

# Team Captain

## Online Team Management Guide

The Anthem Corporate Run wants to help Team Captains manage their teams better. This Guide is meant to help show you how to use the system and hopefully answer questions that may arise.

### Creating Your Team

Go to <https://runsignup.com/Race/VA/GlenAllen/corporaterun>. This is the site where you will be able to create and manage your corporate team, as well as where your employees will go to register.

#### 1. Click on the Create a New Team button.

The screenshot shows the 'Corporate Teams' section of a website. On the left is a navigation menu with items: Race Info, Event Info, Sign Up, Corporate Teams (highlighted), Find A Participant, and Donate. The main content area has the heading 'Corporate Teams' and a 'Team Name' input field. Below the input field is a 'SEARCH' button. To the right of the search area is a 'CREATE A NEW TEAM' button, which is highlighted with a red arrow. Above the 'CREATE A NEW TEAM' button is a 'GO TO MY CORPORATE TEAM' button. Below the 'CREATE A NEW TEAM' button is a note: 'You can create a corporate team until 6/3/2016.' At the bottom, there is a table with columns: CORPORATE TEAM, TEAM TYPE, and CAPTAIN(S). The table contains one row: 'Sports Backers' (CORPORATE TEAM), 'Corporate Teams' (TEAM TYPE), and 'Scott Schricker, Nan Turner' (CAPTAIN(S)). A 'JOIN' button is located to the right of the table row.

CORPORATE TEAM	TEAM TYPE	CAPTAIN(S)
Sports Backers	Corporate Teams	Scott Schricker Nan Turner

## 2. Setup Basic Team Options

- **Team Name** – make this something easy to understand and remember so employees will be able to recognize it among the many teams listed.
- **Team Type** – There is only one type.
- **Event Costs %** - Enter the % of the costs you are willing to pay for employees. 100% means you will pay the entire cost. 75% means you will pay for 75% of the cost.

**NOTE: IF YOU DON'T WANT TO BE INVOICED AND WANT TO PREPAY FOR ENTRIES ENTER THAT YOU'RE PAYING FOR 0% AT THIS STEP.**

- **Event Code** – Enter a code that you will be able to share with employees so others do not sign up under your team and you pay. You will be able to look this up or change it later.
- **Stop Paying Date** – This date will be your cut-off for paying for entrants. The final date of race registration is September 23, 2021. The invoice cutoff date is September 10, 2021, so all entries paid for by invoice must be set up by then. Invoices are to be paid by September 22, 2021.
- **Maximum Number Covered** – This is the total number of registrations (employees, family and friends combined) that you will be covering the cost of the event for.
- **Family/Friends Setting** – you can enable an employee to also add others to their registration. Check the box to turn this on. If not checked, only employees would be able to join your team and receive your cost offset. If checked, you can specify a limit to the number of additional members that your organization will pay for. You can also specify the rules – we have default text that can be replaced with anything you want.

### New Corporate Team

Team Name \*

Team Type \*

### Event Costs

Event Costs the Team will Pay for *Each* Member? \*

 % + \$ 

Enter a Code that Members Must Enter to Join the Team

E.g. Enter 0% + 0\$ if the member will pay the full amount or 100% + \$0 if the team will pay for the member.  
If a member registers for multiple events in a single registration, the fixed dollar amount will be applied for each event.

### Cost Coverage Options

If you entered zero in the percent of costs that the team will cover, these settings have no meaning. If you will pay for team members, these settings allow you to limit when and how many registrants you will cover.

When Will You Stop Paying for Team Members?

Maximum Number of Members Covered

Format: mm/dd/yyyy  
Ends at 11:59pm on this date.

### Family and/or Friend Settings

Are Family Members and/or Friends Included?

Yes, family members and/or friends can join this team.

**3. Team Questions** – There are a series of questions that all captains must answer:

**Company Name** – This is a code that will be used to score your team.

**3-5 Digit Scoring code** – This is a code that will be used to score your team.

**Company Division** – Select your company industry.

**Company Size** – Select the size of your company.

**Company Mailing Address**

**Co-Captain Name & Email** – Just in case we want a second person as a contact point

### Corporate Team Questions

Company Name \*

Please create a 3-5 digit scoring code for your team. \*

Company Divisions \*

How many employees does your company have in the Richmond area? \*

Company Mailing Address \*

Co-Captain \*

Co-Captain's Email \*

Once you have finished the questions click Continue to proceed. The next screen will show the initial Corporate Team Payment. Click on Create Team and your team will be created. You will have the option to go to the Team Page where you will be able to administer and update your team.

**Corporate Team Created!**

Thank you for creating your corporate team.

Team Name: ABC Company Name

Team Type: Corporate Team

**GO TO TEAM PAGE**

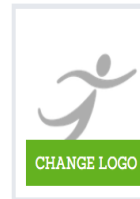
## Corporate Team: Test Team

View as Captain

Team Type: Team

EDIT TEAM

SETUP MEMBER QUESTIONS



### Team Member Summary

Number of Employees/Members: 0/0  
Number of Free/Pre-Paid Entries Used: 0

VIEW MEMBERS

JOIN

### Pre-Paid Packages

You can purchase pre-paid entries for this Corporate Team.

PURCHASE ENTRIES



### Payment Summary

Team Setup Fee: \$0.00  
Registrations Paid by the Team: \$0.00  
Amount Paid by the Team: \$0.00  
\$0.00 paid online through RunSignUp.  
Other Fees: \$0.00  
Amount the Team Owes: \$0.00

VIEW INVOICES & PAYMENTS

## Team Page

**Edit Team** – Allows you to edit your initial options and to add some more.

**Set-up Member Questions** – Allows you to ask questions of all of your team members. For example, you may want to ask them if they want to volunteer to bring food.

**Logo** – you can upload your company logo

**View Members** – this will show you who has joined your team and their status.

**Join** – **Don't forget to join yourself!** You just set the team up – now is a good time to become the first team member, and not just the Captain!

**Add & Change Captains** – You can share the Captain responsibilities with others - they will then be able to see this same Team Set-up page.

**View Invoices & Payments** – this is where you can track how much you owe and see how to make payments.

**Purchase Entries** – This is where you can purchase pre-paid blocks of entries on your credit card. You will indicate the number of entries you'd like to purchase, and then you will pay for them immediately.

## Edit Teams

You will be able to edit the options you set when you first created your team, like the password or how many employees and family members you want to help pay for.

In addition, you can decide whether you want to let people register on the public team page, and whether you want to create your own URL so that you can send employees directly to register.

Finally, you can enable non-employees to register independently from employees. In the standard mode, employees and their families must register together.

## Custom Questions

You can ask any type of question to the members of your team when they register. You will be able to report and download all the responses, which can help you organize your team.

As you can see on the right, you can enter responses that members can choose from.

You can select the way the responses are given – in this case we have chosen checkbox, which allows people to select multiple responses. You can let people type in free form, only choose one thing with the Radio button, select one item from a menu, or simply do a Yes/No type of question.



## Change Logo

We make it easy to upload your organizations logo (or another fun picture) for your team page. This will help your employees identify which team to join and enhance your company image.

## View Members

This will allow you view and remove members of your team.

If you notice someone on your team has incorrect information, only they can change it for security and privacy purposes. They can simply log back in where they registered and modify their Profile to update information.

Removing a member will remove them from the race, and fees they may have paid will not be refunded.

**Advanced Options**

**Hide from Public Teams List**  
 Yes, hide this team from the public team list.

**Priority on Teams List**  
0  
Higher priority teams will appear higher on the team list.

**Custom Teams Url**  
https://testrunsignup.com/CorporateTeams/

**Allow Stand-Alone Non-Employees Registrations**  
 Yes, allow a non-employee to register without requiring them to register with an employee.

**Team Joining Closes**  
America/New\_York Time  
Format: mm/dd/yyyy  
Ends at 11:59pm on this date.

**SAVE** **CANCEL**

**Custom Question**

Question \*  
Can you bring food to the after-race party?

Question Type \*  
Free Form  **Check Box**  Radio Button  Select Menu  Yes/No  Time Entry

**Possible Responses**

Response		ADD RESPONSE
Water	↑ × ↓	
Bananas	↑ × ↓	
Power Bars	↑ × ↓	
Apples	↑ × ↓	
Bananas	↑ × ↓	

Require Response  
 Ask Each Member

Image  
Choose File No file chosen **CLEAR**

Additional Details

**ADD QUESTION**

**SAVE QUESTIONS** **DISCARD CHANGES AND GO TO TEAM PAGE**

## Captains

You can add and remove Captains very easily.

Note that the new Captains must have a registered account in the online system. They can do this simply by joining the team, or can go to [www.RunSignUp.com](http://www.RunSignUp.com) and click on Sign Up to create an account.

## View Invoices and Payments

You will be able to view payments you have made – both online and offline.

In addition, you will be able to see invoices and amount due. You will be able to pay this online or send a check.

### Captain

First Name \*  Last Name \*

E-mail Address \*

ADD CAPTAIN

SHOW CHANGES

#### Payments

Payment Date	Payment Amount	Processing Fee	Amount Applied to Account	Registrations Through	
03/22/2013 08:36am	\$100.00 (Paid Offline)	Team: \$0.00 Race: \$0.00	\$100.00	03/21/2013 11:59pm	<a href="#">View Payment</a>

[Back to Team Page](#)

#### Corporate Team Invoice #0000009: Eastern Lift

Viewing as Caption... View Normally

Registrations Through	03/21/2013 11:59pm
Due Date	03/29/2013 11:59pm
Invoice Amount	\$270.00
Amount Paid	\$0.00
Processing Fee	\$16.20
Amount Due	\$286.20

#### Credit Card Information

First Name  Last Name   
Address  City   
State  Zip Code   
Credit Card Number  Expiration Date   CWV (Card security code)

[Pay \\$286.20](#)

#### Offline Payment

Please send payments to:  
Bob Bickel  
407 Chester Avenue  
Moorestown, NJ 08057

[Back to Payments](#)

If you have questions, please feel free to check our [website](#) for further Captain Information or email Kristen Eichert, [kristen@sportsbackers.org](mailto:kristen@sportsbackers.org).