



# How do I Create a Corporate Team?

Are you looking to create a team for the Dallas Corporate 5K ? Then, you are in the right place!

**To create a team for the event:**

1. Go to [www.dallascorporate5k.com](http://www.dallascorporate5k.com)
2. Scroll down and select the “Create a Team” button.

The screenshot displays the 'Pricing' section of the website. It features three pricing cards: \$39 for the period 2/22 - 3/31, \$49 for 4/1 - 4/30, and \$59 for 5/1 - Event Day. Below this is the 'How to Register' section, which includes instructions for creating a team, joining an existing team, or registering as an individual. The 'CREATE A TEAM' button is highlighted with a yellow border.

Price	Period
\$39	2/22 - 3/31
\$49	4/1 - 4/30
\$59	5/1 - Event Day

**How to Register**

The Dallas Corporate 5K is an event designed for teams. Create your team and invite anyone to join! Your organization can also choose to cover registration costs. If your organization is already registered simply find your team and join!

Don't have a team? It's okay, you can still participate as an individual! Simply select the Individual option below.

**CREATE A TEAM**      **JOIN A TEAM**      **INDIVIDUAL**

3. Fill out the required captain information, and continue on to select your **Team Category** and **create your Team Name**.

\* Teams:

\* Create a team

\* Select Team Category

Accounting

\* Name Your New Team

Your Team Name Here

Available

4. **Click continue** at the bottom of the page

5. Next, if you'd like to purchase or subsidize additional registrations for your corporate team select **"YES"** on the Team Payment Option page

If not simply click **"NO"** and continue on

**Team Payment Options**

Would you like to purchase giftable registrations for other people? If yes, you will receive redemption instructions by email. If no, please click the red button below to proceed without purchasing a gift.

\*If you purchase additional registrations for your team, you'll be given the option to select the quantity (# of registrations you would like to purchase) and the percentage of the registration fee that you're covering.

You'll also be given the option to pay now or pay later. Either way, you'll be given the redemption codes at checkout and can share them with your team right away.

**Please note that if you select the pay later option, you'll only be invoiced for the codes that are redeemed.**

5. Once you've made it to the checkout page and hit submit, you've officially created your team. Please note that this does not register you as a participant for the event. If you'll be participating in the event, you'll need to register under the subevent "Join a Team"