



City Bay

2025 Teams Guide



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INTRODUCTION

At City-Bay, we firmly believe that running together fosters connections and creates lasting memories. This year, we are thrilled to introduce an exclusive Team Registration Package designed specifically for friends, families, and corporate teams. Whether you're participating to promote wellness, strengthen bonds with colleagues, or simply enjoy a fun day out with loved ones, entering as a team enhances the experience and makes it all the more enjoyable!

This comprehensive guide serves as your go-to resource, for any questions you may have. Inside, you will find detailed information on how to register your team, tips for raising funds for a charity of your choice, instructions on how to collect your team's bib, and ideas for celebrating post-run with your team.

We're here to support you every step of the way, ensuring that your City-Bay experience is seamless and memorable. Get ready to lace up your shoes, rally your team, and embark on an incredible adventure together!



TEAM BENEFITS

- **Team Member Benefits and Discounts:**
 - Unlock discounted registration fees for team members.
- **Streamlined Bib Collection:**
 - Simplify the process by collecting as a team, saving time on individual collections.
- **Flexible Payment Options:**
 - Choose an invoicing option that suits your team's needs.
- **Increased Visibility For Your Business:**
 - Boost awareness for your team and organisation by participating and representing together.
- **Celebrate Post-Race With Your Team:**
 - Opportunity to hire a village site celebrate your achievements together in a private area reserved for your team after the race.
- **Charity Fundraising Opportunity:**
 - Raise funds for a charity of your choice, making your team's efforts even more impactful.



KEY DATES & DEADLINES

- **Registrations Open:**
 - 21st Dec 2024: 10:00am
- **Early Bird Discount Ends:**
 - 31st May 2025: 11:59pm
- **Village Site Registration Opens:**
 - 1st July 2025: 12:00am
- **Village Site Registration Closes:**
 - 22nd August 2025: 11:59pm
- **Team Registration Cut-Off:**
 - 1st Sept 2025: 11:59pm
- **Team Bib Collection:**
 - 9th Sept: 10am–3pm
 - 10th Sept: 10am–3pm
 - 11th Sept: 10am–3pm
 - 12th Sept: 10am–3pm
- **Race Day:**
 - 21 Sept 2025



ENTRY FEES

Ready to Run as a Team? Check out our entry prices for adults, wheelchair and children available at both early-bird and regular rates. Teams can enjoy the flexibility of choosing different distances for each member – there's no need for everyone in your group to run the same length! This means you can all participate as a team while running the course that best suits each person's ability and goals. Don't miss out on the next page, where you'll find exclusive discounts and special offers tailored just for team entries!

01/02/25 - 31/05/25	01/06/25 - 31/08/25
EARLY ENTRY	REGULAR

12KM RUN/WALK

Adults	55	80
Children	50	60
Concession	55	65
Wheelchair Adult	35	60
Wheelchair Children	25	35
Wheelchair Concession	30	40

HALF MARATHON

Adults	95	115
Concession	95	115

6KM RUN/WALK

Adults	50	60
Children	30	40
Concession	45	50
Wheelchair Adult	45	70
Wheelchair Children	35	45
Wheelchair Concession	40	50

3KM RUN/WALK/WHEELCHAIR

Adults	35	40
Children	25	30
Concession	30	35

TEAM OFFERS & DISCOUNTS

Teams of 10 or more, are entitled to 10% discount provided the team coordinator registers all team members before 1st September as a single batch of entrants at one time via our CSV file. Later additions and/or modifications, or entries by individual team members, will not be eligible for the 10% discount.

For schools, one teacher/supervisor entry per 10 child entries is provided free of charge. In addition, schools are still eligible for the 10% discount above. The free supervisors discounts must be claimed by the school by simply calling our office after all your entries have been keyed to the online system but prior to making payment.



HOW TO: TEAM REGISTRATION

1 CREATE AN ACCOUNT

Please create an account at <https://my.city-bay.org.au> and then create a team by clicking on "LARGE TEAM REGISTRATION".

2 CREATE A TEAM

Complete all required fields and choose whether you'd like your team to be public or private. Tick the box to make your team public if you'd like invited individuals to be able to join. Once finished, click "CREATE TEAM" to submit your team application for admin approval.

3 CHOOSE YOUR METHOD

Once your team is approved by our admin staff via email, you'll have two options for adding team members, depending on the payment method:

- Individually-paid: Team members pay for their own participation.
- Company-paid: Your organization covers the cost for team members. This method entitles you to the 10% discount for teams of 10 or more.
 - Please note: other team members that the company is not covering the cost for can still register individually and join your team.

A) Individual Registrations and Payment by Team Members

- Let your team members know that the team has been created and they can now register individually.
- We suggest sending them a short email or message that includes your unique team join link (available by clicking "Invite" in the registration portal).
- When registering via the link, participants will be automatically added to your team. If they don't use the link, they'll need to manually select your team name from the drop-down list during registration.
- Once everyone has joined the team, your role as the team organiser is done!

B) Bulk Registration and Payment by Company

- Use the CSV file provided to save time and streamline the process. If this is your method of choice, you will need to complete the remaining steps in order to finalise your team registration.

4

DOWNLOAD

Download the CSV form and complete the spreadsheet with your participants details before uploading it. Please **only use this dedicated CSV file provided**, other formats will not be accepted. Please also follow the steps below for each column. Please note that **the CSV file is format & case sensitive**, please follow the formats below very carefully otherwise the final upload will not successfully complete.

- First Name:
 - Please enter the participants first name
- Last Name
 - Please enter the participant's surname
- Gender
 - Please enter the participants gender - 'Female', 'Male' or 'Unspecified'
- Date Of Birth:
 - Please enter the participants date of birth - 'DD/MM/YYYY' format
- Email:
 - Please enter the participants (or team coordinators) email address
- Telephone
 - Please enter the participants phone number - mobile is preferred
- Race Type
 - Please enter the participants event type as listed below:
 - 12km Runner
 - Sub 60
 - 12km Walker
 - Wheelchair 12km
 - Half Marathon
 - 6km Runner
 - 6km Walker
 - Wheelchair 6km
 - 3km Walk/Run
 - Carer
- Concession ID:
 - If applicable, please enter the participants concession card number or student ID number

TIP:

To save time, you can use your company's email and phone number as the main contact details for your team.

5 UPLOAD

Log in and select 'Manage Members & Payments' under your active team registration. Then, upload your completed CSV file by clicking the "Import CSV" button located in the top right corner.

6 PAYMENT & FINALISE

You'll be prompted to pay by credit card. If that's not an option for you, please contact admin@city-bay.org.au and we can issue an invoice for payment via direct debit.

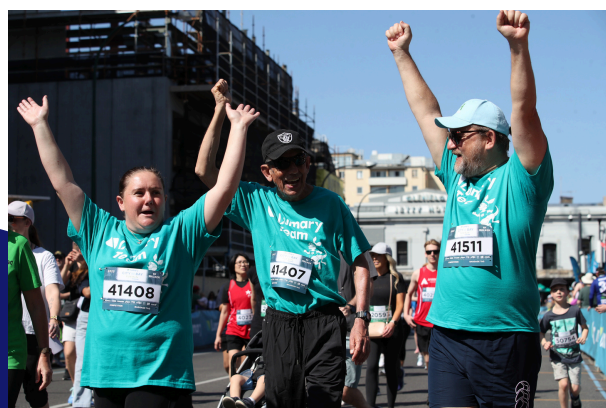


BIB COLLECTION FOR TEAMS

You've registered your team and now it's time to collect your teams' bibs! To make your bib collection process as smooth as possible, we've set up an easy, personalised experience. See below for all the important details, including the location and times for pick-up.

- **Location:**
 - TBA
- **Time & Date:**
 - **Tuesday 9th Sept: 10am–3pm**
 - **Wednesday 10th Sept: 10am–3pm**
 - **Thursday 11th Sept: 10am–3pm**
 - **Friday 12th Sept: 10am–3pm**

Please be sure to email or call us to schedule an appointment before coming in to collect your team's bibs. Booking a time in advance is essential, as preparing bibs for a large team requires time and careful organisation. Without an appointment, you may experience extended wait times while we gather your team's bibs. Making an appointment ensures that your collection process is smooth, efficient, and ready for you upon arrival. We will remind you in the lead-up to Bib Collection to make an appointment, so you can enjoy a hassle-free experience without delays, ensuring everything is organised and prepared for you in advance.



TEAM VILLAGE SITE

On race day, you have the exciting opportunity to hire a marquee for your team, providing a dedicated space for post-run celebrations and camaraderie at the City-Bay Village. This service is organised by Olympic Party Hire, ensuring that you have everything you need for a memorable gathering. Alternatively, you are welcome to bring your own gazebo and set it up in your designated reserved area.

For those utilising village sites, Vilis will be catering delicious options for site holders, featuring a variety of sandwiches, wraps, baguettes, fruit platters, sweet bakery items, and antipasto selections. Plus, to keep you refreshed and hydrated after completing your race, Mt. Lofty Springs will be providing fresh spring water. If you'd prefer to organise your own post-race feast, many teams also enjoy hosting their own barbecues at their pre-reserved site. You're welcome to fire up the grill and bring your own favorite BBQ classics to enjoy post-race. Please note, the BBQ must be for your own use and not for sale to the public.

If you're interested in securing a village site for your team, you can easily register for one on our website. **Village sites open 1st of July, 2025.** Be quick as there are very limited spaces available! Don't miss out on this fantastic opportunity to celebrate your achievements together in a vibrant atmosphere! To view more information and register for a village site, click [here!](#)



CHARITY INVOLVEMENT

Online fundraising surpassed \$460,000 in 2024 – well done South Australia! How much can we raise in 2025? Many organisations are fundraising to make a difference. Has your team been touched by a recent event, or is there a cause close to your heart? Consider rallying your colleagues to raise funds for charity! For added excitement, why not set up an inter-departmental challenge? You could encourage friendly competition by setting fundraising goals for different departments, teams, or branches, and see who can make the biggest impact.

Running for a cause adds extra meaning to your participation, and we encourage teams to select a charity from our official partners to support through fundraising efforts. Online fundraising is easy and accessible! Set up a page with our partners at Grassrootz, and simply share the link with family, friends, suppliers, or supporters. For more information on Grassrootz and how to get started, visit: [here](#).

Joining in is a feel-good experience that boosts your health, lifts team spirit, and brings a lot of fun along the way!



TEAM FAQ

One of my team members would like to change their event or transfer their entry to someone else because they can no longer participate. Is that possible?

- Absolutely! You can make changes to your team up until **1st September 2025**. However, please keep in mind that as of **1st June 2025** onwards, there will be a \$10 administration fee for each change made. Thank you for your understanding, and we're here to help you with the process!

A member of my team registered but forgot to join our team, what can I do?

- Please email us with their name and bib number and we will be able to add them to the team for you.

Is there a limit on the number of participants in a team?

- There are no minimum or maximum participant requirements for teams. Big or Small teams – everyone is welcome! However, to receive the 10% team discount, you will need 10 or more members.

Can we bring banners or flags to identify our team at the Village?

- Absolutely! We encourage teams to bring banners, flags, or matching apparel to showcase their team spirit. However, we kindly ask that all signage, slogans, captions, and clothing remain respectful. Offensive, racist, discriminatory, or political content of any kind will not be permitted. You can find out more about the Village including set up hours [here](#).



Can we request a refund if our team decides not to participate?

- Unfortunately, we do not offer refunds.

How can I stay updated on race day information and changes?

- Follow us on our social media channels and check your email regularly for race day updates and reminders for team captains and participants.

What time should we arrive on race day?

- Arrive at least an hour before your start time to ensure ample time for parking, meeting with your team, and getting race-ready.

Can someone still join my team after the registration cut-off?

- Yes, team members who missed the team cut-off can still register and join your team. However, they won't be included in your group's bib collection and will need to collect their bib individually at the Expo.

Can our team participate in different race distances?

- Yes, team members can choose to participate in any of the available race distances. While you're all part of the same team, each individual can register for the distance that best suits their ability and goals.

I have more participants who want to join, but I've already uploaded my CSV. Can I upload another CSV and make another payment?

- Yes, absolutely! If you have additional participants who want to join your team after you've already uploaded your first CSV, you can either add them individually or you can upload another CSV file.



CONTACT INFORMATION

For any questions or assistance with **registration and other team related enquires**, please reach out to us at the City-Bay office. We can be contacted via email at: admin@city-bay.org.au or by phone at: 08 8352 2011.

For any assistance with **fundraising and charity involvement**, please reach out to our partners at Grassrootz, they can be contacted via email at: support@grassrootz.com.

