



## Corporate Team Guide 2018

### Overview

Teams make up an integral part of Round the Bridges. In 2017, approximately 48% of our participants were part of a team, and we only want to see this number grow!

### Key Information

Below are the following prices and dates for Round the Bridges 2018;

Entry Type	Super Saver	Early Bird	Full Price
	13 July - 31 Aug	01 Sept - 12 Oct	13 Oct - 11 Nov
Under 20's	\$10	\$14	\$18
Adults	\$20	\$29	\$38
65's & Over	\$10	\$14	\$18
Community Service Card Holders	\$10	\$14	\$18

We also have several key dates that you as a team manager will need to be aware of;

<b>13 July 2018</b>	Entries Open at SuperSaver rates
<b>31 August 2018</b>	SuperSaver rates close at 11.59pm
<b>12 October 2018</b>	Early Bird rates close at 11.59pm
<b>29 October 2018</b>	Refund requests close at 9.00am
<b>2 November 2018</b>	Deadline for delivery of race numbers <b>Note:</b> Please read conditions of delivery
<b>9 November 2018</b>	If being delivered, race numbers received by 5.00pm
<b>11 November 2018</b>	Online registrations close at 11.59pm

## Payment Options

1. If your company is helping with entry costs (by offering a full or partial discount to staff members) there are 2 options:

### FULL PAYMENT PRIOR TO RACE

Email [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) with the below:

- Provide full details of your company
- Provide the number of entries you wish to purchase
- We will issue you a coupon code, for your staff to use to receive **free** entry when they register as part of your team
- We will send you an invoice, to be paid within 30 days

### PAY LATER

A good option if you are uncertain how many of your staff will be participating

Email [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) with the below:

- Provide full details of your company
- Let us know the contribution your company would like to make to your staff's entry fees, eg. 20%, 50%, 100%
- We will set up an applicable coupon code for you, for your staff to use to receive a **fully or partially discounted** entry when they register as part of your team
- We will send an invoice for entries using this coupon code once your full team's registration is complete

2. Staff paying for themselves
  - Staff can simply register online and join the team as part of the process (ensure staff members know your team name and password if applicable)
  - Each staff member pays their entry fee individually

**Please note; coupon codes used for team entry do not apply to any merchandise purchases. All Merchandise orders must be paid for at the time of registration by the participant.**

**Lugton's Round the Bridges 2018 Refund/ Transfer Policies apply to all team entries.**

## Setting up a Team

It is a simple process to set up a team for your company. Please follow the applicable steps below.

**IF YOU ARE THE TEAM CAPTAIN CREATING A TEAM AND ALSO PARTICIPATING IN THE TEAM**

You can simply "Create a Team" when you register yourself.

1. Visit [www.roundthebridges.co.nz](http://www.roundthebridges.co.nz)
2. Click the ENTER NOW button at the top of the home page
3. You will be directed to our online entry platform
4. Fill in appropriate fields
5. Under "Registration Details" select "Create a Team"

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12km run run & walk (\$20.00)

(Choose One) ▾

Would you like to join or create a team?

JOIN A TEAM CREATE A TEAM

number (complimentary)  No  Yes

Available numbers in range 1-6800

6. Follow the prompts – fill in your Team Name, Your name (Team Captain), Your Email Address, Password (optional) and Add Description (optional). Select “Create & Join a Team”

Create a Team

Team Name

Your Name (Team Captain)

Your Email Address

Password (Optional)

[Add Description](#)

CREATE & JOIN TEAM CANCEL

*NB: We do recommend you choose a password to protect your team, any members who want to join the team will need to enter this when registering. Choose a password that is memorable, and pass this on to your teammates.*

7. Select Team Category “Corporate” from the drop-down menu

JOIN A TEAM CREATE A TEAM

Team Name Jolly Jumpers [CHANGE](#)

Team Captain Mr Jolly

Team Category \* (Choose One) ▾

Select your Bib number (complimentary) (Choose One) ▾

Personalise your Bib (maximum 11 characters) \* (Choose One) ▾

Casual

Corporate

Primary / Intermediate School

8. Complete registration
9. Let your team know the team name and password so they can get involved!
10. Get your sneakers on and ready for Hamilton's most iconic running event!

**IF YOU ARE THE TEAM CAPTAIN CREATING A TEAM BUT ARE NOT PARTICIPATING IN THE TEAM:**

Please email [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) with the following information:

1. Team Captain Name
2. Email
3. Phone Number
4. Team Name
5. Password

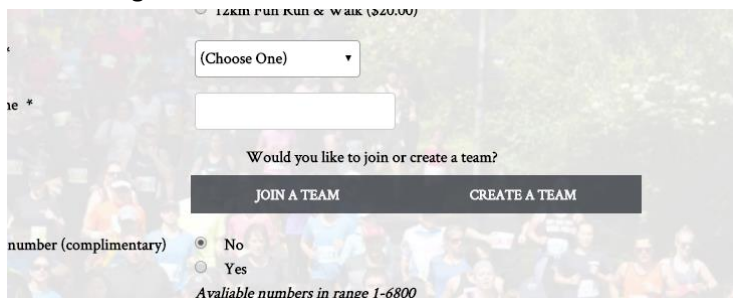
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6. Company payment contribution if applicable, see **Payment Options** section at the beginning of this guide for more information

We will create a team for you and let you know when it is set up. Then you be able to provide staff/team members the team name and password they will need to join your team when they register.

### INSTRUCTIONS FOR HOW STAFF/ TEAM MEMBERS CAN REGISTER AS PART OF YOUR TEAM:

1. Visit [www.roundthebridges.co.nz](http://www.roundthebridges.co.nz)
2. Click the ENTER NOW button at the top of the home page
3. You will be directed to our online entry platform
4. Fill in appropriate fields
5. Under "Registration Details" select "Join a Team"



6. Choose your team name from the drop-down menu, and enter team password if applicable
7. Complete your registration, ensure you enter your team's coupon code if you been given one from your team captain
8. Get your sneakers on and ready for Hamilton's most iconic running event!

## Team Bib Delivery

In 2018, we will be delivering race bibs to teams with 10+ members within the Hamilton City limits. To take advantage of this service, all team members need to have entered and been paid for **before 5.00pm, Friday 2 November 2018**.

- If you are creating a team and wish to take advantage of this service, please use your business address when setting up/editing your profile.

- Delivery will **not** include any merchandise purchases made by team members

## Team Bib Pick-Up

Any team member payments or entries received after **5.00pm, Friday 2 November** will need to pick up their race bib at one of our pre-event registration locations.

### Registration Times:

#### Wed 14th November Registration

Time: 5.00pm - 7.00pm

Location: Hamilton City Hawks' riverside club room, Grantham Street (click here for map).

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### Sat 17th November Registration

Time: 10.00am - 2.00pm

Location: Hamilton City Council Reception, Garden Place, Hamilton CBD.

### Race Day - Sun 18th November Registration

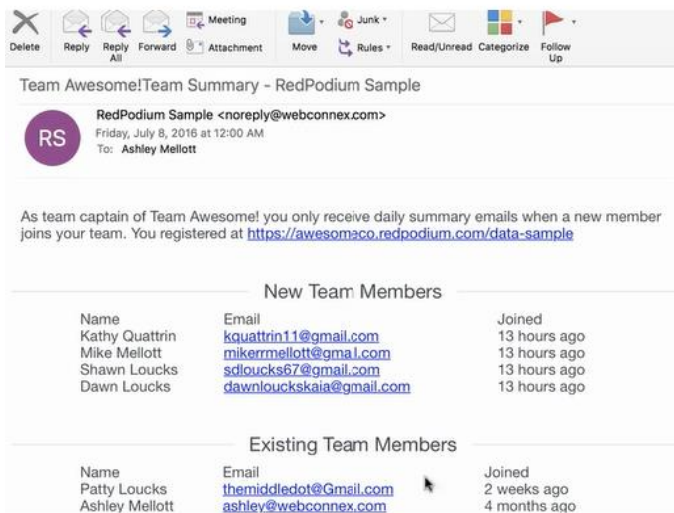
Time: 7.30am - 9.30am

Location: Hamilton City Council Reception, Garden Place, Hamilton CBD.

## Team Captain Daily Summary Email

Team Captains will receive an email each day that someone signs up to their team (see below example).

The email will include a summary of all New and Existing Team Members. It will also include a direct link to the registration form so if they wish to invite any new people to their team they can simply share the link. This daily team email will only go out on days that people join the team. If you have more than one person that would like to receive these emails, or would like a specific person that is not the team captain to receive these emails, this can easily be set up. Please email your request to [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz)



The screenshot shows an email client interface with a toolbar at the top containing icons for Delete, Reply, Reply All, Forward, Meeting, Attachment, Move, Junk, Rules, Read/Unread, Categorize, and Follow Up. The email subject is 'Team Awesome! Team Summary - RedPodium Sample' and it is from 'RedPodium Sample <noreply@webconnex.com>' dated Friday, July 8, 2016 at 12:00 AM, addressed to Ashley Mellott. The email body contains a message to the team captain and two tables of team members.

As team captain of Team Awesome! you only receive daily summary emails when a new member joins your team. You registered at <https://awesomaco.redpodium.com/data-sample>

New Team Members		
Name	Email	Joined
Kathy Quattrin	<a href="mailto:kquattrin11@gmail.com">kquattrin11@gmail.com</a>	13 hours ago
Mike Mellott	<a href="mailto:mikermellott@gmail.com">mikermellott@gmail.com</a>	13 hours ago
Shawn Loucks	<a href="mailto:sdloucks67@gmail.com">sdloucks67@gmail.com</a>	13 hours ago
Dawn Loucks	<a href="mailto:dawnlouckskaia@gmail.com">dawnlouckskaia@gmail.com</a>	13 hours ago

Existing Team Members		
Name	Email	Joined
Patty Loucks	<a href="mailto:themiddledot@gmail.com">themiddledot@gmail.com</a>	2 weeks ago
Ashley Mellott	<a href="mailto:ashley@webconnex.com">ashley@webconnex.com</a>	4 months ago

## Run for a Cause

As part of our long-term vision of helping Lugton's Round the Bridges become the Waikato's largest one-day fundraising event, we're once again encouraging our participants to fundraise at the event. If you are wishing to fundraise for a charity, when registering ensure you tick the 'I am interested in fundraising' in the Run for a Cause section. Your information will then be passed on to our fantastic fundraising partner Everydayhero. They will create a fundraising page for you and send this as a direct link where you can select a desired charity.

## Member's Hub

If you or any team members want to make changes to entry details, do this online via our **Member's Hub**. To set up a Member's Hub account, simply click the Member's Hub button at the top right of our website, or follow the link

in your confirmation email. Here you will be able to transfer distances or start zones, update personal information and/or join a team.

## Hosting Sites



In 2018, we will be offering hosting sites for anyone to purchase so their family, friends and team mates can all hang out pre and post event. If your organisation is keen on taking advantage of this, you will need to get in quick to book yours as spaces are limited. You have two options when booking a site:

- **Premium Site:** Let us do all the work! A 6x6m site, consisting of: 3x6m marquee, 3x6m outdoor area, picket fencing, 2 x 1.2m round tresle tables, 1 x 2.4m tresle table and 20 chairs (will look similar to that pictured above). **Price - \$875.00 inc GST.**
- **Reserved Site:** If you would prefer to DIY your own shelter, chairs etc., this option is for you. A 6x6m space that we will reserve for you to do what you like with. **Price: \$175.00 inc GST.**

To book a hosting site, contact [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) with the following information:

- **Company Name**
- **Contact email address**
- **Premium or standard site**

We will invoice you for your hosting site.

When purchasing a site, please be aware that you and/or your guests will be liable for any damage to the site that you and/or your guests may cause. *If you would like to purchase any additional equipment e.g. BBQ, extra tables/chairs or have any queries, contact Classic Events; [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) or 021 0434240.*

## Benefits of a Corporate Team

### Bragging Rights

Since its inception, *Lugton's Round the Bridges Spark Corporate Challenge* has been a key component of the Lugton's Round the Bridges event. The Waikato District Health Board took home bragging rights for 2017.

We want to see all our local businesses challenging Waikato DHB for the title this year. How you ask? It's pretty easy. Simply register as a corporate team, and have at least four team members. If you have more, don't worry! The trophy is decided by the **accumulative times of your fastest four team members**.

If you aren't too fussed about competing against other businesses, how about some friendly office rivalries? Post-event, you will be able to easily see how you stacked up against your colleagues. Results for your team will be grouped together, and all you will need to do is search your team's name to see who registered the best times!

### Staff Morale

Not keen on the competitive aspect? Lugton's Round the Bridges is a great and affordable way to get the team together outside the confines of the office. With Hosting Site packages on offer, as well as plenty of course and event base entertainment, the whole crew will be able to have a laugh and enjoy the scenic roads and paths lining the Waikato River.

## Spark Corporate Challenge Winner

The fastest four team members' finish times will be combined and measured against every other business team. The team with the lowest combined finish time will take home the coveted Spark Corporate Challenge Trophy (as well as the bragging rights of being the swiftest business in Hamilton!).

The first 4 finishers in the winning team will each receive complimentary entry into next year's event, \$200 worth of Thermatech sportswear and a fantastic Spark prize pack with Spark Towel, Spark Cooler Bag, Spark Drink Bottle, Spark Note Book, Spark Pen and Spark Flash Drive.

## FAQ's

### **Our company will be covering the cost of all our team members. How do we do this?**

This will need to be organised with the Lugton's Round the Bridges team by emailing [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz). Please see the **Payment Options** section at the beginning of this guide.

### **Are we able to be invoiced for our team instead of paying online?**

Yes. To do this, please email [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) and we will set your team up with a designated coupon code which your members can use to join your team without having to make payment. We will track these entries and invoice you for all entries using this coupon code. Please see the **Payment Options** section at the beginning of this guide.

### **When is team payment required?**

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To secure Super Saver pricing, registered team members need to be paid for **before Wednesday 5 September 2018**. Any payments made after this date, regardless of when the team member registered, will be charged at the next pricing tier e.g. Early Bird.

**Someone has already registered but they forgot/didn't join our team. They now want to be added, is this possible?**

Absolutely! Simply email [sandy@classicevents.co.nz](mailto:sandy@classicevents.co.nz) with your team name and the name of the registered participant you wish to add and we will do this for you.

**One of my team members wants to change their start group/distance. Can they do this?**

Yes. Transfer of start group and/or distance can be made online via our **Members Hub**. The last date for online changes is 11.59pm Sunday 11 November 2018.

**Will all the team's race bibs be delivered prior to the event?**

Yes, all team members that have been registered and **successfully paid for by 5.00pm, Friday 2 November 2018** will have all race bibs delivered before 5.00pm, Friday 9 November 2018. Any team members registered/paid for after this date will need to collect their race number at one of our pre-event registration locations.

**All of our team members have registered for different distances and/or start groups. Can we race together?**

No. Everyone must race in their registered race and start zone. If a team member would like to change their start zone or distance, this can be done online via our **Members Hub** before 11.59pm Sunday 11 November 2018. After this deadline, any start zone changes must be made at the change of entries information desk at Registration.

**Some of our team members decided to pull out at the last minute before the event. Can we be reimbursed for their entry?**

No. All participants acknowledge the Refund Policy upon entering the event, which states that any and all refund requests must be received prior to **9.00am, Monday 29 October 2018**. These requests must contain a medical document outlining inability to participate, and will incur a \$5 administration fee. There are absolutely no refunds after this time.

