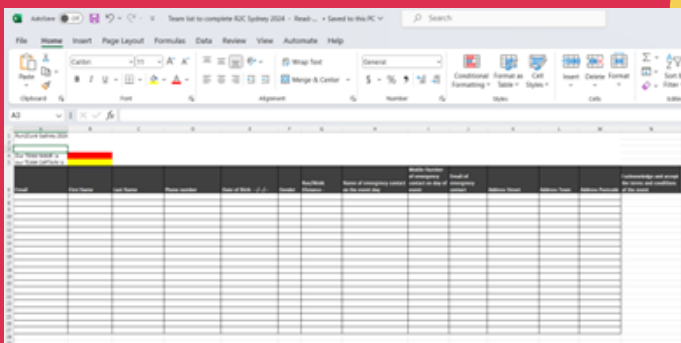# Corporate Team
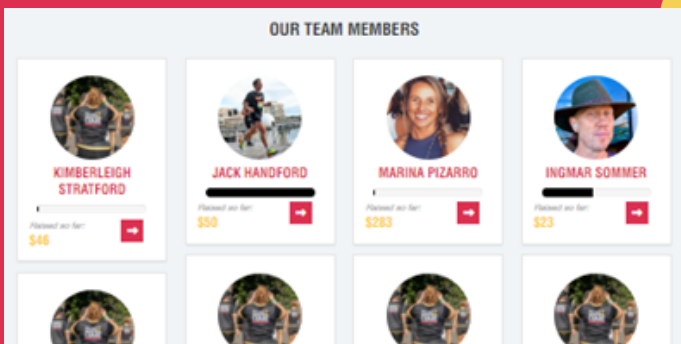# Option 2: Collated Registration

1. Team Captain Appointed

First up, an organisation will need to appoint a team captain for their corporate team. The captain will serve as the liason between the Run2Cure event team and their organisation. Team captain will be responsible for collecting participant information from all who are entering Run2Cure within their team.

2. Team Captain Collates Info

Team captain will collect participant information, in line with the organisation's privacy policy, and input all relevant details in the provided Excel spreadsheet. Completed document can be returned to info@run2cure.org.au.

3. Team Data Upload

Spreadsheet will then be uploaded into the registration platform by the Run2Cure event team, which can take up to 1 week for completion of task. Team captain will be notified once upload is complete and participants have been entered.

4. Payment

The Run2Cure event team will invoice the organisation approximately 2 weeks prior to the event date. Invoice is to be paid in full prior to the commencement of the event. In the case of additions to the team, a separate invoice will be issued.