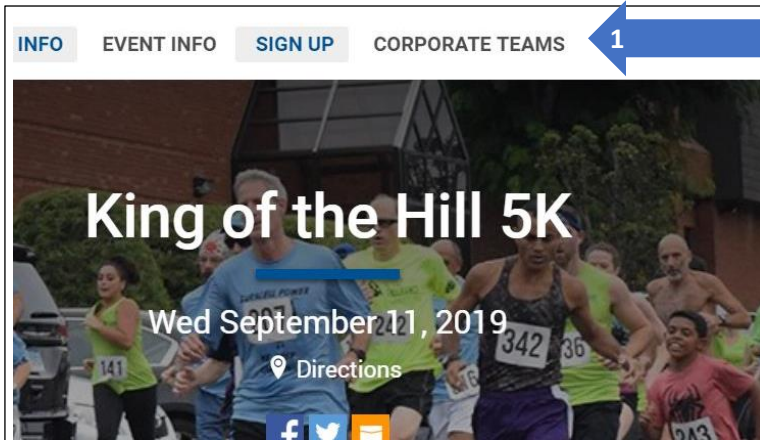


# 2019 King of the Hill Road Race, Wednesday, September 11 at 6 pm – Instructions for Team Captains

Log in to Run Sign Up by going to <https://runsignup.com/Race/CT/Bethel/KingoftheHill5K>



1 From the home page, click on CORPORATE TEAMS

2 Click on Create a New Team

3 Enter a Team Name in the Team Name field and select Corporate Team from the Team Type drop-down menu.

4 Information about teams and divisions appears. Information about how runners are placed in divisions appears at the end of this document.

5 Enter the amount your Corporation will be paying for each team member, as a percent of the fee and/or a dollar amount. If the Corporation is paying the full amount, enter 100%. If individuals are paying on their own, enter 0 in both fields.

Enter a Code that Members Must Enter to Join the Team \*



Enter a code that members will use to join the team. It is easier if the team name and the code are the same. Please give all employees who plan to register for the race this code.

**Cost Coverage Options**

If you entered zero in the percent of costs that the team will cover, these settings have no meaning. If you will pay for team members, these settings allow you to limit when and how many registrants you will cover.

When Will You Stop Paying for Team Members?

Maximum Number of Members Covered

America/New\_York Time  
Format: mm/dd/yyyy  
Ends at 11:59pm on this date.



Enter the date you will stop paying for team members. You should enter the date 09/10/2019.

Are Family Members and/or Friends Included?

Yes, family members and/or friends can join this team.

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**Continue**



Indicate whether you want family members and/or friends to be able to join your team and click Continue.

**Corporate Team Payment**

Team Name: Test Team  
Team Type: Corporate Team

Team Fee: \$0.00  
Processing Fee: Free!  
Total Amount Due: \$0.00

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**Create Team** **Back**



Click Create Team, and you're done!

**Placing Racers in Divisions**

Stacy Schulman from United Way of Western Connecticut will reach out to each Team Captain regarding assigning runners to divisions.

**For more information and questions, contact Stacy Schulman at 203-826-8479 or [stacy.schulman@uwwesternct.org](mailto:stacy.schulman@uwwesternct.org).**

