

Team Set Up & Team Management Guide



The Kaiser Permanente Corporate Run/Walk is again using RunSignUp for online registration. This Guide is meant to help show you how to use the new system and hopefully answer questions that may arise.

Creating Your Team

Go to www.KPCorporateRunWalk.com. Under the Registration Tab click Register Now. This is where you will be able to create and manage your corporate team, as well as where your employees will go to register.

1. **Click on the “Join a Corporate Team” Tab.** Then click on “Create a New Team”.
2. **Setup Basic Team Options**
 - **Team Name** – make this something easy to understand and remember so employees will be able to recognize it among the 400 teams listed.
 - **Team Type** – There is only one type.
 - **Event Costs %** - Enter 0% + 0\$ if the member will pay the full amount or percentage or dollar amount the team will pay for the member. (Example is the team is paying for half of the registration fee enter 50% in the blank)
 - **Event Code** (optional) – Enter a code that you will be able to share with employees so non-members do not sign up under your team. This is recommended if your company is paying for the registration fees. You will be able to change this later.
 - **Stop Paying Date** – This date will be your cut-off for paying for entrants. This date cannot be after 9/21/2018, as we invoice companies 30 days prior to the event.
 - **Maximum Number Covered** – this is the total number of registrations (employees, family and friends combined).
 - **Family/Friends Setting** – you can enable an employee to also add others to their registration. Check the box to turn this on. If not checked, only employees would be able to join your team and receive your cost offset. If checked, you can specify a limit to the number of additional members that your organization will pay for or if the organization will not cover non-employees. You can also specify the rules – we have default text that can be replaced with anything you want.
3. **Team Questions** – There are a series of questions that all captains must answer:
 - **Captain Information**
 - **Team Industry** – This is used for awards qualifications.
 - **Total employees in Atlanta** – This is also used for awards qualifications.
 - **Company Fitness Facilities**

- **Race Number Pick-up** – You can specify to pick up your race packets at one of the Phidippides stores or we can UPS/FedEx them to you IF you enter your UPS/FedEx billing number.
- **Captain Status**
- **How did you hear about us?**
- **Co-Captain Information**
- **Wellness Committee**-Does your company have a wellness department/committee?
- **CEO**-If your CEO is participating click on yes
- **Number of Employees**
- **Buses**-Will your team use buses, and if so, how many?
- **COED Team** - please name your 2 men and 2 women who will be a part of your COED team (optional). A coed team is 2 males and 2 females. If you'd like to compete against other coed teams, you will need to choose your 4 members BEFORE the race, and submit to us by September 21, 2018. These 4 runners will be exclusive to the coed team and cannot be a part of the fastest all male or all female teams.

Once you have finished the questions, click create team. You will have the option to go to the Team Store or to your Team Page where you will be able to administer and update your team.

Team Store

You will be given the option to pay for space, tables, and chairs. Reserving a space will give your team a place to gather pre- and post- race. Many organizations have parties before and after the Run/Walk for their employees and family & friends! **Note that the deadline to reserve a space is September 21, 2018.** See the Team Captains page on the website for more details.

Team Page

- **Edit Team** – Allows you to edit your initial options and to add some more.
- **Set-up Member Questions** – Allows you to ask questions of all of your team members. For example, you may want to ask what department they work in or what their shirt size is for team shirts.
- **Captain Store** – see above.
- **Logo** – you can upload your company logo
- **View Members** – this will show you who has joined your team and their status.
- **Join** – Don't forget to join yourself! You just set the team up – now is a good time to become the first team member, and not just the Captain!

To Return to your Team Page

Team Page Login:

Sign in at RunSignUp.com

Click on Profile (Top Right Corner)

Click My Corporate Teams (Bottom of Page)

Click View Team

Add & Change Captains – You can share the Captain responsibilities with others - they will then be able to see this same Team Set-up page. Captains will need to add Co-Captains email addresses for them to access the team page.

Edit Teams

When you click the Edit Team button, you will be able to edit the options you set when you first created your team, like the password or how many employees and family members you want to help pay for.

In addition, you can decide whether you want to let people register on the public team page, and whether you want to create your own URL so that you can send employees directly to register.

Finally, you can enable non-employees to register independently from employees. In the standard mode, employees and their families must register together.

Custom Questions

You can ask any type of question to the members of your team when they register. You will be able to report and download all the responses, which can help you organize your team.

You can select the way the responses are given – in this case we have chosen checkbox, which allows people to select multiple responses. You can let people type in free form, only choose one thing with the Radio button, select one item from a menu, or simply do a Yes/No type of question.

Change Logo

We make it easy to upload your organizations logo (or another fun picture) for your team page. This will help your employees identify which team to join and enhance your company image.

Captains

You can add and remove Captains very easily.

Note that the new Captains must be registered in the system. They can do this by joining the team, or can simply go to www.RunSignUp.com and click on Login.

View Invoices and Payments

You will be able to view payments you have made – both online and offline. In addition, you will be able to see invoices and amount due. You will be able to pay this online or send a check.

We hope you like the improvements we have made this year!

If you have questions, please feel free to check our website <http://www.KPCorporateRunWalk.com> for further Captain Information, send us an email at info@KPCorporateRunWalk.com or call us at 404-843-8727.