

Team registration instructions

Creating a team

1. Select **Enter Now**
2. Select **'Create a Team'**
3. Select **continue**
4. Enter your **team name and then check if it's available**
5. Complete **team** and **team administrator details**
6. Select **one** of the following preferred **team join type**:
 - Public: Team participants enter their own details
 - Private: Team Captain coordinates all participant details including payment
 - Password: Team participants enter their own details but must enter a password to join the team
7. Select preferred **payment type**
 - Team members to pay for their own registrations **OR** team captain to pay all registrations
8. Select how you want to manage your **Team Event Pack**
9. Complete **Team Captain details (to register as a participant)**
10. Your team will be officially entered once payment has been received from all participants

Set up your fundraising page (optional)

Once your team is set up, you need to activate your team fundraising page. On the **Team Summary Page** (if you haven't already) select which charity your team is going to fundraise for and then click on the **'Activate'** button to create or sign into your Everyday Hero account.

Joining an existing team

1. Select **Enter Now**
2. Select **'I'm a participant'** and **'Part of a Team'**
3. Select **continue**
4. Search for your **team's name** that has been registered by your Team Captain. If the team is private, you will need to contact your Team Captain to register. If the team is password protected you will need to contact your Team Captain to get the password prior to registering
5. Complete all registration steps
6. Pay the **entry fee** (if applicable)
7. Click **finish**
8. **Start fundraising!!** (if applicable)

**For further assistance contact us on 6333 0330 or
enquiry@hbfrun.com.au**