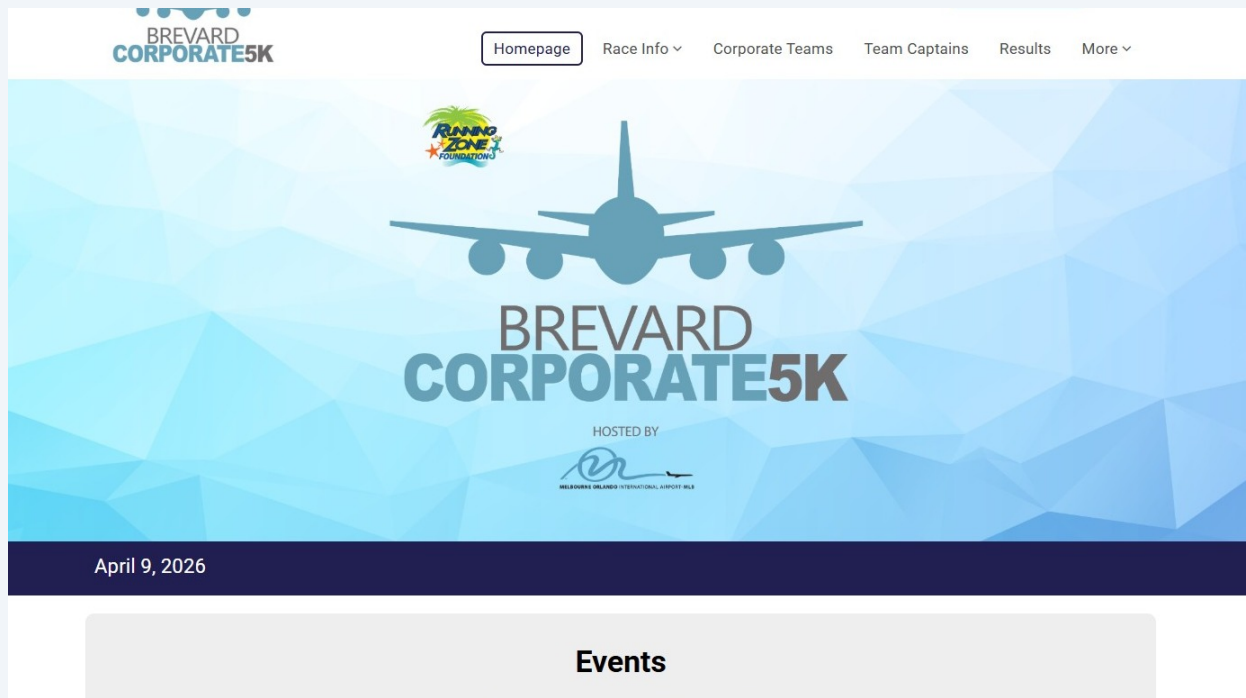
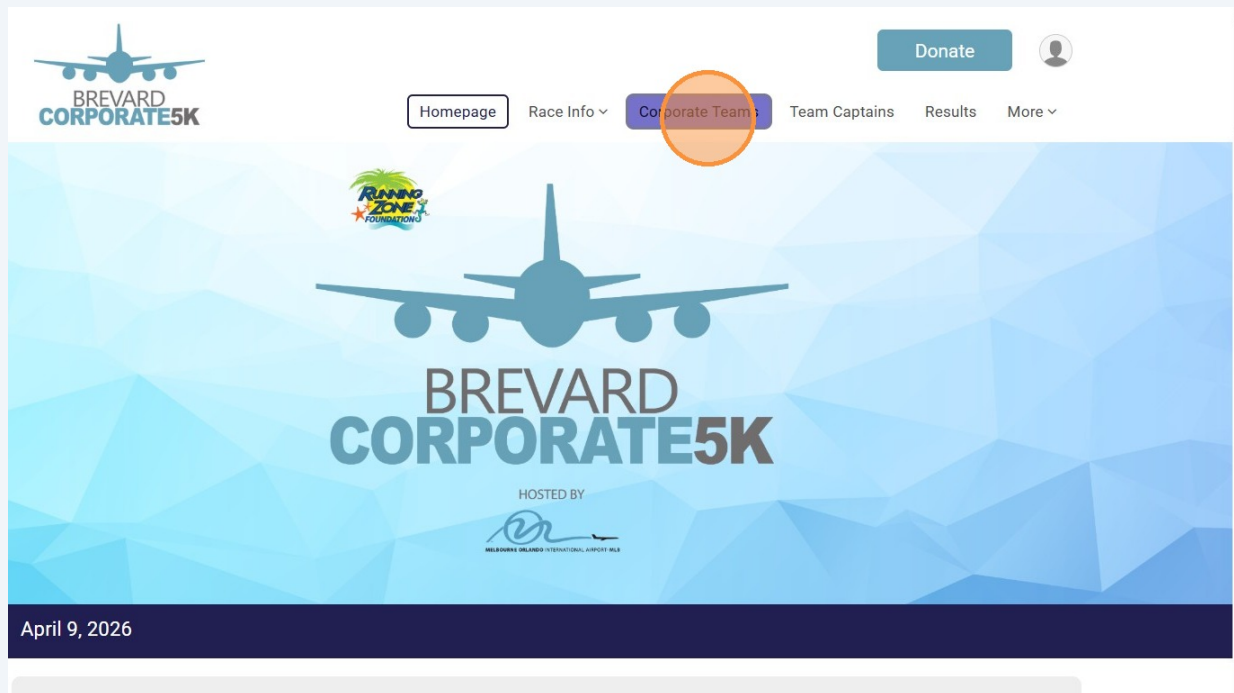


Create a Corporate Team on RunSignup

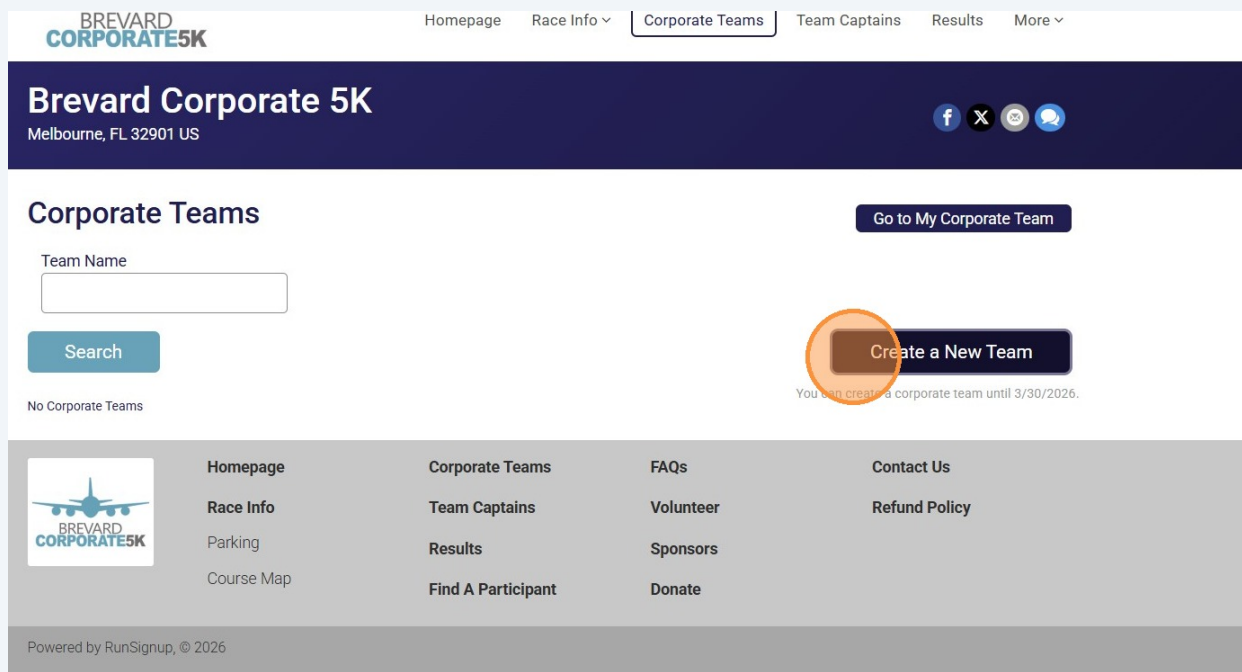
1 Navigate to www.BrevardCorporate5K.com




2 Click "Corporate Teams"



3 Click "Create a New Team"







4 Name your Team



HomepageRace InfoCorporate TeamsTeam CaptainsResultsMore

Brevard Corporate 5K
Melbourne, FL 32901 US



New Corporate Team

Team Name *

Team Type *
(Select a Team Type)

Event Costs

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

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.


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.



HomepageRace InfoCorporate TeamsTeam CaptainsResultsMore

Brevard Corporate 5K
Melbourne, FL 32901 US



New Corporate Team

Team Name *
Running Zone

Team Type *
Standard Team (\$0.00)

Standard Team
Total Included Registrations: 0

Event Costs

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

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.

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

New Corporate Team

Team Name *

Team Type *

Standard Team (\$0.00) ▼

Standard Team

Total Included Registrations: 0

Event Costs

Event Costs the Team will Pay for Each Member?

% + \$

Enter a Code that Members Must Enter to Join the Team

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?





Maximum Number of Members Covered

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

New Corporate Team

Team Name *

Team Type *

Standard Team (\$0.00) ▼

Standard Team

Total Included Registrations: 0

Event Costs

Event Costs the Team will Pay for Each Member? *

% + \$

Enter a Code that Members Must Enter to Join the Team

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?

Maximum Number of Members Covered

4

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?

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.

 % + \$

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?

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

%

+

\$

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


Homepage

Corporate Teams

FAQs





Contact Us

12 Answer the questions about your corporation.



HomepageRace InfoCorporate TeamsTeam CaptainsResultsMore

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's 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

Continue

Back



Homepage

Race Info

Parking

Corporate Teams

Team Captains

Results

FAQs

Volunteer

Sponsors

Contact Us

Refund Policy

14 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


[Continue](#) [Back](#)

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

[Race Info](#) [Team Captains](#) [Volunteer](#) [Refund Policy](#)

[Parking](#) [Results](#) [Sponsors](#)

15 Click "Create Team"

 [Homepage](#) [Race Info](#) [Corporate Teams](#) [Team Captains](#) [Results](#) [More](#)

Brevard Corporate 5K

Melbourne, FL 32901 US


[f](#) [x](#) [@](#) [m](#)

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](#) [Back](#)

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

[Race Info](#) [Team Captains](#) [Volunteer](#) [Refund Policy](#)

[Parking](#) [Results](#) [Sponsors](#)

[Course Map](#) [Find A Participant](#) [Donate](#)

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16 Click "Go to Team Page"

The screenshot shows the Brevard Corporate 5K website. The header includes the logo and navigation links: Homepage, Race Info, Corporate Teams (selected), Team Captains, Results, and More. The main content area displays 'Corporate Team Created!' with a thank you message and team details: Team Name: Running Zone, Team Type: Standard Team. Two buttons are present: 'Go to Captain Store' and 'Go to Team Page', with the latter highlighted by an orange circle. A footer menu lists various site sections like Race Info, Corporate Teams, FAQs, and Contact Us. The page is powered by RunSignup, © 2026.

17 Click "Edit Team"

The screenshot shows the Brevard Corporate 5K website's team management interface. The header is similar to the previous page, but the 'Corporate Teams' link is selected. The main content area is titled 'Corporate Team: Running Zone' and shows 'Team Type: Standard Team'. A 'Change Logo' button is next to a placeholder image. Three buttons are visible: 'Edit Team' (highlighted with an orange circle), 'Set Up Member Questions', and 'Go to Captain Store'. Below this, there are two summary sections: 'Team Member Summary' (showing 0/0 employees and 0 free/pre-paid entries) and 'Payment Summary' (showing a \$0.00 team setup fee). To the right, the 'Captain' section lists 'John Carr' and includes a form to 'Add a Captain' with fields for First Name, Last Name, and 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.

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

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.

Maximum Number of Family Members and/or Friends per Registration
[]

Family Member and/or Friends Notice
Limited to immediate family living in same household.

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

Advanced Options

Custom Teams URL
https://runsignup.com/CorporateTeams/

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**

19

Click "Save"

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
[]

Family Member and/or Friends Notice
Limited to immediate family living in same household.

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

Advanced Options

Custom Teams URL
https://runsignup.com/CorporateTeams/

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**

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