

ATHEM CORPORATE RUN

TEAM SET UP & MANAGEMENT INSTRUCTIONS

Questions? Email Kristen Eichert, kristen@sportsbackers.org.

Creating Your Team: Go to <https://runsignup.com/CorporateTeams/PublicList/28499>

Select Create a New Team

Corporate Teams

[Go to My Corporate Team](#)

Team Name

[Search](#)

[Create a New Team](#)

Enter Team Name & Team Type

New Corporate Team

Team Name *

Team Type *

(Select a Team Type)



Create a code to join the team

Enter a Code that Members Must
Enter to Join the Team *

You will need to give your employees this code in order for them to join the team.

Event Costs

Event Costs

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

 % + \$

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.

This is the amount your company will cover for employees/team members.

You can enter either a percentage or fixed dollar amount that the team is going to pay for each team member. If you keep the amount at zero (0) then the team members will pay the entire amount of their registration. If you put 100% your company will pay the entire amount for each team member or you can enter other number to cover the percentage of each team member's registration.

Cost Coverage Options

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

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

You can designate when you will stop paying for team members and/or you can enter in the maximum number of members you will cover. If you enter in both an end date and a maximum number, then the cost coverage will cut off with whichever parameter is reached first. If you leave both of these fields blank, no limits will be placed on your percentage payments.

Friends & Family Settings

Family and/or Friend Settings

If you select “Yes, family members and/or friends can join this team – more team settings will appear.

Are Family Members and/or Friends Included?

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

Family and/or Friend Settings

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

Maximum Number of Family Members and/or Friends per Registration

Non-Employees Pay for Themselves

Non-employees will not be covered by the team.

Family Member and/or Friends Notice

Limited to immediate family living in same household.

This notice will be shown to users when registering. You can use it to include details on what type of family members are included.

Pay attention to the “Non-Employee Pay for Themselves” question – if you check this box then non-employees can join the team, but they must pay for themselves.

Continue

Additional Basic Set Up Questions

Please provide the contact information for a team co-captain just in case.

Create Team

After hitting the “Create Team” button, you will be given confirmation that your team has now been created.

Then you can “Go to Team Page” to manage your team further. Or “Go to Captain Store” to purchase your team tent, etc.

Corporate Team Created!

Thank you for creating your corporate team.

Team Name: Test Team
Team Type: Corporate Teams

[Go to Captain Store](#)

[Go to Team Page](#)

Team Page: At the top you will see the code you create for team members to use to join the team. Also, there is a direct link you can give employees. This link allows them to register without the code.

Edit Team: You to edit your initial team set up options. *This is where you will find the option to allow Non-Employees to register without an employee registering at the same time.*

Allow Stand-Alone Non-Employees Registrations

Yes, allow a non-employee to register without requiring them to register with an employee.

Set-up Member Questions: You can choose to ask additional questions of each team member. For example, you can ask them if they want to volunteer to bring food.

Logo: You can customize you team page a little by adding your company logo

View Members: List of team members including the answers to your questions. You can download the team member list here.

Join: Don’t forget to join yourself! You only created the team, you have not registered for the event yet. 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. As a co-captain they can see the same setting you can.

View Invoices & Payments: Track how much you owe and see how to make payments.

Pre-Paid Packages: You can purchase pre-paid blocks of entries that you pay for right away. Please make sure you will use all your pre-paid entries. Once purchased they cannot be refunded, transferred to another company, person, or event, and/or deferred to another year.

Captain Store: The Captain Store can only be viewed by team captains. Store Items:

- 10' x 10' Tent — \$350.00 ea.
 - Includes 1 6' table and 2 chairs
 - Available until September 10, 2021 11:59pm EDT
- 10' x 20' Tent — \$550.00 ea.
 - Includes 2 6' tables and 4 chairs
 - Available until September 10, 2021 11:59pm EDT
- 20' x 20' Tent — \$900.00 ea.
 - Includes 4 6' tables and 8 chairs
 - Available until September 10, 2021 11:59pm EDT
- 20' x 30' Tent — \$1,200.00 ea.
 - Includes 6 6' tables and 10 chairs
 - Available until September 10, 2021 11:59pm EDT
- 1/6 Keg - Hardywood Park Craft Brewery — \$225.00 ea.
 - Includes, tap, tub, cups, ice, and choice:
 - Richmond Lager: 5% ABV - American Craft Lager, Real unfiltered lager crafted from the finest hops and barley malt.
 - Great Return IPA: 7.5% ABV - American IPA, Bold, resinous and bursting with bright grapefruit aroma.
 - Keg orders must be placed by Friday, September 10, NO EXCEPTIONS
- Case of White Claw — \$100.00 ea.
 - Includes 24, 12 oz White Claws in a variety of flavors (watermelon, mango, raspberry, blackberry), tub, and ice
 - Available until September 17, 2021 11:59pm EDT
- Extra Chairs — \$5.00 ea.
 - Available until September 10, 2021 11:59pm EDT
- Extra 6' Tables — \$10.00 ea.
 - Available until September 10, 2021 11:59pm EDT
- 24" Cocktail Round Table — \$15.00 ea.
 - Available until September 10, 2021 11:59pm EDT
- Case of Diamond Springs Water — \$10.00 ea.
 - Available until September 17, 2021 11:59pm EDT
- Unlimited Water Service — \$100.00 ea.
 - Includes a Diamond Springs Water Cooler with 5-gallon jugs and cups
 - Available until September 17, 2021 11:59pm EDT
- Drink Tickets — \$7.00 ea.
 - Available until September 17, 2021 11:59pm EDT
- Team Box Delivery — \$100.00 ea.
 - Packets can be delivered within 20 miles of downtown Richmond, either Tuesday or Wednesday before the event. Only people registered as of Sunday, September 19th will be included in packet delivery.
 - Available until September 17, 2021 11:59pm EDT

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