

# How Your Entrants Can Register a Team

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To register a team for an event please follow the steps below:

1. Go into the **Team Management** area of your Form.
2. Select **Register New Team** from the right hand side
3. Complete the form by filling in the following fields
  - **Team Name** - the name of your team
  - **Category** - the type of team that you are or the closest matching category available
  - **Team Contact Name** - this will also be your team captain and is the main point of contact for the event organiser
  - **Phone** - the contact number for the team captain
  - **Email Address** - Required for email correspondence with the team captain
  - **Password** - This is the password that the other team members use to join your team
  - **Admin Password** - The password used to login to the team management area
  - **Payment Option** - Not all options may be available for selection and this is decided by the event organiser
  - **Word Verification** - needs to be completed in order to register the team

### Register Teams

**Teams Name \***

**Category \***

**Team Contact Name \***

**Phone**

**Email Address \***

**Password**

**Repeat Password**

**Admin Password \***

**Repeat Admin Password \***

**Payment Option**  Pay Now  Pay Later  Both

Select above which payment options you would like available for your Team Members. If Team Members are to make payment for themselves, select 'Pay Now' and they will be required to make payment online at the time of registration. If the Team Manager will be making payment for Team Members, select 'Pay Later' and payment can be managed from the Team Management Area. Choosing 'Both' will allow for both options on the Registration Form.

**Word Verification \***

### Login

**Email Address**

**Password**

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