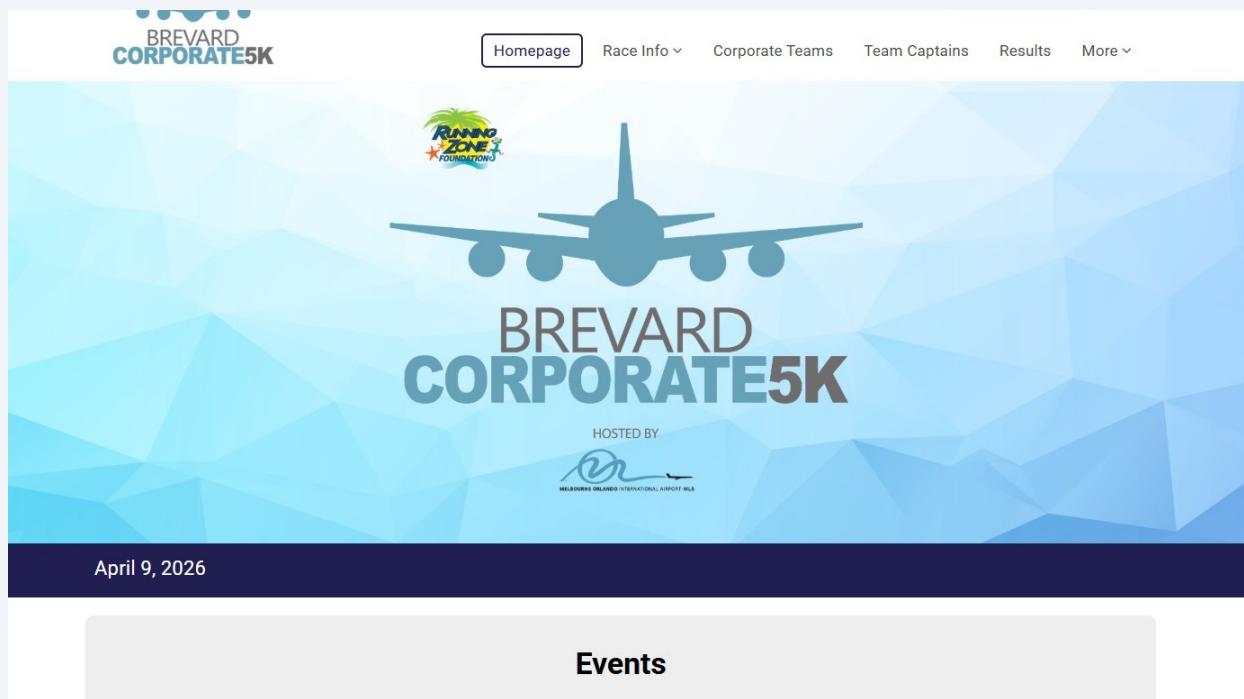
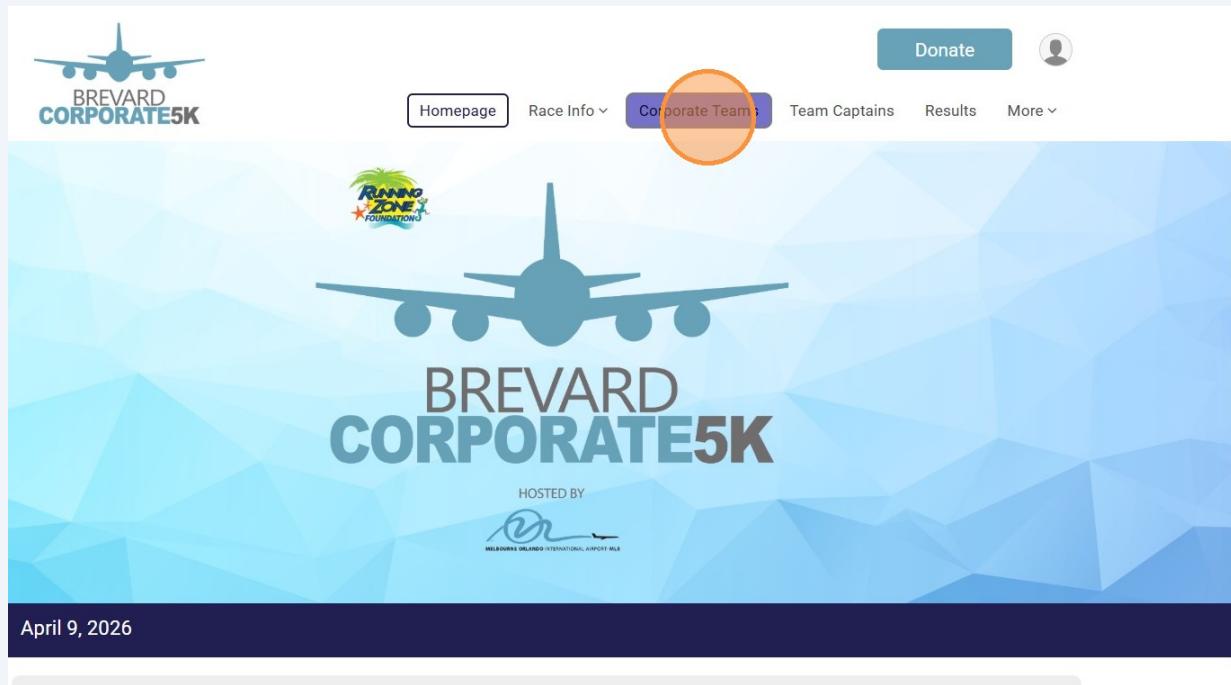


# Create a Corporate Team on RunSignup

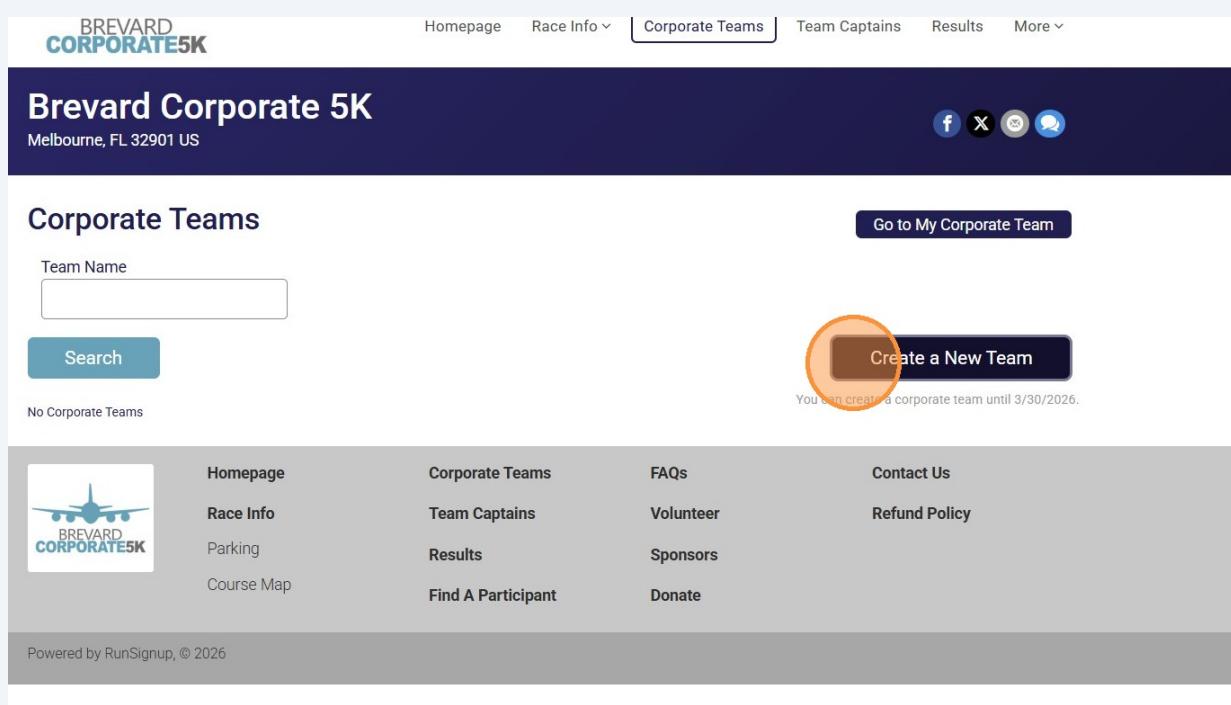
- 1 Navigate to [www.BrevardCorporate5K.com](http://www.BrevardCorporate5K.com)



2 Click "Corporate Teams"



3 Click "Create a New Team"



#### 4 Name your Team



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## Brevard Corporate 5K

Melbourne, FL 32901 US

**New Corporate Team**

Team Name \*  (Orange circle)

Team Type \*

**Event Costs**

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

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

Optional, but recommended if paying for team members.

**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.

#### 5 Select the "Standard Team (\$0.00)" option.



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## Brevard Corporate 5K

Melbourne, FL 32901 US

**New Corporate Team**

Team Name \*

Team Type \*  (Orange circle)

Standard Team

**Event Costs**

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

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

Optional, but recommended if paying for team members.

**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.

6 Use the Event Costs section to subsidize a percentage or dollar amount for team members.

**Brevard Corporate 5K**  
Melbourne, FL 32901 US [f](#) [x](#) [g](#) [t](#)

### New Corporate Team

Team Name *	Team Type *	Standard Team
Running Zone	Standard Team (\$0.00)	<b>Total Included Registrations: 0</b>
<b>Event Costs</b>		
Event Costs the Team will Pay for Each Member? *	Enter a Code that Members Must Enter to Join the Team	
<input type="text" value="0"/> <input type="button" value="▼"/> <input type="button" value="%"/> <input type="button" value="+"/> <input type="text" value="0"/> <p>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.</p>	<input type="text"/> <small>Optional, but recommended if paying for team members.</small>	
<b>Cost Coverage Options</b>		
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?	Maximum Number of Members Covered	
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<small>American/Blue/World Times</small>

7 If you are subsidizing an amount for your employees, I would recommend entering a password to join the team.

**Brevard Corporate 5K**  
Melbourne, FL 32901 US [f](#) [x](#) [g](#) [t](#)

### New Corporate Team

Team Name *	Team Type *	Standard Team
Running Zone	Standard Team (\$0.00)	<b>Total Included Registrations: 0</b>
<b>Event Costs</b>		
Event Costs the Team will Pay for Each Member? *	Enter a Code that Members Must Enter to Join the Team	
<input type="text" value="0"/> <input type="button" value="▼"/> <input type="button" value="%"/> <input type="button" value="+"/> <input type="text" value="0"/> <p>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.</p>	<input type="text"/> <small>Optional, but recommended if paying for team members.</small>	
<b>Cost Coverage Options</b>		
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?	Maximum Number of Members Covered	
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<small>American/Blue/World Times</small>

**8**

You can set a cut off date for subsidizing your team members entries. For instance if you only will pay for their entries until the price increases on 4/1.

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

% + \$

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

Optional, but recommended if paying for team members.

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?

mm/dd/yyyy

America/New\_York Time  
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.

**Continue**

**9**

You can also set a limit for how many team members will be covered.

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

% + \$

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

Optional, but recommended if paying for team members.

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?

mm/dd/yyyy

America/New\_York Time  
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.

**Continue**

[Homepage](#)[Corporate Teams](#)[FAQs](#)[Contact Us](#)

## 10 Choose whether family members and/or friends can join your team.

0 % + \$ 0

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.

Optional, but recommended if paying for team members.

**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?  
mm/dd/yyyy

America/New\_York Time  
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.

**Continue**

Homepage Corporate Teams FAQs Contact Us

## 11 Click "Continue"

0 % + \$ 0

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.

Optional, but recommended if paying for team members.

**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?  
mm/dd/yyyy

America/New\_York Time  
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.

**Continue**

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12 Answer the questions about your corporation.



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## Brevard Corporate 5K

Melbourne, FL 32901 US

**Corporate Team Questions**

Corporation Name? \*

Company Address, City, State and Zip? \*

This information is used for invoicing and verification purposes.

Company CEO, Owner, or highest local official Name? \*

This person should work locally and hold the highest position locally. As leader of the company, we hope they will participate as well. This information is used to compare to registration, for the fastest executive award. Please ensure that your company executive is using the same name as you have entered here.

**13** The last question is where you can choose whether the Team Captain will pick up all of the teams packets, or whether each team member should pick up their own packet. (you can also edit these questions later if needed)

I confirm as team captain that I have financial authority from the company to establish team payment (if your company is paying for registrations)\*

YES, I have financial authority  
 Not applicable (my company is not paying for any portion of registration)

\*ONLY Applicable if team is paying for registrations. If not paying for registrations not applicable.

Total Employees Employed by Company? (Include your local branch only) \*

50 or less Employees

This is the size category to determine awards.

Will you be picking up all of the packets for your team or should your team members pick up their own packet at Running Zone? \*

I will pick up all of the packets for my team  
 My team members will pick up their own packets individually

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Click "Continue"

I confirm as team captain that I have financial authority from the company to establish team payment (if your company is paying for registrations) \*

YES, I have financial authority  
 Not applicable (my company is not paying for any portion of registration)

\*ONLY Applicable If team is paying for registrations. If not paying for registrations not applicable.

Total Employees Employed by Company? (Include your local branch only) \*

50 or less Employees

This is the size category to determine awards.

Will you be picking up all of the packets for your team or should your team members pick up their own packet at Running Zone? \*

I will pick up all of the packets for my team  
 My team members will pick up their own packets individually

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Click "Create Team"



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## Brevard Corporate 5K

Melbourne, FL 32901 US

### Corporate Team Payment

Team Name: Running Zone  
Team Type: Standard Team

Team Fee: \$0.00  
Processing Fee: Free!  
Total Amount Due: \$0.00

Create Team

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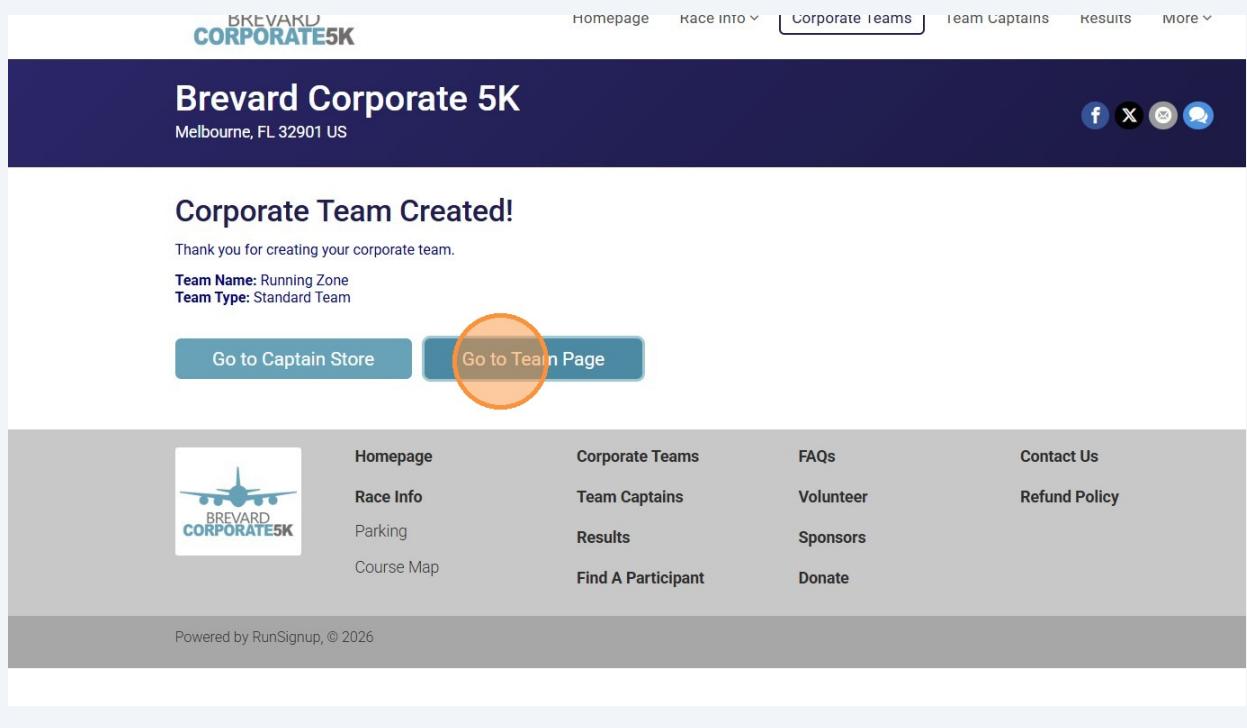
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Refund Policy

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16 Click "Go to Team Page"



BREVARD  
**CORPORATE5K**

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## Brevard Corporate 5K

Melbourne, FL 32901 US

**Corporate Team Created!**

Thank you for creating your corporate team.

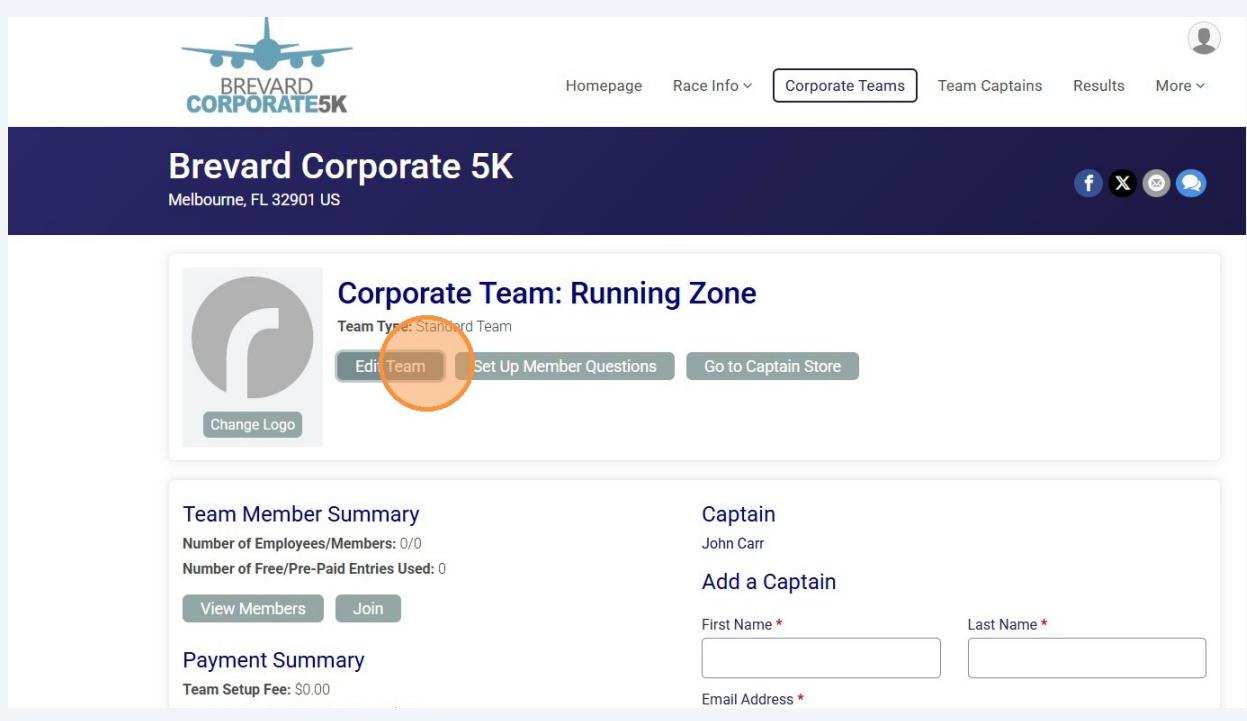
**Team Name:** Running Zone  
**Team Type:** Standard Team

[Go to Captain Store](#) **Go to Team Page**

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17 Click "Edit Team"



BREVARD  
**CORPORATE5K**

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## Brevard Corporate 5K

Melbourne, FL 32901 US

**Corporate Team: Running Zone**

Team Type: Standard Team

[Edit Team](#) [Set Up Member Questions](#) [Go to Captain Store](#)

[Change Logo](#)

**Team Member Summary**  
Number of Employees/Members: 0/0  
Number of Free/Pre-Paid Entries Used: 0  
[View Members](#) [Join](#)

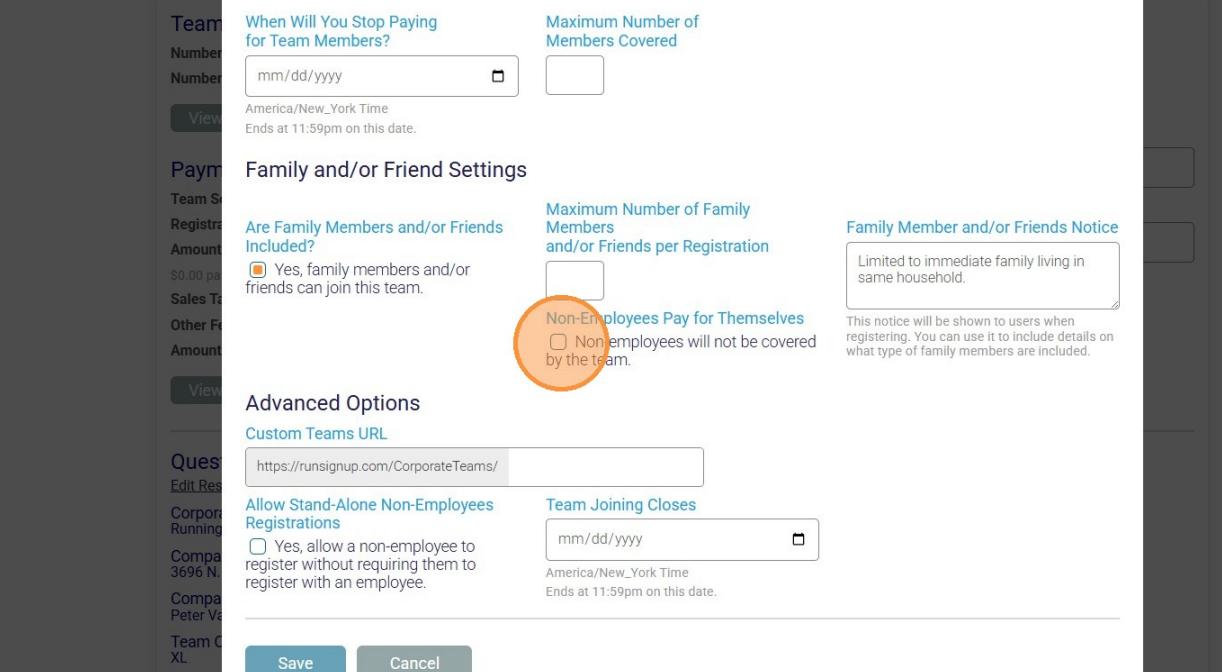
**Payment Summary**  
Team Setup Fee: \$0.00

**Captain**  
John Carr  
[Add a Captain](#)

First Name \*   
Last Name \*   
Email Address \*

18

This setting doesn't display in the initial setup, but is very important. Choose whether non-employees will be covered (paid for) by the team.



Team  
Number  
Number  
View  
Payments  
Team S  
Registratio  
Amount  
\$0.00 pa  
Sales Ta  
Other Re  
Amount  
View  
Questions  
Edit Res  
Corporate  
Running  
Company  
3696 N  
Company  
Peter Va  
Team C  
XL  
Will you  
Will you  
Save Cancel

When Will You Stop Paying for Team Members?  
mm/dd/yyyy

Maximum Number of Members Covered

America/New\_York Time  
Ends at 11:59pm on this date.

**Family and/or Friend Settings**

Are Family Members and/or Friends Included?  
 Yes, family members and/or friends can join this team.

Maximum Number of Family Members and/or Friends per Registration

**Non-Employees Pay for Themselves**  
 Non-employees will not be covered by the team.

**Family Member and/or Friends Notice**  
Limited to immediate family living in same household.  
This notice will be shown to users when registering. You can use it to include details on what type of family members are included.

**Advanced Options**

Custom Teams URL

Allow Stand-Alone Non-Employees Registrations  
 Yes, allow a non-employee to register without requiring them to register with an employee.

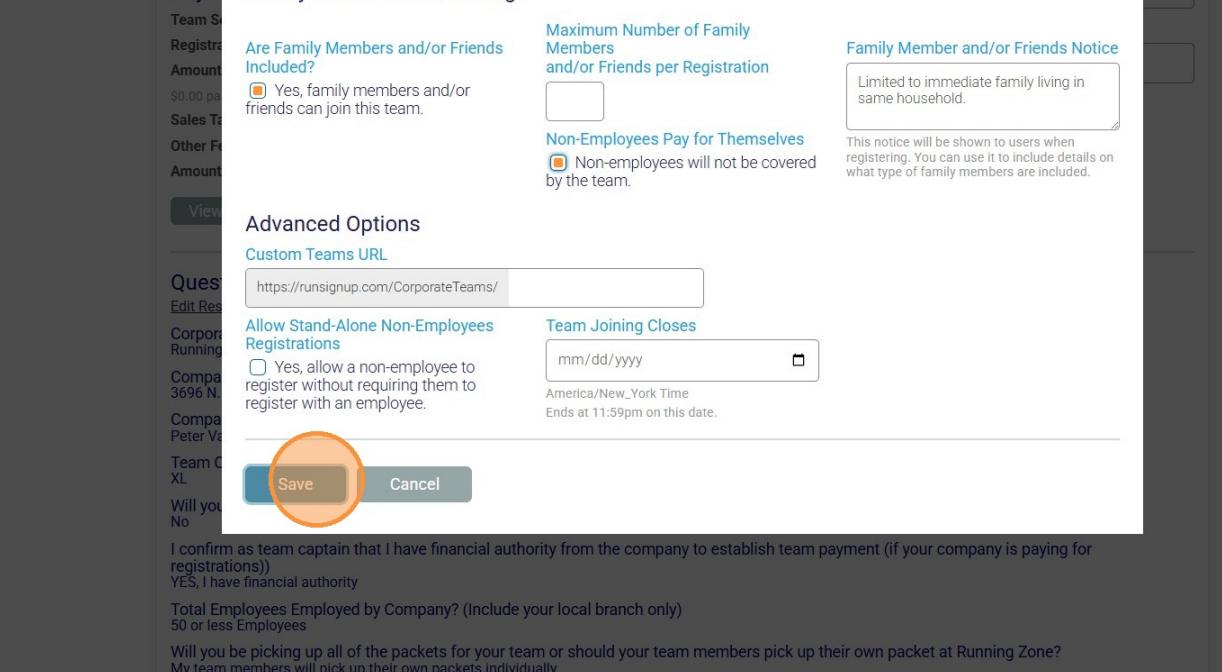
Team Joining Closes  
mm/dd/yyyy

America/New\_York Time  
Ends at 11:59pm on this date.

Save Cancel

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Click "Save"



Team  
Number  
Number  
View  
Payments  
Team S  
Registratio  
Amount  
\$0.00 pa  
Sales Ta  
Other Re  
Amount  
View  
Questions  
Edit Res  
Corporate  
Running  
Company  
3696 N  
Company  
Peter Va  
Team C  
XL  
Will you  
Will you  
Save Cancel

Are Family Members and/or Friends Included?  
 Yes, family members and/or friends can join this team.

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**Non-Employees Pay for Themselves**  
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 Yes, allow a non-employee to register without requiring them to register with an employee.

Team Joining Closes  
mm/dd/yyyy

America/New\_York Time  
Ends at 11:59pm on this date.

**I confirm as team captain that I have financial authority from the company to establish team payment (if your company is paying for registrations)**  
YES, I have financial authority

Total Employees Employed by Company? (Include your local branch only)  
50 or less Employees

Will you be picking up all of the packets for your team or should your team members pick up their own packet at Running Zone?  
My team members will pick up their own packets individually