

Participant

Online Team Management Guide

The Anthem Corporate Run is using this guide to help participants register. This guide is meant to serve as instructions to help with the registration process.

Signing up

Go to <https://runsignup.com/Race/VA/GlenAllen/corporaterun>. This is the site where you will be able to find and register for your team. You will also be able to manage your registration once you have signed up (change personal information, drop out, etc.).

1. Find your team by searching or scrolling through the list.

Make sure it is the right team by clicking on the team name to see the Captain and other members. Then click the Join button on the right for your team.

Corporate Teams

[GO TO MY CORPORATE TEAM](#)

Team Name

[SEARCH](#)



[CREATE A NEW TEAM](#)

You can create a corporate team until 5/31/2018.

No. of Teams: 3

CORPORATE TEAM	TEAM TYPE	CAPTAIN(S)	
Fit4Kids (Individual registrants use code Fit4Kids)	Corporate Teams	Sports Backers	JOIN



2. You will next fill in your information. All fields with a little red * are required.

Registration for Corporate Team – Fit4Kids (Individual registrants use code Fit4Kids)

Quick Fill Choose a profile to quick fill their info.

Registrant #1

Clear all fields

Who are you registering? *



Basic Info

First Name *

Last Name *

E-mail Address *

Confirm E-mail *

Additional Information

Date of Birth *

Gender * Male Female

Phone *

Used for age group calculations

Format: ###-###-####

Address

Street Address *

Country *

Zip Code *

City *

State *

Choose Your Event(s) *

Corporate Team Pricing

Anthem Corporate Run
Open to ages 9 - 90.

[+ Add Another Registrant](#)

[Continue](#)

3. Waiver – initial the waiver exactly as shown in underlined text box

4. You will enter your organization's code. This is a confidential code given to you by your employer.

This team requires you to enter a code to join. Please enter the code in the box below.

Code *

Membership Coordinator

Employee Non-employee, but authorized to join team.

[Continue](#) [Back](#)

5. Questions. You may be asked a series of questions for your team.

6. Checkout. You can review the information you entered. Note that you can edit information by clicking the Edit button in the upper right corner.



[Registration Cart](#)

At the bottom of the Review Registration page enter in your credit card info and click Confirm Payment to complete registration.

Credit Card Information

First Name *

Last Name *

Street Address *

City *

Country *

Zip Code *



Card Number *



Expiration Date *

CVV (Card security code) *

Save my credit card for a quicker registration next time.

You can clear this transaction within 15 minutes. After that all sales are final and there are no refunds.

[Confirm Payment](#)

[Back](#)

Note that there is a Clear button just in case you made a mistake – you have 15 minutes to click this and it will clear your registration information and credit card transaction. **Do not close your confirmation window.** Then you can start over again if needed.

You can clear this transaction within 15 minutes. After that all sales are final and there are no refunds.

[Confirm Payment](#)

[Back](#)

7. Done! You can print out your confirmation; we will also send you a copy as well via email.