

Team Captain

On-Line Team Management Guide

This Guide is meant to help you successfully create, join and manage your team. If you were a participant in 2014, you can use the same username and password you previously created.



March 24th is the last day members can join to be included in team invoice. Create your team between March 25, 2015 and April 5, 2016, and individual payment will be required for each registration and they will be available for pick up at Track Shack by last name the day after you register (starting on March 31).

Creating Your Team

Go to <http://www.trackshack.com/page.php?id=128>. 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.

Corporate Teams

Team Name

Search

Create a New Team

You can create a corporate team until 4/2/2015.

Corporate Team	Team Type	Captain(s)	
Annie's Crew	Corporate Team	Bryan Jenkins Annie Lolagne	Join
Gpwash	Corporate Team	Annie Lolagne	Join

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.
- **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. Last day to register to have race number included in team box: **March 24, 2016**.
- **Maximum Number Covered** – this is the total number of registrations (employees, family and friends combined).
- **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 *

(Select a Team Type) ▾

Event Costs

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

0 % + \$ 0.00

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.

Enter a Code that Members Must Enter to Join the Team

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?

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

Maximum Number of Members Covered

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:

Street Address

City

State

Postal Code

Phone Number

Industry Category

Corporate Team Questions

Business Street Address *

Business City *

Business State *

Business Postal Code *

Business Phone # *

Industry Category *

Back

Continue

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: Corporate Team Name

Team Type: Corporate Team

[Go to Team Page](#)

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.

Corporate Team: Corporate Team Name

[View as Captain](#)

Team Type: Corporate Team

Edit Team

Setup Member Questions



Change Logo

Team Member Summary

Number of Employees/Members: 0/0

Number of Free Entries Used: 0

View Members

Join

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

Captain

Matt Sinclair

matt@runsignup.com

804-387-6644

Remove

Disable Notifications

Add Captain by E-mail

Add Captain

Show Changes

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.

Advanced Options

Hide from Public Teams List

☐ Yes, hide this team from the public team list.

Priority on Teams List

Higher priority teams will appear higher on the team list.

Custom Teams Url

Allow Stand-Alone Non-Employees Registrations

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

Team Joining Closes

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

Save

Cancel

Custom Question

Question *

Question Type *

Free Form

☒ Check Box

Radio Button

Select Menu

Yes/No

Time Entry

Possible Responses

Response	
<input type="text" value="Water"/>	↑ × ↓
<input type="text" value="Gatorade"/>	↑ × ↓
<input type="text" value="Snack Bars"/>	↑ × ↓
<input type="text" value="Bananas"/>	↑ × ↓
<input type="text" value="Apples"/>	↑ × ↓

☐ Require Response

☐ Ask Each Member

Image

Choose File

No file chosen

Clear

Additional Details

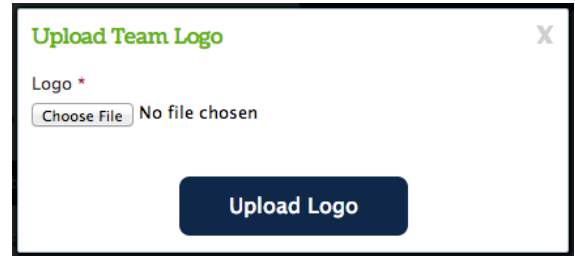
Add Question

Save Questions

Discard Changes and Go to Team Page

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.

Captains

You can add and remove Captains very easily.

Note that the new Captains must be registered in the system. They can do this by joining the team, or can simply go to www.RunSignUp.com and click on Login.

Captain

Matt Sinclair

matt@runsignup.com

804-387-6644

Remove

Disable Notifications

Add Captain by E-mail

captain@email.com

Add Captain

Show Changes

View Invoices and Payments

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

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	View Payment

[Back to Team Page](#)

In addition, you will be able to see invoices and amount due. You will be able to pay this online or send a check. Team payment is due on **March 29, 2015**

Corporate Team Invoice #00000009: 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

Bob

Last Name

Bickel

Address

407 Chester Avenue

City

Moorestown

State

New Jersey

Zip Code

08057

Credit Card Number

Expiration Date

CVV (Card security code)

[Pay \\$286.20](#)

Offline Payment

Please send payments to:

Bob Bickel
407 Chester Avenue
Moorestown, NJ 08057

[Back to Payments](#)

That is all there is. We hope you like the improvements we have made this year!

If you have questions, please feel free to check our website www.corporate5k.com for further Captain information, send us email at annie@trackshack.com or call us at 407-898-1313.