

HOW TO CREATE A TEAM

STEP 1:

Log on on www.vancouver.sunrun.com and select the button "CREATE A NEW TEAM"



2020 Vancouver Sun Run

Welcome to the Vancouver Sun Run registration presented by Ford !

If you've registered yourself for the Vancouver Sun Run in the past 5 years you might have already created yourself an account on our registration system. You can log in using the form below with your email and password. Logging into an existing account will expedite your registration.

We are proud to offer you the opportunity to register multiple participants, manage your team, update your personal information and email all with your new user account.

Please note if registering as a Guest, you *will not* be able to manage/Update your registration or retrieve receipts online

Email
teams@vancouver.sunrun.com

Password
••••••••

[Reset password](#)

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.

Create your team

Team Name
RodSuper Team

Restrict access to your team with a passphrase

Receive notification emails when team members join

Passphrase
[Empty text box]

[Next](#)

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.

Team Info
Team Name: RodSuperTeam
Use passphrase: Yes
Email Notifications: No
Passphrase: *****
[\[Edit \]](#)

Registration Options
 Shaw Team Division Youth Team Challenge

Formerly known as "Corporate Team"
Teams must consist of a minimum of 10 participants before the final Team deadline of March 18, 2020
After that date no one else will be able to join your team and must participate as an individual.
[DOWNLOAD TEAM ARTWORK INFORMATION](#) for more information on Team Names and Logos on Tech Shirts

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.

SHIPPING INFORMATION FOR TEAM SHIRTS
Shipping Contact Name *
Bill Smith
Street Address (incl suite #) *
12345 Union Ave
City *
Vancouver
Country *
Canada
Province *
British Columbia
Postal Code *
V2K4J5
Shipping Contact Telephone (xxx-xxx-xxxx) *
604-888-8888

TEAM HISTORY
Returning Teams: [FIND YOUR TEAM ID HERE](#)
Are you a NEW or RETURNING team to the Sun Run? *
New Team
Choosing NEW means your company/club/team has never registered in past.
TEAM DIVISION
Please select a division for this team *
Communications/Marketing/Advertising
How big is your organization? *
1-50
TEAM CONTACT INFO
Contact Telephone # (XXX-XXX-XXXX): *
604-123-1234
TEAM SHIRT INFORMATION
What would you like printed on your team shirts? *
Team Name
(30 character maximum)
Your Team Name (Maximum 30 Characters) *
SuperTeam

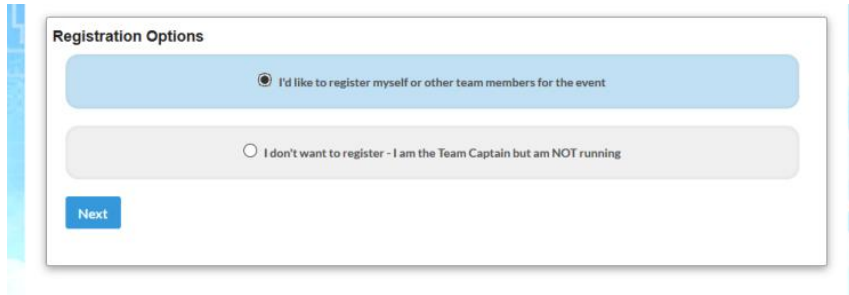
Note: Team Shirts will be sent to this address.

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.



The image shows a 'Registration Options' form with two radio button options. The first option, 'I'd like to register myself or other team members for the event', is selected. The second option is 'I don't want to register - I am the Team Captain but am NOT running'. A blue 'Next' button is located at the bottom left of the form.

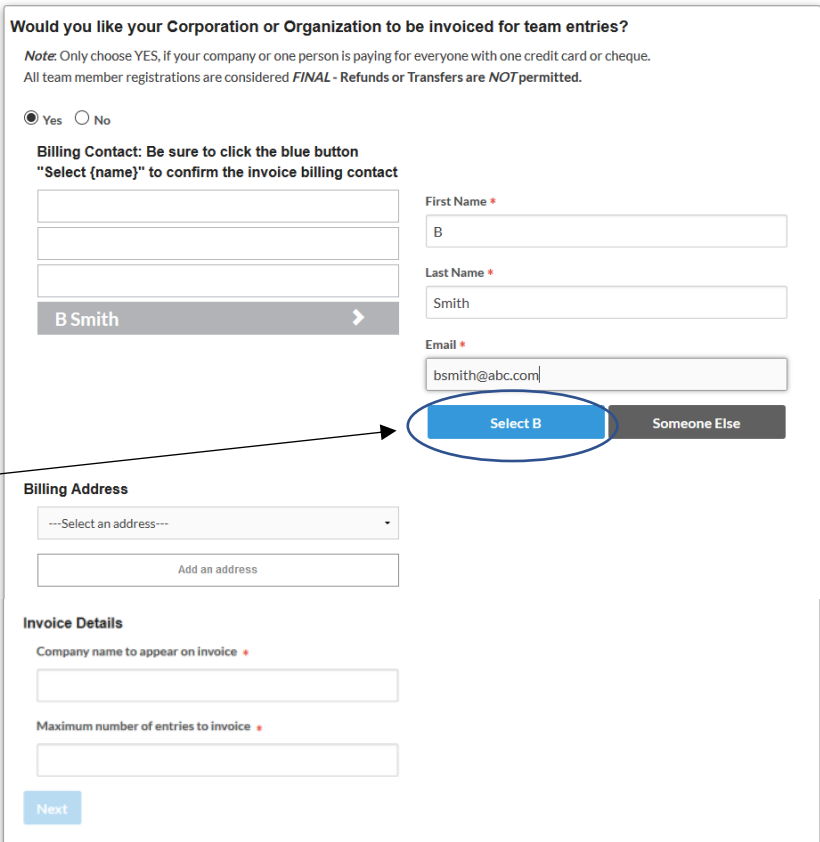
STEP 7: Indicate whether you want your team to be INVOICED. ***It is very important to select the correct Payment Option.*** Once the team is created, Payment Option can NOT be changed.

- **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)



The image shows a 'Billing Contact' form titled 'Would you like your Corporation or Organization to be invoiced for team entries?'. It includes a note: 'Note: Only choose YES, if your company or one person is paying for everyone with one credit card or cheque. All team member registrations are considered FINAL - Refunds or Transfers are NOT permitted.' There are radio buttons for 'Yes' (selected) and 'No'. Below this is a section for 'Billing Contact' with a blue button labeled 'Select (name)' and a dropdown menu showing 'B Smith'. To the right are input fields for 'First Name' (B), 'Last Name' (Smith), and 'Email' (bsmith@abc.com). At the bottom of this section are two buttons: 'Select B' (circled in blue) and 'Someone Else'. Below this is a 'Billing Address' section with a dropdown menu and an 'Add an address' button. At the bottom is an 'Invoice Details' section with input fields for 'Company name to appear on invoice' and 'Maximum number of entries to invoice'. A blue 'Next' button is at the bottom left.