



HOW TO CREATE A TEAM

- [CLICK HERE](https://b2b.racotorun.com/enternow.aspx) TO CREATE YOUR TEAM OR FOLLOW THE BELOW LINK. SELECT 'CREATE OR MANAGE A TEAM' <https://b2b.racotorun.com/enternow.aspx>

Individuals & Small Groups
Use this option to enter as an individual.
You can register others too and pay all at once.
[Individual Entry](#)

Join a Team
Use this option to join an existing team.
You'll need the team name and, if your Team Manager is paying for you, the access code for your team.
[Join a Team](#)

Team Managers
Create a team for yourself and **at least 5 or more others** to join.
This is an all new system, so you'll need to create a new login, even if you've been a Team Manager before.
You only need to create **one team** this year as you can have 5km & 10km entrants in the same team.
[Create or Manage a Team](#)

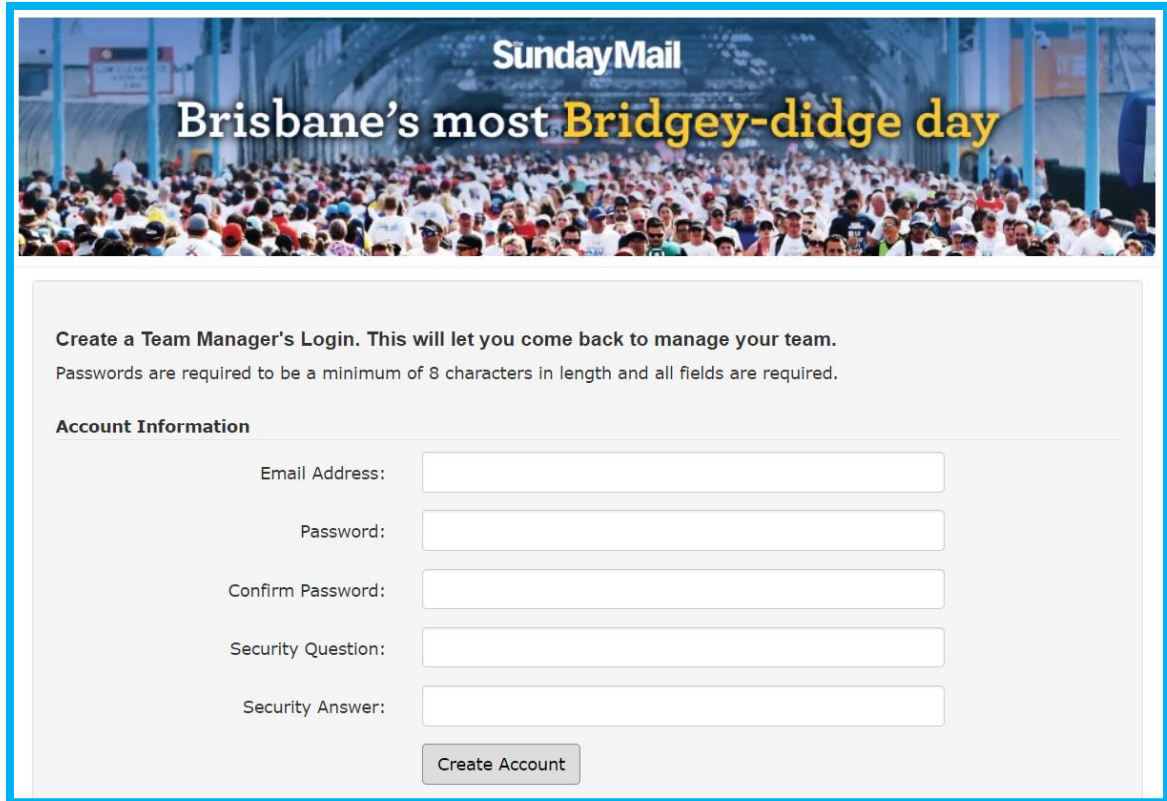
- SELECT 'REGISTER'

Team Manager
Before you can create or manage your team, you must log in to our system.

I already have a user name and password. [Log In](#)

New here? Create a user name and password. [Register](#)

- You can come back to this page after the team is created to login to your team manager portal
- ENTER YOUR EMAIL ADDRESS AND CREATE AN ACCOUNT PASSWORD
- Please note that this is a new database so your login details from previous years (If you had one) has not been saved.



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Create a Team Manager's Login. This will let you come back to manage your team.
Passwords are required to be a minimum of 8 characters in length and all fields are required.

Account Information

Email Address:

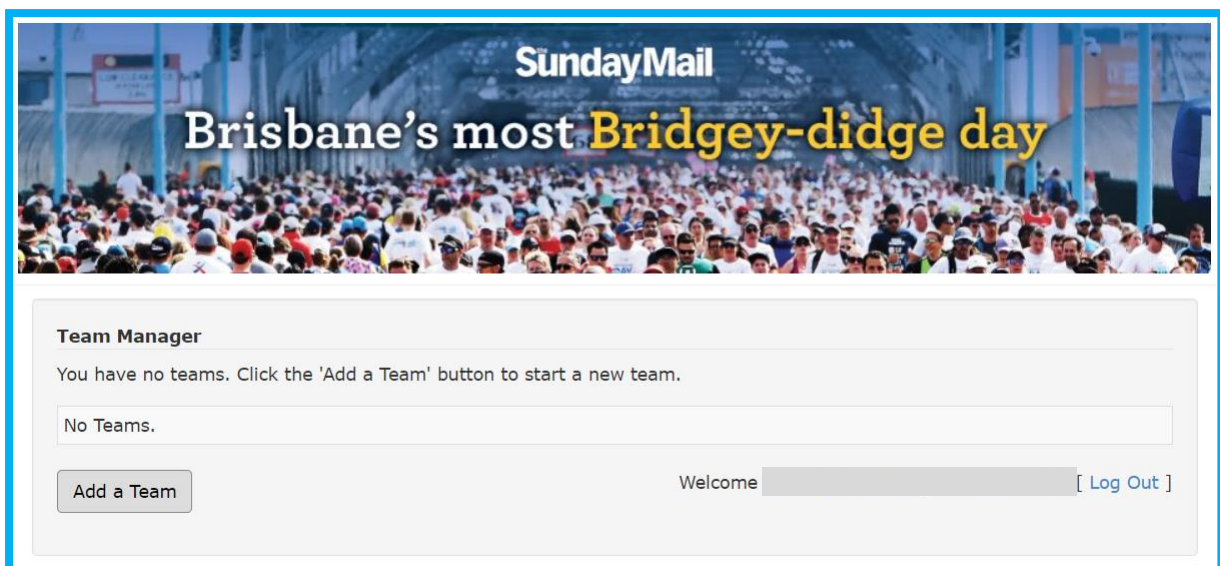
Password:

Confirm Password:

Security Question:

Security Answer:

- YOU NOW HAVE AN ACCOUNT AND JUST NEED TO ADD YOUR TEAM.
- SELECT 'ADD A TEAM'
- Remember you DON'T need to create a 10km & 5km team.



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Team Manager

You have no teams. Click the 'Add a Team' button to start a new team.

No Teams.

Welcome [Log Out]

- ENTER YOUR TEAM DETAILS
- If you are creating a 'Team Manager Pays' team you can select to have all race kits posted in bulk to you or you can collect them from the Race Office. Bulk postage costs are: 1-10ppl \$25, 11-20ppl \$35, 21+ppl \$45
- 'Individual Pays' teams will select and pay for their own race kit collection method.
- You can also choose to remove the SMS option for your team members. Participants who select to have their time sent to them via SMS will be charged \$2.

[\[Make a Payment\]](#) [\[Back To Manager Home Page\]](#)
[\[Paid Entrants\]](#) [\[Unpaid Entrants\]](#) [\[My Receipts\]](#) [\[Entrant List Export\]](#)

● Please note, all questions are mandatory.

Team Details

| | | |
|---------------------------------|---|-----|
| Team Name: | <input type="text"/> | ● ⓘ |
| Team Manager/Organiser: | <input type="text"/> | ● ⓘ |
| Team PIN for 'Pay Later' Teams: | <input type="text"/> (Up to 10 characters) | ● ⓘ |
| | Leave this field blank if your members will be paying when they register. ⓘ | |
| Manager's Email Address: | <input type="text"/> | ● ⓘ |
| Manager's Daytime Number: | <input type="text"/> | ● |
| Manager's Mobile Number: | <input type="text"/> | ● |
| Payment Type: | <input type="text" value="Please select ..."/> | ● ⓘ |
| Race Kit Collection: | <input type="text" value="Please select ..."/> | ● ⓘ |
| Team Category: | <input type="text" value="Please select ..."/> | ● ⓘ |
| Anticipated Method of Payment: | <input type="text" value="Please select ..."/> | ● ⓘ |
| Allow SMS: | <input checked="" type="checkbox"/> ⓘ | |
| | <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

- SELECT YOUR TEAM PAYMENT METHOD AND CLICK 'SAVE'
- OPTION 1 'TEAM MANAGER PAYS' - If you select this option you as the team manager are responsible for paying for all participant entries. Entries are reserved for team members when they join however not officially confirmed until payment is made. IMPORTANT: Don't pay for the team until all members have joined. Once the team is paid the team will automatically close and you will be unable to add more participants. The last day to pay and still have your race kits posted is August 3.

- OPTION 2 'TEAM MEMBERS PAY' – Team members will pay for their entry as they register. The team leader can see who has joined the team but isn't responsible for collecting race kits or paying entries.

Payment Type: ⊕ ⊖

Race Kit Collection: ⊕ ⊖

Team Manager will pay for all members.
Members to pay when they register.

Anticipated Method of Payment: ⊕ ⊖

Allow SMS: ⊕ ⊖

Individual Payment
Cheque
Money Order
Credit Card

- CONGRATULATIONS YOU HAVE NOW CREATED A TEAM!
- As the Team Manager you can come back to this page and view your team list/make a payment just login and click on the team name.



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Team Manager

You are the manager of the team(s) below. Click a team name to see its details.

| Team Name | Manager | Event |
|------------|------------|--|
| [Redacted] | [Redacted] | The Sunday Mail Bridge To Brisbane Fun Run |

Welcome [Redacted] [Log Out \]](#)

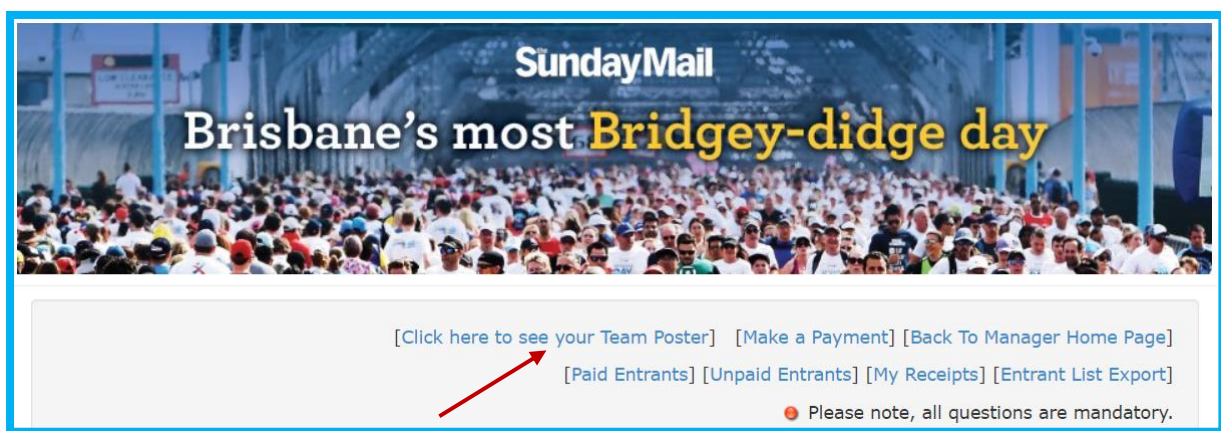
SundayMail  govianetwork  BROOKS 

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LET TEAM MEMBERS KNOW ABOUT THE TEAM

You can download a free Team Poser to email to members by logging into your Team Manager portal, clicking the team name and selecting 'Click here to see your team poster'.

PLEASE NOTE: You can't add people to your team from your team manager login. This account is just used for editing team information. If you are adding members yourself, you can do this one the created by going to the Enter Now link on the website and selecting 'Join a Team'.



13. CREATE A FUNDRAISING PAGE

- If you would like to set up a fundraising page please follow the link below:

<https://bridgetobrisbane.com.au/fundraising/>

CONGRATULATIONS YOUR TEAM IS READY TO GO!

IF YOU HAVE ANY QUESTIONS ABOUT YOUR TEAM ENTRY PLEASE EMAIL info@bridgetobrisbane.com.au OR PHONE 1300 55 55 77