TEAM ENTRY PROCESS

THANK YOU

Thank you so much for being a part of our event and signing up to save lives and make the world a better place!

We realise that registrering can be a bit of a process so we have put together a step by step guide to help you get it sussed!

STEP 1

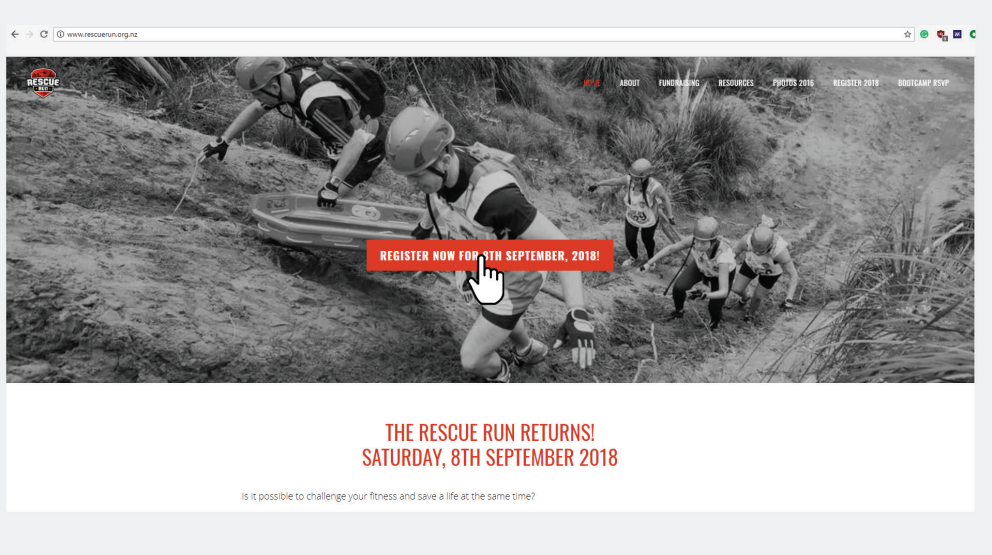
REGISTERING YOUR TEAM FOR THE EVENT - TEAM CAPTAINS

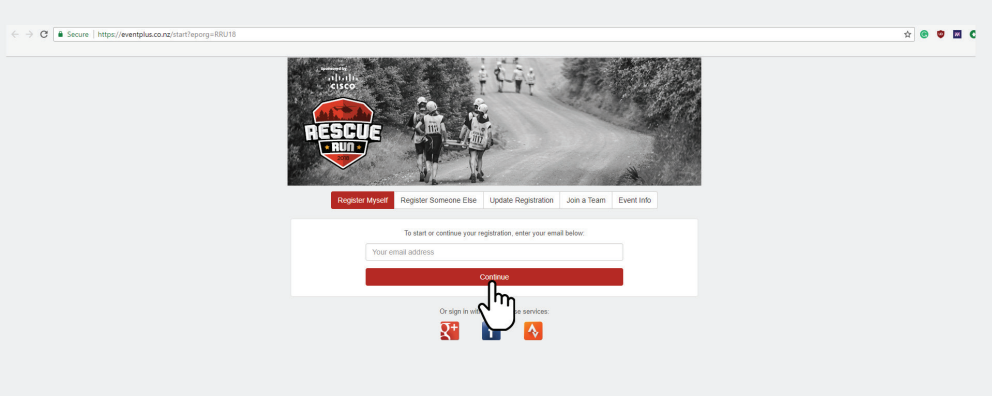
1. Go to **rescuerun.org.nz**

2. Click on "**Register Now**" and follow the links through to our EventPlus registration site

3. Enter your email address and follow the instructions to enter yourself as the team captain and create your team (if you have a discount or free entry code this is where you will enter it)

4. Send the link to your team members to enter their details. You will also need to provide your team members with the code that you will receive in your confirmation email





STEP 2

REGISTRATION OF YOUR TEAM MEMBERS

1. Go to **rescuerun.org.nz**

2. Click on "**Register Now**" and follow the links through to our EventPlus registration site

3. Enter your email address and follow the instructions to enter yourself as a team member and join a team

4. **Enter the code** that your captain has given you when prompted - this will allow you to join their team

STEP 3

SETTING UP YOUR PERSONAL FUNDRAISING PAGE IN EVERYDAY HERO - TEAM CAPTAIN

1. Either click on the link to Everyday Hero in your confirmation email from above or go to the fundraising page on **rescuerun.org.nz**

2. Click on "Start Fundraising"

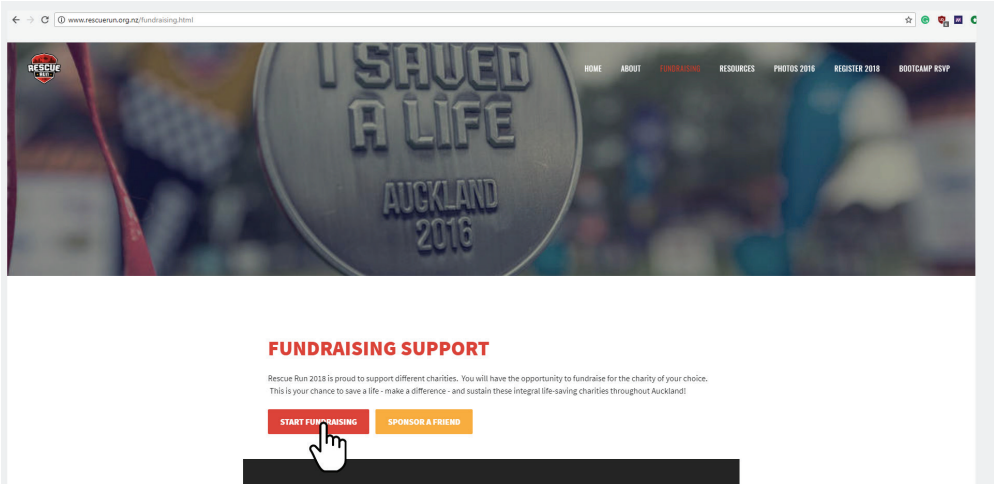
3. Select the charity that you have chosen to fundraise for

4. Log in to the site if you already have ana acount or create your profile

5. Enter your page title - this should be personal to you and include your own name - **NOT your team name**

6. Follow the instructions to complete your personal fundraising page

7. Set your individual fundraising goal as a portion of your team goal of $5000



STEP 4

SETTING UP YOUR TEAM FUNDRAISING PAGE IN EVERYDAY HERO

1. To activate your personal fundraising page you will need to either create a team or join a team

2. As the team captain you should "**Create a team**" - this is where you will enter the same team name as you used when registering for the team in Step 1 above

3. Set your team fundraising goal to $5000 (or more if you are ambitious!)

   Tip: If it says your team name already exist - try putting "Team" in front of the name and then go back and edit it afterwards

STEP 5

SETTING UP YOUR TEAM MEMBERS' PERSONAL FUNDRAISING PAGE IN EVERYDAY HERO

1. Follow the same steps as in Step 3

2. Instead of creating a team once your personal page is set up - you will need to "Join a team" and search for your team name

STEP 6

START TRAINING AND FUNDRAISING

1. Get training! Follow our training plan at **rescuerun.org.nz/resources**

2. Start fundraising! Send your fundraising page link to all of your friends, colleagues and family. Post your link and your cause to social media

3. Sign up for the optional Bootcamp on the 8th July - visit rescuerun.org.nz/bootcamp-rsvp to let us know that you would like to come

4. Get excited! We will see you on the 8th September!