

TEAMCAPTAIN JOURNEY

TO DO'S TEAMCAPTAIN

TO DO'S RUNNER



WHAT

Create a MyB2Run account or register via an existing B2Run account.

HOW

On the website: [MyB2Run](#)

You can also find more information about the registration process on our website: [B2Run | Registration process](#)

WHAT

Purchase of starting places and additional offers.

You can find an overview of the B2Run offers/packages on our website: [B2Run – Products](#)

HOW

On the website via B2Run Shop: [B2Run | Shop](#)

WHAT

Send link for individual registration to employees.

The link for the individual registration page will be automatically generated or updated when you purchase the starting places and automatically sent to the e-mail address you have provided.

WHAT

Employees register independently via the link on the individual registration page.

HOW

The team captain has access to all registrations in the MyB2Run account and can manage them.

DEADLINE

Until the registration deadline(2 weeks before the event)

WHAT

After successful registration, an automatically generated confirmation email with important information about the event will be sent to the runner.

TO DO'S & INFORMATIONEN TEAMCAPTAIN

Admin of registrations

WHAT

As team captain, you are responsible for your team and can manage the registrations.

In the event of cancellations at short notice, the starting place can be passed on to another person (mutations).

Detailed information on the next slide.

HOW

My B2Run Account:
[MyB2Run](#)

Late registration

WHAT

The purchase of starting places after the registration deadline is possible and counts as late registration.

Detailed information on the next slide.

HOW

On the website via shop:
[B2Run | Shop](#)

DEADLINE

Until registration deadline (2 days before the event)

Info Mailing

WHAT

B2Run will send out information mailings before the event.

Teamcaptain

Two weeks before the event you will receive the Team Captain Info from B2Run with all relevant information about the event for you as team captain.

Runner

One week before the event, every runner receives the Runner Info from B2Run with all the detailed information about the event.

Inform Team

WHAT

Please inform your team about any team-specific information, such as the meeting point, in good time.

Event day

WHAT

On the day of the event, you meet up with your team at your chosen location.

As team captain, you will collect the start numbers for your team from the Infopoint and distribute them to all runners.

Please report any last-minute changes or late registrations to the Infopoint (you do not need to cancel your registration).

FURTHER INFO ON THE REGISTRATION PROCESS

Naming starting positions	<p>Starting places are designated individually by the participant via the individual registration page.</p> <p>Starting places that are named by the registration deadline will receive a personalized start number. Starting places nominated within the late registration period will no longer receive a personalized start number. The late registration period runs online until 2 working days before the respective event, i.e. the starting places can still be named or renamed until then.</p>
Late registrations	<p>Late registrations from participants after the registration deadline can be made via our store until the late registration deadline. Starting places are allocated individually by the participant via the individual registration page. Last-minute late registrations that occur after the late registration deadline can be reported or made directly on site at the Infopoint during the event.</p> <p>Please note that no personalized number can be created for late-registered participants.</p>
Mutations	<p>Changes are short-term cancelations e.g. the transfer of a starting place to another employee or changes to the participant data. These can only be made by the team captain until the late registration deadline via the MyB2Run account in the “My participants” area.</p> <p>Please note that changes made after the registration deadline can no longer be taken into account in the production of race numbers. Nevertheless, the team captain will receive an updated team sheet on the day of the event and the changes made will be displayed correctly in the ranking list. Any final changes that occur after the late registration deadline can be reported directly on site at the Info Point.</p>
Check the status of my team	<p>In your MyB2Run account at www.b2run.ch, as team captain you can view and manage all registered participants in your team at any time. If all the starting places you have booked have already been allocated, i.e. named, other employees will receive a corresponding message when they attempt to register. In this case, as team captain you can book additional starting places, which are then immediately available via your individual registration page.</p>
Customization of individual registration page	<p>The texts on the individual registration page can be customized in your MyB2Run account under “Individual registration page”. If you would like to request additional information (e.g. shirt size) from your employees, please contact the B2Run team at info@b2run.ch.</p>