

How to Create a Team for the Chevron City to Surf for Activ

Go to <http://perthcitytosurf.com> and click on the race you wish to enter

ALBANY 23 JUL	GERALDTON 30 JUL	KARRATHA 06 AUG	BUSSELTON 13 AUG	PERTH 27 AUG
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Choose your event

2017 Perth CTS - Marathon	^
2017 Perth CTS - Half Marathon	^
2017 Perth CTS - 12km Run	^
2017 Perth CTS - 12km Walk	^
2017 Perth CTS - 4km Run	^
2017 Perth CTS - 4km Walk	^
2017 Perth CTS - 4km Wheelchair	^

Click **Select** for your chosen category

4km Adult - Early Bird For participants aged 16 years or over on event day.	AUD 38.00	Select
4km Child - Early Bird For participants aged 15 years or under on event day.	AUD 22.00	Select

Click **Create a Team**

TEAM SELECTION.

Would like to create a new team or join an existing team? If not, select "Not a Team Entry".

Enter team details

TEAM DETAILS

Your Details

* First Name

* Surname

* Gender Male Female

* Email Address

* Password
Your password will let you access your details later. It must be at least 8 characters long and include one upper case letter, one lower case letter and one number.

Team Details

* Team Name

Team Password
Only set a password here if you require people joining your team to supply it.

* Payment Type



How will payment be made for your team?

* I ACCEPT the event waiver
To proceed, you must acknowledge that you have READ and ACCEPT the event waiver on behalf of all members of your team and that you are authorised to do so. Click on the button to read it.

* Team Captain Contact Number

* Select your team category

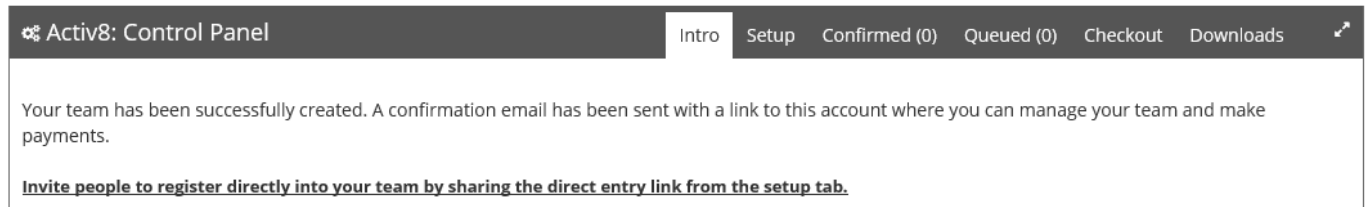
Payment Type gives you two options for payment using the drop down menu. Choose your preferred option.

* Payment Type  
How w Individuals must pay as they enter
The team manager will pay later

Click **Create My Team**



You will be taken to your team Control Panel

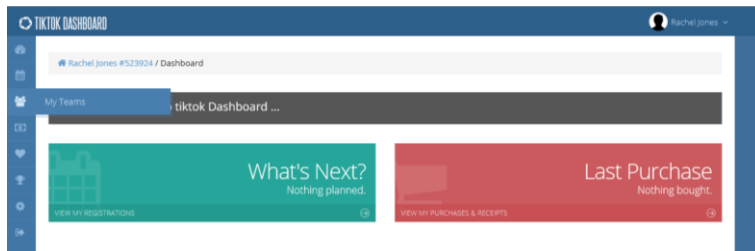


To log back into your Control Panel at any time, use this link: <https://secure.tiktok.biz/login.aspx>


If you have any problems accessing your account, please follow the links to reset your password or alternatively contact info@perthcitytosurf.com.au so that the **Chevron City to Surf for Activ** team can assist you.

To view your team registrations:

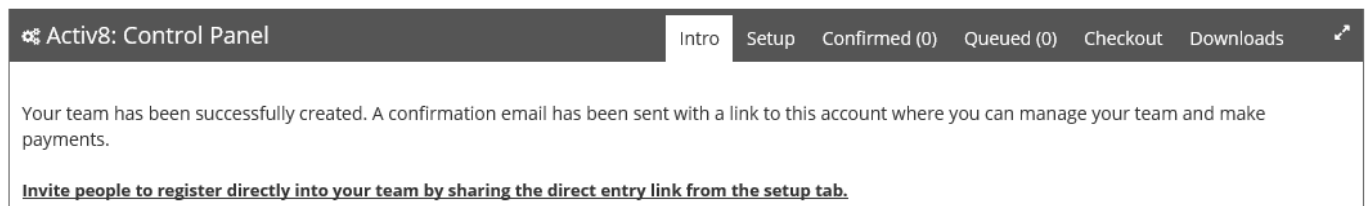
Click on **My Teams**



Then click **Control Panel**

Date	Event	Team Name	Members	Queued	
27-Aug-2017	2017 Chevron City to Surf for Activ Perth	Activ8	0	0	

This will open your team Control Panel



Using the tabs on your Control Panel you will be able to perform the following actions:

- Setup** Find the direct entry link
View current team registrations
- Queued** Edit queued registrations
Delete queued registrations
- Checkout** Delete cart items
Process team payment
- Downloads** Download team registration and contact lists

How to Join a Team for the Chevron City to Surf for Activ

1. Join Via the Website

Go to <http://perthcitytosurf.com> and click on the race you wish to enter

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Choose your event

2017 Perth CTS - Marathon	^
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2017 Perth CTS - 12km Run	^
2017 Perth CTS - 12km Walk	^
2017 Perth CTS - 4km Run	^
2017 Perth CTS - 4km Walk	^
2017 Perth CTS - 4km Wheelchair	^

Click **Select** for your chosen category

4km Adult - Early Bird For participants aged 16 years or over on event day.	AUD 38.00	Select
4km Child - Early Bird For participants aged 15 years or under on event day.	AUD 22.00	Select

Click **Join a Team**

TEAM SELECTION.

Would like to create a new team or join an existing team? If not, select "Not a Team Entry".

Type in the name of your team and click **Search**

City to Surf Perth > Team Finder

Activ8

Enter at least 3 characters from the team name and click the Search button.

Click **Join**

#	Team Name	Team Manager	
1	Activ8	Rachel Jones	<input type="button" value="Join"/>

Fill out the Registration Form

ENTRANT DETAILS

* First Name

* Surname

* Gender

* Date of Birth

* Email Address
You must enter a valid personal email address or the email address of a guardian (for minors). ETickets and other critically important entry information will be sent to this nominated email address.

* Mobile
This field only accepts numbers. Please start with the country code, eg '61'. If you do not have a mobile number please enter your daytime contact phone number.

* Password
Your password will let you access your details later. It must be at least 8 characters long and include one upper case letter, one lower case letter and one number.

* I ACCEPT the Terms and Conditions of Entry [View](#)
To proceed, you must acknowledge that you have READ and ACCEPT the Terms of Conditions of Entry. Click on the button to read it.

Click **Continue**

Continue →


There is an option to donate or fundraise for Activ or your chosen charity (you can leave this blank if you wish)

♥ Donate or Fundraise for Activ to Win

♥ Activ [Find a Charity](#) [Clear](#)


Click **Continue**

Continue →

If you would like your pack mailed to you, enter 1 (or click ) and **Continue**

2017 CTS POSTAL PACK - 12K & 4K



Option closes 23:59 Friday 21.7.16. Postal race packs will be dispatched in mid-August. You must select EITHER the Postal Option OR collect from Bib Collection Centre. Postage is charged per person.

Postal Race Pack - 12km and 4km Entries Only AUD 6.50 

Please only select one (1) per registration. (Perth Event Only)

Continue →

If your Team Manager selected **Payment by Individual** you will need to pay for your registration and will receive a confirmation email with your e-ticket.

#	Item	Description	Cost	Qty	Total	
1	Registration	4km Adult - Early Bird // Rachel Jones	38.00	1	AUD 38.00	 del
2	Merchandise	2017 CTS Postal Pack - 12k & 4k // Postal Race Pack - 12km and 4km Entries Only	6.50	1	AUD 6.50	 del

Click **Complete Transaction**

Complete Transaction 

If your Team Manager selected **Payment by Team Manager** you will not be asked to pay and will become a queued entrant. Once payment has been made then you will receive your confirmation email and e-ticket.

Payment by Team Manager

Select **Checkout** tab

TYPE	NAME	OPTION	ITEMS	AMOUNT
Registration	2017 Perth CTS - 4km Walk	4km Adult - Early Bird	1	38.00

AUD 38.00
TOTAL VALUE OF QUEUED ITEMS

CLICK TO CHECKOUT ALL REGISTRATIONS IN QUEUE

CLICK TO SELECT REGISTRATIONS TO CHECKOUT

If you have a discount voucher code, enter the code into the voucher field and click **Validate Voucher**

Click **Pay by Visa/Mastercard**

Item	Description	Cost	Qty	Total
Registration	Team member registrations x 1			AUD 38.00

Total: **AUD 38.00**

This will take you to a secure payment page

Please Note: The dashboard payment system only accepts Visa or MasterCard. If you require alternative payment options please contact info@perthcitytosurf.com.au.

2. Join Via Direct Entry Link Provided By Your Team Manager

Click the direct entry link provided by your Team Manager (this will take you to the registration page)

- 2017 Perth CTS - Marathon ^
- 2017 Perth CTS - Half Marathon ^
- 2017 Perth CTS - 12km Run ^
- 2017 Perth CTS - 12km Walk ^
- 2017 Perth CTS - 4km Run ^
- 2017 Perth CTS - 4km Walk ^
- 2017 Perth CTS - 4km Wheelchair ^

Select your distance and fill out the registration form as per the website registration process (above)