



How to Create a Team for the 2014 Gold Coast Airport Marathon

1. [Click here](#) for Team Organiser Registration Portal
2. Click 'Register' to create an account, which you will use to log in and manage your team

A screenshot of the 'Team Manager' login/register page. It says 'Before you can create or manage your team, you must log in to our system.' There are two options: 'I already have a user name and password.' with a 'Log In' button, and 'New here? Create a user name and password.' with a 'Register' button. The 'Register' button is circled in blue.

3. Complete your account information and click 'Create Account'

A screenshot of the 'Create a Team Manager's Login' form. It says 'Create a Team Manager's Login. This will let you come back to manage your team. Passwords are required to be a minimum of 6 characters in length and all fields are required.' The form has fields for 'Email Address', 'Password', 'Confirm Password', 'Security Question', and 'Security Answer'. A 'Create Account' button is at the bottom, circled in blue.

4. It will log you in automatically and click 'Add a team' to create your team

A screenshot of the 'Team Manager' page after login. It says 'You have no teams. Click the 'Add a Team' button to start a new team.' There is a 'No Teams.' message and an 'Add a Team' button, which is circled in blue. A 'Log Out' button is also visible.

5. Carefully complete all the team details, referring to the teams information on the website and the hint text  for any required clarification, and click 'Save'
6. Your team is then listed in your account, but noted as locked. It will be approved (unlocked) within 2 business days by the Gold Coast Airport Marathon team and you will then receive the required information to get your team members registered.