**CREATE A TEAM:**

**INSTRUCTIONS FOR TEAM LEADER**

**IF YOUR COMPANY IS COVERING EMPLOYEE ENTRY FEES:**

* To begin, click here: <https://runsignup.com/Race/CT/Stamford/BoysGirlsClubCorporate5K>
* Select Sign Up, top right corner of screen.
* Select Join a Corporate Team.
* Select Create a New Team.
* You will be asked to log in or create a Run Sign Up account.
* Enter Team Name
* As your Team Type, select Corporate Team
* Enter **100% + $0.00** to cover the cost of your employees entry fees
* Enter the code team members must enter to be on your team
* In Cost Coverage Options:
  + Enter the limit of team members covered. If your company is covering entrants over your allotted complimentary entries, you may enter a higher limit. We will invoice you for this following the event for any entrants over your allotted comp entries.

**IF YOUR COMPANY IS NOT COVERING EMPLOYEE ENTRY FEES:**

* To begin, click here: <https://runsignup.com/Race/CT/Stamford/BoysGirlsClubCorporate5K>
* Select Sign Up, top right corner of screen.
* Select Join a Corporate Team.
* Select Create a New Team.
* Select Create a New Team.
* You will be asked to log in or create a Run Sign Up account.
* Enter Team Name
* As your Team Type, select Corporate Team
* Enter **0% + $0.00** to make participants pay their way.
* Enter the code team members must enter to be on your team
* Ignore Cost Coverage Options
* Select Continue
* Select Create Team

**Questions?** Email [jody@jbsports.com](mailto:jody@jbsports.com)