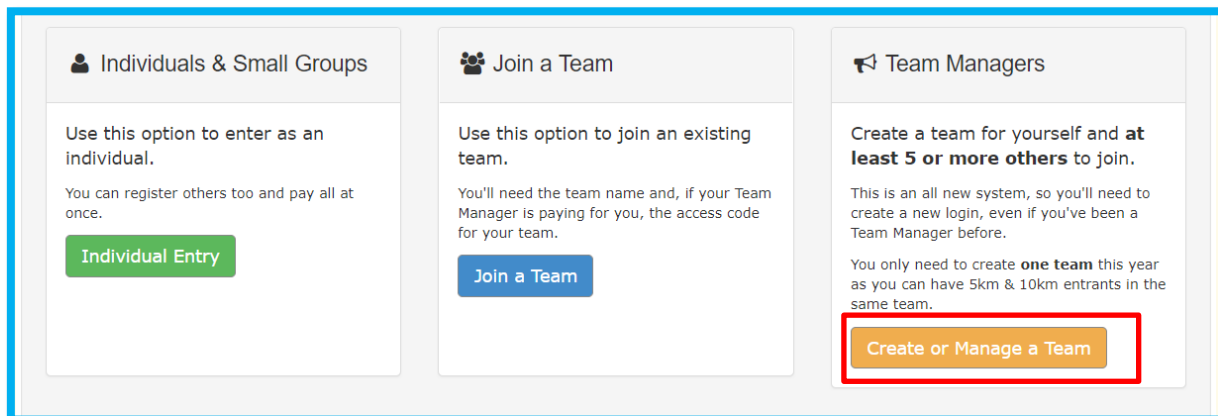


HOW TO PAY A PAY LATER TEAM

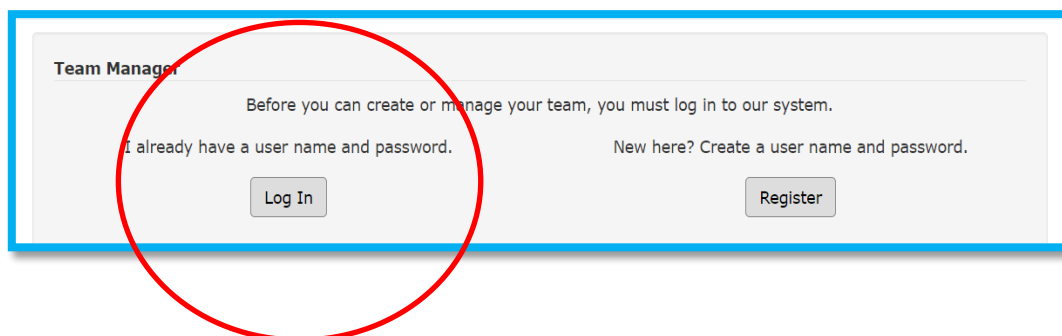
1. [CLICK HERE TO MANAGE YOUR TEAM](https://enterb2b.com.au/enternow.aspx) <https://enterb2b.com.au/enternow.aspx>



The screenshot shows three main options for team management:

- 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 box).

2. Log in, using the email you used to create your team and the password you used to create your team (not the TEAM PIN CODE)



The screenshot shows the login page for Team Managers. The text reads: "Before you can create or manage your team, you must log in to our system." Below this, there are two options: "I already have a user name and password." with a "Log In" button, and "New here? Create a user name and password." with a "Register" button. The "Log In" button is circled in red.

3. Once all your participants have entered, select > Make a Payment.

- *Please note, the system may take some time between loading pages as it calculates fees due. Please be patient while the system processes each page.*

4. Select all Team Members you wish to make payment for using the checkboxes.

*If you wish to pay for all team members in one transaction, select the checkbox beside "First Name" to select all team members. Click **Next**. Select your payment method as **MasterCard/Visa**. Complete your credit card details and click **Submit**. Please be patient as payment is processed and do not click Back or Submit again. This may take a couple of minutes. Once processed, you will be taken to a page with confirmation of your payment.*

PAYMENTS ARE DUE:

- **4 AUGUST TO HAVE PACKS POSTED**
- **13 AUGUST FOR RACE PACK PICK UP**

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

Please note entries for this Event are capped and your registration is not confirmed until payment is received.