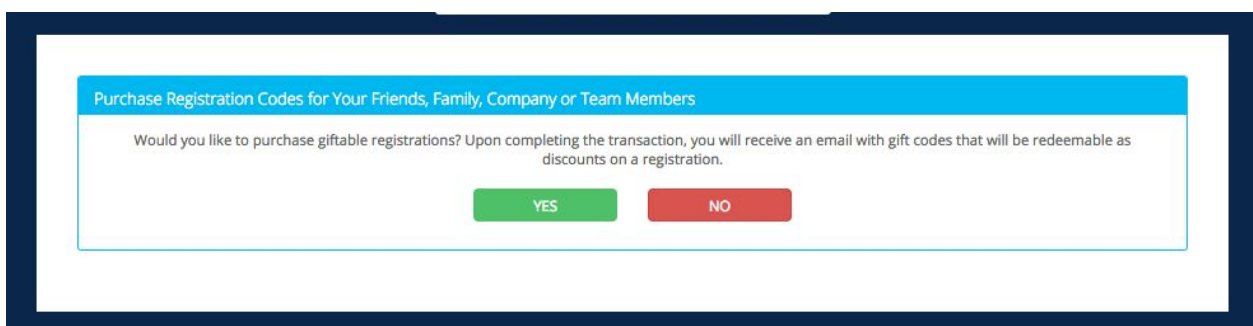


TC10K & Race Roster Instructions

How to create a team and pay for your team member's registration fees

1. [Click here](#) to get to the Create a Team page.
2. Sign in to your Race Roster account or create an account.
3. **Select Event for Participant 1:** select the last option "Create a Team - for team captains to create a team before members sign up".
4. **Registration Information:** Fill in your information in this section.
5. **Additional Team Information:**
 - Enter the name of your Company, Group, Club or Organization.
 - Let us know if you're interested in fundraising for one of the TC10K Charities
 - Please let us know what you would like to have printed on the back of your team t-shirts. If you have questions about the team t-shirts, please email teams@tc10k.ca
 - Check the box for "I understand that I will need to register for the TC10K Team Event or Thrifty Foods Family Run separately."
6. **Team Name Information:**
 - Select "Create a new team and assign me as a captain"
 - Select a category that will make sense for your team members when they are trying to find your team online.
 - Enter your team in "Name Your New Team"
7. Click "**CONTINUE TO WAIVER**"
8. Agree to the event waiver by checking the box at the bottom of the waiver information.
9. Click "**CONTINUE**"
10. **Purchase Registration Codes for Your Friends, Family, Company or Team Members:** If you are purchasing registrations (100% or a portion of fees) for your team members, you need to select **YES** here. You have an option to **pay for the entries now (recommended) to secure the current pricing** or pay later and we will issue an invoice at the beginning of April based off the price at the time the participants registered.



11. Enter the quantity of registrations you will cover for each event (10K, Family Run, School Team 10K).
 - **Unsure how many people will register on your team and use the code, read these notes:**
 - **Pay Now option (recommended):** Purchase the number of registrations that you are certain of and you can return later to purchase more entries if you need them. i.e. If you think it will be between 14-18 people, buy 14 now and then when you've reached the limit, you can return to purchase more entries for any additional people that would like to register. To purchase additional entries, please [click here](#).
 - **Pay Later option:** If you are unsure of how many members are going to register and you are selecting the 'Pay Later' option, please put in the maximum number of people you expect to register with the code. We will only invoice you for the number of codes that were claimed.
12. We recommend that you **keep "Use the same code for all gifts" selected**. This will create one code per event that you can pass around to your team members. If you remove this selection, you will need to send a different code to each person that is going to register.

13. **Subsidize a portion of the gift cost:** To cover a portion of the fees instead of the full amount select this option. When you check the box a new option will open up for you to enter the % you will pay for.

The screenshot shows a web form titled "Purchase Registration Codes for Your Friends, Family, Company or Team Members". It asks if the user wants to purchase giftable registrations. There are "YES" and "NO" buttons. Below, it says "Select the quantity for one or more events you would like to gift". There are three event options, each with a quantity input field, a checkbox for "Use the same code for all gifts", and a checkbox for "Subsidize a portion of the gift cost". The first event is "TC10K Team Event (CA\$40.00) - join an existing team" with a quantity of 20. The "Subsidize" checkbox is checked, and a "Gift subsidization percentage amount" field is set to 50%. Below this, it says "The estimated cost of the gift is CA\$20.00". The second event is "Thrifty Foods Family Run 1.5K (CA\$20.00) - sign up as an individual or join a team" with a quantity of 0. The "Subsidize" checkbox is unchecked. The third event is "Students & Teachers on TC10K School Teams (CA\$30.00) - sign up here if you are a student or teacher" with a quantity of 0. The "Subsidize" checkbox is unchecked. At the bottom, there is a note about deferring payments, "PAY NOW" and "PAY LATER" buttons, and a link to "Continue without gift purchase".

This is an example of someone who is going to purchase 50% of the registration for 20 team members. They will select Pay Now at the bottom of the screen and will pay for 20 x \$20 (50% of the current registration fee) plus processing fees on the checkout page.

14. **Select Pay Now or Pay Later:** If you select "Pay Now" (recommended) you will be purchasing at the current price. If you select "Pay Later" we will issue an invoice at the beginning of April based off the price at the time the participants registered. If you select Pay Later, you will need to enter the billing information that you would like listed on the invoice.
15. **Check Out:** Confirm your billing information (or update as needed) and enter your payment information.
16. Click "**SUBMIT ORDER**" to process. You will receive a confirmation email AND another email with your codes.

Questions or Support

- If you have any questions about the process, the event or your team, please contact the TC10K Teams Manager at teams@tc10k.ca
- If you are having technical issues with the site, please contact Race Roster at support@raceroster.com