**HOW TO CREATE A TEAM**

**STEP 1:**
Log on on [www.vancouversunrun.com](http://www.vancouversunrun.com) and select the button “CREATE A NEW TEAM”

**STEP 2:**
You’ll be prompted to do one of the following:
- **Log in to your existing account**, which you’ve used last/previous years
- **Create a new account**, which you can access in future

**STEP 3:**
Create your Team Name. You have the option of assigning a passphrase to restrict access to your team.
STEP 4:
Select your Team Category

SHAW TEAM DIVISION (formerly “corporate team”):
Teams must consist of a minimum of 10 individuals.
Early Bird Registration Feb. 14/2020; Final Registration Deadline for ALL TEAMS is March 18/2020.

YOUTH:
Teams must consist of a minimum of 20 participants (Ratio requirement of: 1 Adult (19 yrs. +) per 1 Youth 18 and under). Early Bird Registration Feb. 7/2020. Final Registration Deadline March 13/2020.

STEP 5:
Enter Team History Information as prompted.

Enter Logo Information.
Note: If you are submitting a new logo for your Shaw Team Division, all artwork MUST be received at Griffin House by March 18/2020 to: sunrunart@griffinhouse.com

Enter Shipping Information.

Note: Team Shirts will be sent to this address.
STEP 6: Choose one of the prompts

- “I’d like to register myself or other team members for the event”
  ➔ You will be prompted to complete your race registration after you create your team.

OR

- “I don’t want to register – I am the Team Captain but am NOT running”
  ➔ Your team will be created. You can then have your team members join or enter your team at a later date.

STEP 7: Indicate whether you want your team to be INVOICED. **It is very important to select the correct Payment Option.** Once the team is created, Payment Option can **NOT** be changed.

- **YES** – Your company/Organization will be invoiced for team member registrations (i.e. company is paying for everyone or it will be paid with one credit card)

OR

- **NO** – Each Team member to pay for their own registration by Credit Card.

Select “B”, and continue to Company name and maximum number of entries (minimum 10 people)