

## Step-by-step guide to creating a team

1. Sign up and pay your £30 registration fee.
2. Log into your account.
3. Click on 'Your event' and 'Create a team'.
4. Input the name and a brief description of your new team.
5. Follow the link to invite your friends, family and colleagues to join your team. You will only need their first name and their email address in order to do this.
6. Once your invitees have accepted your request to join the team, their names will appear on your team information page directly below the team description. Keep a check on how many have responded to your invite by logging in to check.
7. How about getting your team to raise all their sponsorship money online by creating a team JustGiving page.
8. Follow the step-by-step guide to setting up your JustGiving team page.
9. Most importantly make sure you add all your team members' names to your JustGiving page so all money raised gets allocated correctly and is shared evenly between all the team members.

