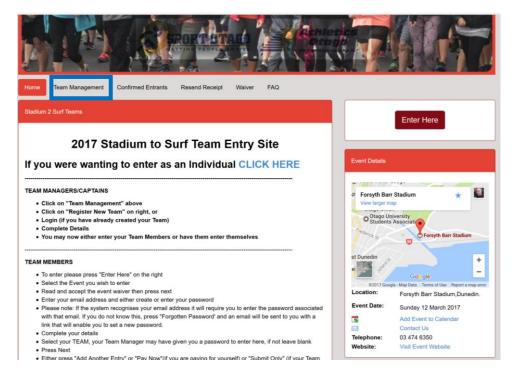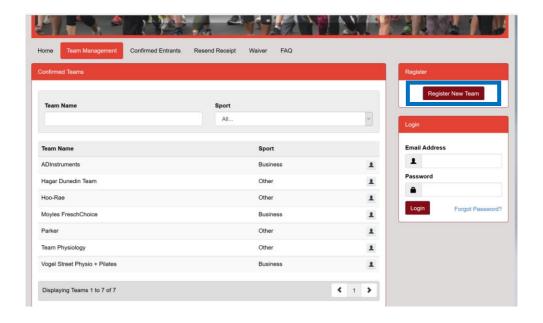## To Register a Team

- Start by CLICKING HERE
- Click on "Team Management". (see picture below)
- Click on "Register New Team". (see picture on next page)
- Complete details:
  - o "Password" is for your Team Members to use when they register individually.
  - o "Admin Password" is for you to monitor your whole team.
  - o "Payment Option" refers to whether you want Team Members to pay as they register (Pay Now) or whether you will pay for them later (Pay Later).
- Click on "Register".
- You will receive a confirmation email. if you have opted to pay later and wish to pay by online banking the details of how to do so will be in the confirmation email.

To Monitor Your Team

- Click on "Team Management" HERE
- On the right-hand side in the Login Box enter your email and the "Admin Password" you created.
- A new window will open.
- In the box are 3 tabs: Unpaid, Accepted & Withdrawn.
    - From the "Unpaid" you can select members and pay for them by credit card.
    - From the "Accepted" tab you can view and edit your Team Members.
- You can add new Team members by clicking on "New Registration". We recommend you get Team Members to enter themselves. See below for details of how they can do that.

Team Members Entry

- Your Team Members can enter themselves online HERE
- Full instructions for Team Members will be on that link.
- They will need to know the Team Name you have created.

Any Questions?

If you are having any problems entering your team please contact Michael Smith at events@sportotago.co.nz or 474 6362 and he will be happy to help you.