

Guide for Team Upload

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Please log-in on <https://my.city-bay.org.au/login> and create a team by clicking on "LARGE TEAM REGISTRATION", completing the details and clicking "CREATE TEAM". Then complete the spreadsheet with your participants details before uploading it, into your Teams Active registration. Click Manage Registrants & Payment, then click on Upload CSV, where it will be entered into the system. Please contact us at admin@city-bay.org.au or 8352 2011 if you need any help.

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)
 - › 12km Runner
 - › Sub 60
 - › 12km Walker
 - › Wheelchair 12km
 - › Half Marathon
 - › 6km Runner
 - › 6km Walker
 - › Wheelchair 6km
 - › 3km Walker/Runner
 - › Carer

Concession ID:

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

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 Yes or No