

REGISTRATIONS MADE EASY

Register your Company at: www.corporatetriathlonseries.com.au

- 1** When registering choose 'Create a Company'.

Registration Type

I'm a Participant

Create a Team

Create a Company

- 2** Enter your company name and press Search to make sure it is available.

Create a Company Name

Company Name* Max 50 characters

My Company| Search

- 3** Enter your details as the company administrator and nominate **all** the required **Options*** for your company. After completing this your company will be created and you will be sent an email which will give you access to manage your company at anytime!

Company Details

* Company Name Your Company ✓

Company Administrator Details

* Name

First Name* Last Name*

Your Name

* Email

Email Address*

your.name@yourcompany.com.au

Confirm Email Address*

your.name@yourcompany.com.au

Company Options

* Company Join Type

Public - Anybody can join this Company

Private - Do not allow other people to join this Company

Password - A Company password is required to join

Join Password:*

YourPassword1

Confirm Join Password:*

YourPassword1


* Notify the Company administrator when someone joins my Company?


No


Yes


- 4 Next steps:**
You can Add Teams, Manage Company or Share your Company Link with your workmates.


What would you like to do now?


 Add Multiple Teams

 Manage Company

 Share Invite Link

 This is your button to quickly add multiple teams and pay in the one session. After securing your entries you can return later to populate your teams.

 This button will take you to your Company Summary, where you can view all registration details. This will be the area you track who has joined the teams, create more teams, invite others, pay and more. Note you can access this summary page at any time via the email received when your company was created.

 Unsure how many teams you need? Use this button to email around a link that will enable you colleagues to create teams and organise themselves.

***Options:**

- 1) **Join Type** – choose how company members can join your company when creating teams via the event website. This is not applicable for company members that come to your company via your Company Specific Link.
- 2) **Payment Option** – choose who is paying for the teams, the Company (ie; you are handling the payments for your company) or the Company Members (ie; each team captain will organise payment for their individual team).
- 3) **Notifications** – choose whether or not to be notified when people join you Company.