

Guide for Team Upload

Guide to Team Upload

Please complete the spreadsheet with your participants details before emailing it to admin@city-bay.org.au where it will be entered into the system. Before emailing through the spreadsheet, please log-in on <https://my.city-bay.org.au/login> and create a team by clicking on “TEAM FOR ORGANISATION”, completing the details and clicking “CREATE TEAM”.

Please follow the steps below for each column:

FirstName:

- › Please enter the participant's first name

LastName:

- › Please enter the participant's surname

Gender:

- › Please enter the participant's gender – ‘Female’, ‘Male’ or ‘Unspecified’

DateOfBirth:

- › Please enter the participant's date of birth – ‘DD/MM/YYYY’ format

Email:

- › Please enter the participant's or team coordinator's email address

Telephone:

- › Please enter the participant's phone number – mobile is preferred

RaceType:

- › Please enter the participant's event type as listed below (copy it exactly)
 - › Half Marathon
 - › 6km Runner
 - › 6km Walker
 - › Wheelchair 12km
 - › 12km Runner
 - › 3km Walker/Runner
 - › Wheelchair 6km
 - › Sub 60
 - › 12km Walker
 - › 3km Dog Walk
 - › Carer

Concession ID:

- › If applicable, please enter the participant's concession card number or student ID number

IsMedallInsert:

- › Would the participant like a personalised medal insert for their medal? It will arrive in the mail after the event. **Additional \$12.00 for this product including postage**
- › Please enter ‘1’ for Yes or ‘0’ for No

EverydayHeroConsent:

- › Would the participant like to be contacted by Everydayhero for the purpose of raising money for a charity? We will share your details with Everydayhero
- › Please enter ‘1’ for Yes or ‘0’ for No

ReceiveOffers:

- › Would the participant like to receive communications about upcoming events, special offers or other information from Westpac & Asics?
- › Please enter ‘1’ for Yes or ‘0’ for No