



MELBOURNE TEAMS CORPORATE TRIATHLON



REGISTRATION GUIDE

SUNDAY 15TH MARCH 2026

CATANI GARDENS, ST KILDA

O2EVENTS



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)

2 Team Captains

Purchase your Teams (payment is required at this stage)

3 Team Members

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

New to registrations in 2026:

- Company coordinators have oversight of their Teams [here](#)
- Registration details can be edited or updated with ease [here](#)
- 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!



Team Planner
Sheet



Frequently Asked
Questions



1

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.

1. 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.

● + Create a company

Company name *

MTCT Example Company

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.

MELBOURNE TEAMS CORPORATE TRIATHLON

Thank you for registering your company for the Melbourne Teams Corporate Triathlon!

LINK TO COMPANY DASHBOARD:

[HTTPS://RACEROOSTER.COM/DASHBOARD/PARTICIPANTS/105783](https://racerooster.com/dashboard/participants/105783)

Company Name: OZE

Company Join URL: <https://racerooster.com/registration/2b30a1a0-5f02-44c5-92a5-b9356469a1d0/entry?team=631146>

What's next?

Send your Company Join URL above to Team Captains to purchase your team entries.

For registration instructions and event details, please see the links below.

[FAQs](#)
[Registration Guide](#)
[Company Coordinator Guide](#)

Note:

- Company Coordinators may register Team Captains on their behalf. Just ensure you have your completed [Team Planner sheet](#) 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. Team Captain - Enter Here

- ☐ Full Team Triathlon (Team Captain) \$399.00
- ☒ Full Team Triathlon + Team Kit Postage (Team Captain) \$429.00
- ☐ Split Team Triathlon (Team Captain) \$295.00
- ☐ Split Team Triathlon + Team Kit Postage (Team Captain) \$325.00
- ☐ Corporate Relay Run (Team Captain) \$245.00
- ☐ Corporate Relay Run + Team Kit Postage (Team Captain) \$275.00

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)

☐ No, do not create or add to a company	☒ Yes, add to another existing company
Select Company	
Select...	

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.

+ ADD ANOTHER TEAM OR MEMBER	CONTINUE
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6. Continue through the form. Check your order summary and click 'Submit Order' to purchase your Team. Now Team Members may register their details.



3

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)

3. Team Member - Enter Here

- ☐ Full or Split Team Triathlon (Team Member)
- ☒ Corporate Relay Run (Team Member)

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)

☐ No, do not create or add to a company

☒ Yes, add to another existing company

Select Company

Select...

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.

[+ ADD ANOTHER TEAM OR MEMBER](#)

[CONTINUE](#)

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.