

Participant

Online Team Management Guide

The Gwinnett Chamber's Button Down Dash 5K/10K has launched a new and improved system this year to help participants register. This Guide is meant to serve as instructions to help with the registration process.



Signing up

Go to <https://runsignup.com/CorporateTeams/PublicList/47625>. This is the site where you will be able to find and register as part of your team. You will also be able to manage your registration once you have signed up (change personal information, drop out, etc.).

1. Find your team by searching or scrolling through the list.

Make sure it is the right team by clicking on the team name to see the Captain and other members. Then click the Join button on the right for your team.

Corporate Teams

Team Name

SEARCH

GO TO MY CORPORATE TEAM

CREATE A NEW TEAM

You can create a corporate team until 6/3/2016.

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

JOIN

2. You will next complete your information. All fields with a little blue * are required.

Race Info

Event Info

Sign Up

Corporate Teams

Find A Participant

Donate

Registration for Corporate Team — ABC Company Name ✕

Registrant #1

If you have registered this person for another race, click "Previous Participant" instead of filling out the user information.

PREVIOUS PARTICIPANT

Basic Info

First Name *

Last Name *

E-mail Address *

Confirm E-mail *

Please confirm your E-mail address.

Address

Street Address *

Country *

Zip Code *

City *

State *

Additional Information

Date of Birth *

Gender * Male Female

Phone *

Used for age group calculations

Format: ###-###-####

Choose Your Event(s) *

CORPORATE TEAM PRICING

4 Miler

ADD ANOTHER REGISTRANT

3. **You will enter your organization's code.** This is a confidential code given to you by your employer.

Corporate Team — ABC Company Name

This team requires you to enter a code to join. Please enter the code in the box below.

Code *

Hope Sinclair

Employee

CONTINUE

BACK

4. **Questions.** You may be asked a series of questions for your team.

5. **Checkout.** You can review the information you entered. At the bottom of the Review Registration page enter in your credit card info and click Confirm Payment to complete registration.

Credit Card Information

 Ending in 1111
(Or enter a new card)

First Name *

Last Name *

Street Address *

City *

Country *

State *

Zip Code *

Card Number *

CW (Card security code) *

Expiration Date *



Save my credit card for a quicker registration next time.

You can clear this transaction within 15 minutes. After that all sales are final and there are no refunds.

CONFIRM PAYMENT

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Note that you can edit information by clicking the Edit button in the upper right corner.

6. **Done!** You can print out your confirmation; we will also send you a copy as well via email.

Note that there is a Clear button just in case you made a mistake – you have 15 minutes to click this and it will clear your registration information and credit card transaction. Then you can start over again if needed.