Lumary City Bay Fun Run

# 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

**Grassrootz Consent:**

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