

Welcome to registrations for the 2024 Melbourne Teams Corporate Triathlon.

This resource is available to support you in registering teams for the event, which can be done quickly by adding multiple teams or progressively by adding single teams as team members commit.

We recommend Adding Multiple Teams Quickly and locking them in at early pricing levels. Payment can be made via card, or an invoice can be sent if registering for over 6 Teams in one transaction.

Follow the steps below;

[Step 1. Creating your Company](#)

[Step 2. Adding Teams](#)

[2.1. Adding Multiple Teams Quickly](#)

[2.2. Adding a Single Team](#)

*Note: Payment can be made before adding team member details.*

[Step 3. Adding Participant Details](#)

[3.1. Add Participant Details via invite](#)

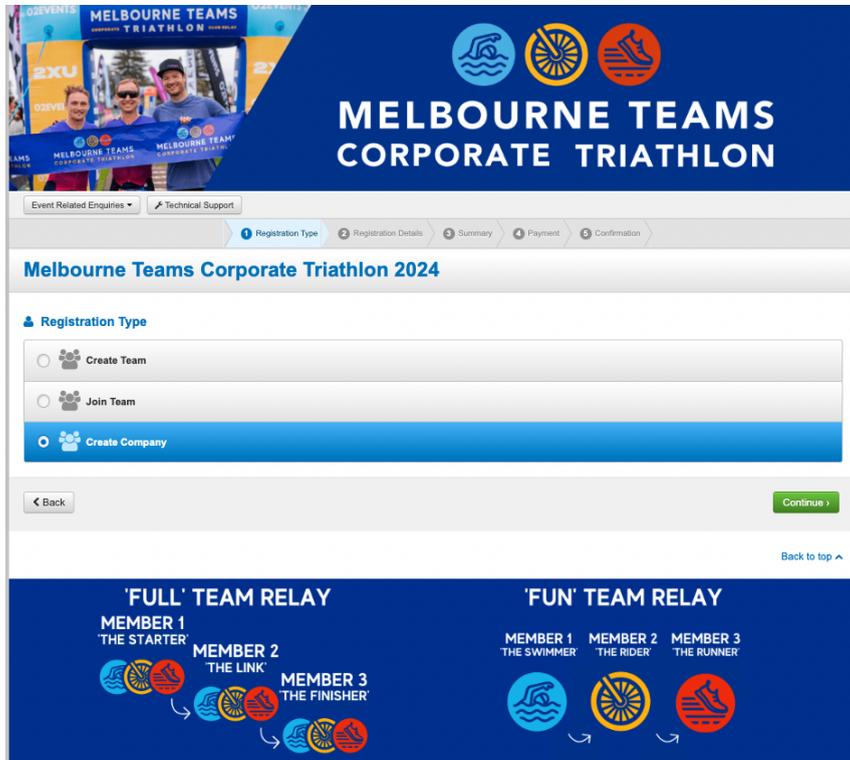
[3.2. Add Participant Details as admin](#)

[Step 4. Organising payment](#)

[4.1 Pay By Credit Card](#)

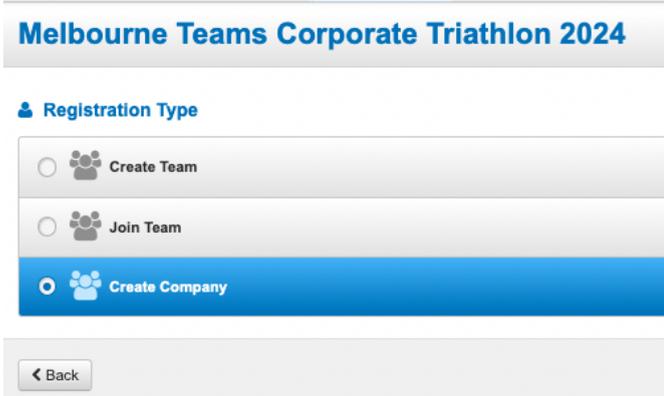
[4.2 Pay By Invoice](#)

## Step 1. Creating your Company



The first step is to 'create your company', which is where you will be able to set up all your team

Upon clicking 'Enter Now' or using this link [here](#), you will be taken to the registration portal.



On the next page, select the bottom option Create Company.

Next, you will be asked to name your company.

Please make it the full company name. If the name "has already been taken", please let us know as someone else within your organisation may already have set up your company.

Proceed to complete your personal details as admin of the group and click continue. (You don't have to be competing in the event to be the admin – this is just the person who is in charge of organising the teams for the company)

**Company Options**

**Company Join Type \***

 **Public** - Anybody can join this Company

 **Private** - Only allow those I invite to join this Company

 **Password** - A Company password is required to join

Select how you would like your teams to be set up, and then how you would like to pay for the registration fee.

If you are planning to pay for all teams via an Invoice, please select “the Company will pay”.

**Company Payment Option \***

The **Company members** pay for their own registration fees.

The **Company** pays for all registration fees.

Alternatively, you can make each team pay. Please note we do not split fees per participant, all fees are *per team*.

**Notify the Company administrator when someone joins my Company? \***

 **No**

 **Yes**

Once this has been done successfully, you will be taken to the following Page.

**Melbourne Teams Corporate Triathlon 2024**

YOU ARE PART OF  
**TEST**

Company Name > Company Details > **Done**

✓ You have successfully created a new Company called TEST.

What would you like to do now?

-  **Add Multiple Teams**
-  **Manage Company**
-  **Share Invite Link**

## Step 2. Adding Teams

Once you have set up your company page you can now select 'Add Multiple Teams', or you can review your company page via 'Manage Company'.

*(Pictured below is the section of the Company Summary, which can be used to 'Add Multiple Teams')*

### Company Members

[+ Add Member Questions](#) [Export As](#)

You currently have **0** paid Company teams who are registered.  
You currently have **6** non-paid Company teams who are not yet registered.

Teams

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[+ Add a new Team](#) [+ Add multiple Teams](#)

## 2.1 Add Multiple Teams to Your Company Quickly

After selecting 'Add Multiple Teams' you will be brought to the following page.

 's Team [Team](#) ✔ Your team name is created

Please Note: Required fields are marked with \*

### Team Type

Description	Quantity <small>(Please enter at least one Team type)</small>
Full MAIN Team Relay (Team of 3 - each perform Full Triathlon)	<input type="text" value="3"/>
Fun Team Relay (Team of 2 or 3, Split 1 Triathlon)	<input type="text" value="2"/>

\* Team Name

\* Join Type  Public - anybody can join this team  
 Private - do not allow other people to join this team  
 Password - a team password is required to join

Please Note: Multiple teams will be created with numbers added AFTER the same team name. Eg; if you enter 'Team Frog' as the team name, the second team created will be called 'Team Frog 2', third team will be called 'Team Frog 3', and so on.

Input the quantity of teams per team type - either or Full MAIN Team Relay or Fun Team Relay.

Input a Team name. Please note, that all teams will be numbered accordingly with the Team name first and then a number. These names can be changed afterward if you choose to.

## 2.2 Add a Single Team to Your Company

If you are adding a single team, you will be taken to the following page:

Please Note: Required fields are marked with \*

**Are you participating as part of this Team?** ⓘ

<input checked="" type="radio"/>	<b>Yes I am</b>
<input type="radio"/>	<b>No I'm not</b>

Select either yes or no. Then continue to fill out the remaining details.

Select which type of race your team is registering or, a description of each can be found here.

### Team Type

<input type="radio"/>	<b>Full MAIN Team Relay (Team of 3 - each perform Full Triathlon) (3 Participants)</b>	Info ⓘ ▲
<small>Information Teams of 3 – Each team member completes a full triathlon handing over the timing band in team transition. Each team member will receive their own result which is combined for a total team time.</small>		
<input type="radio"/>	<b>Fun Team Relay (Team of 2 or 3, Split 1 Triathlon) (2 - 3 Participants)</b>	Info ⓘ ▲
<small>Information Teams of 2 or 3 – Each team member performs a leg(s) of the one triathlon, dividing up the Swim, Bike, and Run for a total team time.</small>		

Should you want your teams' kits posted to an address, please input when prompted. Please note, postage will only be for this single team, not the entire company.

### Team Questions

#### QUESTION 1

If purchasing Event Kit Postage, please input your delivery Address

Following this, it will take you to a payment point, you can either elect to pay this now, or select 'My Company Will Pay'

### Step 3. Add Participant Details to Teams

Please note this can be done later after payment.

Once you have successfully set up both your company and added your teams, you can begin to fill in your team member participant details.

First access the company page via the [access your registration link](#).

Once you are back in at the company level, scroll down until you see 'Company Members'

Select the setting cog (  ) on the right-hand side of the team you wish to edit and select 'Edit Team'

#### Company Members

[+ Add Member Questions](#) [Export As](#)

You currently have 0 paid Company teams who are registered.  
You currently have 3 non-paid Company teams who are not yet registered.

Teams		<a href="#">+ Add a new Team</a>	<a href="#">+ Add multiple Teams</a>
	O2 Crew 1 (Full MAIN Team Relay (Team of 3 - each perform Full Triathlon))	0 0 \$	
	O2 Crew 2 (Full MAIN Team Relay (Team of 3 - each perform Full Triathlon))	0 0 \$	
	O2 Crew 3 (Fun Team Relay (Team of 2 or 3, Split 1 Triathlon))	0 0 \$	

Now that you are in the Team level scroll down until you see 'Team Members'. It will currently look like this.

#### Team Members

[Manage Roles](#) [Invite a Team Member](#) [+ Add a Team Member](#) [+ Add Captain to Team](#)

You currently have 0 paid Team members who are registered.  
You currently have 0 non-paid Team members who are not yet registered.

You will see a number of buttons on the right-hand side. Here you will have the option to ['Invite a Team Member' \(orange button\)](#) or ['Add a Team Member' \(green button\)](#)

If you wish for the members of this team to register themselves (which we recommend if you have a large number of teams), simply click on the Orange 'Invite a Team Member' button. Alternatively, you have their individual details you can 'Add a Team Member' details yourself as the Company Admin.

### 3.1 Invite a Team Member (Orange Button) –

You have a number of ways to invite team members to the team:

Invite Team Members

Please Note: Required fields are marked with \*

Share URL Link   Share via Social Media   Share via Email   Email from our system

Share this link with your friends for them to join your Team

<https://www.registernow.com.au/secure/Register.aspx?E=47309&TeamInviteID=8999407>

**Invite team members via 'URL Link':**

The simplest way is to copy and paste the URL link to the 3 team members.

Using this link, participants will be able to register themselves within the team. Also, they will be able to select if they will be participating in the swim, bike or run in the Fun Team Relay. Or alternatively, which position they wish to do 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in the Full Team Relay.

NOTE: Each Team will have its own URL, you will need to ensure you are only sending the URL to the 2 or 3 people in that particular team.

**Invite team members via 'Email from our system':**

Another option is to enter the first name, last name and email of each team member and select 'send invitations'.

**3.2 Add a Team Member (Green Button) -**

[+ Add a Team Member](#)

If you wish to add participants details yourself, you can select 'Add A Team Member' (Green button). You will be then required to complete the registration form on their behalf, including any medical information, emergency contact information, and to sign the participant waiver on their behalf.

You will also find the 'Manage Roles Button'. Once there are enough members added to the team (more than 2 in the Fun Tri and 3 in the Full Tri), you will be able to assign which order they will race in.

**Team Member: Manage Roles**

Assign a participant to a role

*First	<input type="text" value="--Please Select--"/>
*Second	<input type="text" value="--Please Select--"/>
*Third	<input type="text" value="--Please Select--"/>

**Team Member: Manage Roles**

Assign a participant to a role

Swimmer	<input type="text" value="--Please Select--"/>
Rider	<input type="text" value="--Please Select--"/>
Runner	<input type="text" value="--Please Select--"/>

Once the Team members details are in, this team is completed. If you wish to select another team, you will need to scroll to the top of the team page, and click on 'Company Summary' (in the top left hand side of the screen).

This will take you back to the Company Summary Page, where you can open a different Team page.

**Step 4. Organising Payment (Green Button) - **

Payment can be made either by Credit Card or via Invoice. We note that Businesses may require a quote for pre approval from internal finance departments. If this is the case please get in contact with us.

For steps on how to pay please see below.

**4.1 Pay by Credit Card**

Once the teams have been added to the group page, you will be able to make payment for them. You do not need any participant details in the system in order to pay. From the company page, scroll down to the Financial Summary Section. You will see a green "Make Payment" button.

Financial Summary <span style="float: right;"><a href="#">View Details</a> <a href="#">Make Payment</a></span>			
Charge Type	Quantity	Total	Status
Registration Fees	6	\$2,070.00	\$
<b>Total Charges</b>		<b>Total Payments</b>	<b>Balance Outstanding</b>
\$2070.00 AUD		\$0 AUD	<b>\$2070.00 AUD</b>

You will then be taken through the Payment Selection Page, select Save and Continue down the bottom.

## Payment Selection

Please select the items you are paying for in this payment

<input type="checkbox"/> Select All   Group by: <span>Charge Type</span> <span>Company Members</span>		Expand All	
▶ Team: O2 Events 1		QTY: 1	Total Payable: <b>\$420.00</b>
▶ Team: O2 Events 2		QTY: 1	Total Payable: <b>\$420.00</b>
▶ Team: O2 Events 3		QTY: 1	Total Payable: <b>\$420.00</b>
▶ Team: O2 Events 4		QTY: 1	Total Payable: <b>\$285.00</b>
▶ Team: O2 Events 5		QTY: 1	Total Payable: <b>\$285.00</b>
▶ Team: O2 Single Team		QTY: 1	Total Payable: <b>\$420.00</b>
Total Payment:			<b>\$2,250.00 AUD</b>

◀ Back to Summary
Save & Continue ▶

You will then be taken to the transaction summary page, select the continue button.

### Company Transaction Summary

Please review selected items you wish to pay for. If you are qualified for discounts, it will be highlighted in yellow.

		Expand All	
▶ O2 Events 1	Team	QTY: 1	Totals: <b>\$420.00</b>
▶ O2 Events 2	Team	QTY: 1	Totals: <b>\$420.00</b>
▶ O2 Events 3	Team	QTY: 1	Totals: <b>\$420.00</b>
▶ O2 Events 4	Team	QTY: 1	Totals: <b>\$285.00</b>
▶ O2 Events 5	Team	QTY: 1	Totals: <b>\$285.00</b>
▶ O2 Single Team	Team	QTY: 1	Totals: <b>\$420.00</b>
<span>Apply Promotion Code</span>			Transaction Grand Total: <b>\$2250.00 AUD</b>

PLEASE NOTE: A 4.50% [+GST] Booking Fee is applicable to this transaction. Please contact [info@o2events.com.au](mailto:info@o2events.com.au) for enquiries.

Continue ▶

Next please proceed to the select the credit card option to make payment.

#### Payment Type

Please select your payment type below

 Cash	 Eftpos	 Cheque	 Complimentary	 Credit Card
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◀ Back

Continue ▶

The administrator of the company page will automatically be sent a receipt after the payment is made.

## 4.2 Pay by Invoice

If you are looking to pay via a transfer with Invoice, this can be arranged by getting in contact with us. Once you have added all your teams to your company page, we will be able to issue an invoice of the total fee that requires payment. Once paid, all teams are marked as registered in your Company Page.

If you have any issues with your registrations, please free to email us at [info@o2events.com.au](mailto:info@o2events.com.au), or call us on 0456 479 606.

Regards,

Hamish Seller  
O2 Events Registration Manager