company' and enter your Company Name.



- 4. Agree to event waiver and create your fundraising page for Launch Housing. Please note, Team Captains and Members will not be prompted to create a fundraising page during their registration.
- 5. Click 'Submit Order' to save your Company in the system. Immediately, you'll receive an email containing a Company Join URL to send to your Team Captains for entry. Now Teams may be purchased and linked to your Company.



#### Note:

 Company Coordinators may register Team Captains on their behalf. Just ensure you have your completed <u>Team Planner sheet</u> on hand to assist you.

# 2

## Team Captain - Purchase Your Team

### **Key Info:**

- Card payment per Team is required
- Use the Company Join link to automatically connect your Team and Company
- Purchase of Teams can be stacked in one transaction by clicking 'ADD ANOTHER TEAM'
  OR MEMBER', or pay as you go
- Edit registration details or Team name at a later date, via your Participant Dashboard here
- 1. Select the Team Captain sub-event relevant to your Team type (Full Tri, Split Tri or

Relay, with or without Kit Postage)



- 2. Click 'Myself' and enter Personal Information (this establishes you as the Team Captain). Or, click 'Someone Else' to enter a Team Captain's details on their behalf.
- 3. Click 'Add to existing company' and select your Company name (this must be done to link your team to your organisation)



- 4. Provide your Team Name (this can be changed at a later date)
- 5. Purchasing another Team in this transaction? Click 'ADD ANOTHER TEAM OR MEMBER' and repeat steps 1-5. Otherwise, click 'CONTINUE' and proceed to step 6.



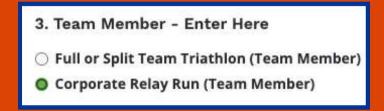
6. Continue through the form. Check your order summary and click 'Submit Order' to purchase your Team. Now Team Members may register their details.



### **Team Member - Enter Your Details**

### **Key Info:**

- No payment required at this step
- Edit registration details at a later date, via your Participant Dashboard here
- 1. Select the Team Member sub-event relevant to your Team type (Triathlon or Relay Team)



- 2. Click 'Myself' and enter Personal Information, or click 'Someone Else' to enter details on behalf of a colleague.
- 3. Click 'Add to existing company' and select your Company name (this must be done to link your entry to your Company)



- 4. Enter your Team Details, including your Captain's full name (this links your entry to the correct team within your Company). Please note, your Company will be able to edit Teams at a later date if necessary.
- 5. Adding the details of another Team Member? Click 'ADD ANOTHER TEAM OR MEMBER' and repeat steps 1-5. Otherwise, click 'CONTINUE' and proceed to step 6.



6. Continue through the form, then click 'Submit Order' to save your entry. You are now listed as a Team Member within your nominated Team, under your nominated Company.