

# HOW TO CREATE A TEAM

- [CLICK HERE TO CREATE YOUR TEAM OR FOLLOW THE BELOW LINK. SELECT 'CREATE OR MANAGE A TEAM'](https://enterb2b.com.au/enternow.aspx) <https://enterb2b.com.au/enternow.aspx>

The screenshot shows three columns of options for creating a team:

- Individuals & Small Groups:** Use this option to enter as an individual. You can register others too and pay all at once. **Individual Entry** button.
- 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** button.
- 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** button (highlighted with a red arrow).

- **SELECT 'REGISTER'**

The screenshot shows the 'Team Manager' login/register page with the following text and buttons:

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** (circled in red)

- 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**

The screenshot shows the 'Create a Team Manager's Login' form with the following text and fields:

**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:

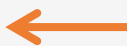
**Create Account**

- 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.

**Team Manager**

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

No Teams.



Welcome [b2b@emsaustralia.net.au](#) ! [ [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:  ● ⓘ

Team Manager/Organiser:  ● ⓘ

Team PIN for 'Pay Later' Teams:  (Up to 10 characters)  
Leave this field blank if your members will be paying when they register. ⓘ

Manager's Email Address:  ● ⓘ

Manager's Daytime Number:  ●

Manager's Mobile Number:  ●

Payment Type:  ● ⓘ

Race Kit Collection:  ● ⓘ

Team Category:  ● ⓘ

Anticipated Method of Payment:  ● ⓘ

Allow SMS:  ⓘ

- 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 4.**
- 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.

**Team Manager**

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


Team Name	Manager	Event
		The Sunday Mail Bridge To Brisbane Fun Run

[Add a Team](#) Welcome  [Log Out](#) ]

### LET TEAM MEMBERS KNOW ABOUT THE TEAM

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

[\[Click here to see your Team Poster\]](#) [\[Make a Payment\]](#) [\[Back To Manager Home Page\]](#)  
[\[Paid Entrants\]](#) [\[Unpaid Entrants\]](#) [\[My Receipts\]](#) [\[Entrant List Export\]](#)

 ● Please note, all questions are mandatory.

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 once the team is 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](mailto:info@bridgetobrisbane.com.au) or phone 1300 55 55 77