



## 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:
  - "Password" is for your Team Members to use when they register individually.
  - "Admin Password" is for you to monitor your whole team.
  - "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.

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**Confirmed Teams**

Team Name Sport

ADInstruments Business

Hagar Dunedin Team Other

Hoo-Rae Other

Moyles FreshChoice Business

Parker Other

Team Physiology Other

Vogel Street Physio + Pilates Business

Displaying Teams 1 to 7 of 7

**Register**

Register New Team

**Login**

Email Address

Password

Login Forgot Password?

## 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- In the box are 3 tabs: Unpaid, Accepted & Withdrawn.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](mailto:events@sportotago.co.nz) or 474 6362 and he will be happy to help you.