



Team Captain Management Guide

The CBIZ Workplace Challenge online registration system aims to help Team Captains manage their teams better. This Guide is meant to show you how to use the system and answer questions that may arise.

The registration system requires that all registrants join a Corporate Team. To create your team, follow the instructions below.

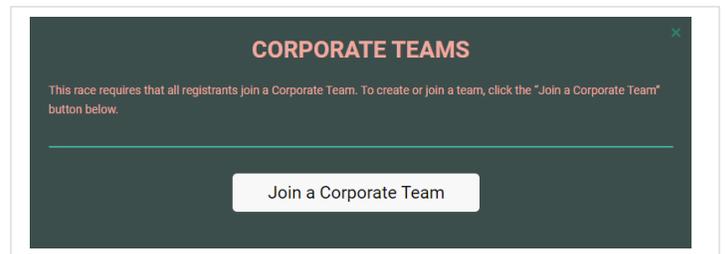
Even if you registered a team in 2025, you must create a new team each year for your company.

CREATING YOUR TEAM

Go to www.cbizworkplacechallenge.com/registration.

Click on: **Team Captain: Create/Manage Your Team**. This will take you to the site where you will be able to create and manage your corporate team, as well as where your employees will go to register.

To Start:
Click the **JOIN A CORPORATE TEAM** button.

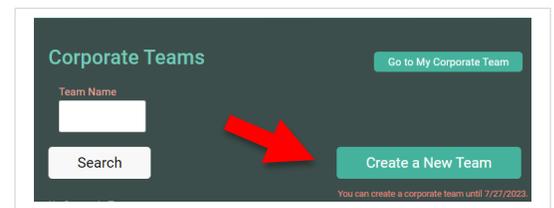


1. Click on the Create a New Team button.

You will then see a login page.

If you've registered a team in 2025, submit your email and password on the left.

If you are registering a new team, click the Create a New Team button on the right.



2. Setup Basic Team Options

- **Team Name** – Use your company name or make this something easy for employees to recognize it.
- **Team Type** – There is only one type.
- **Event Costs %** - Enter the % of the costs you are willing to pay for employees.
 - 100% = you will pay the entire cost. 75% = you will pay for 75% of the cost.
- **Member Code** – *Optional* for your team.
- **Stop Paying Date** – This date will be your cut-off for paying for entrants.
- **Maximum Number Covered** – This *optional* field is the total number of registrations (employees, family and friends combined)
- **Family/Friends Setting** – you can enable an employee to also add others to their registration. Check the box to turn this on.

If not checked, only employees would be able to join your team and receive your cost offset. If checked, you can specify a limit to the number of additional members that your organization will pay for.

Create Corporate Team

Help

Team Name *

Team Type *

Event Costs

Event Costs the Team will Pay for *Each Member*? * % + \$

Enter a Code that Members Must Enter to Join the Team

E.g. Enter 0% + 0\$ if the member will pay the full amount or 100% + \$0 if the team will pay for the member.
Optional, but recommended if paying for team members.

If a member registers for multiple events in a single registration, the fixed dollar amount will be applied for each event.

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.

Family and/or Friend Settings

Are Family Members and/or Friends Included?
 Yes, family members and/or friends can join this team.

3. Questions about your Company

A) **You MUST completely fill out your mailing address** (both the street address AND the city, state, zip code). **This will be the primary mailing address for mailing out any event materials.** If you work remotely, use the address where you wish materials to come.

B) Top Dog: You may register a “Top Dog” for your team. It is *optional*, not mandatory. The Top Dog must meet the criteria below. Email CBIZWorkplaceChallenge@cbiz.com with your Top Dog’s name to confirm that he/she is properly designated as a “Top Dog.”

TOP DOG ELIGIBILITY: *To participate in this category you must be the most senior executive at the company who is participating in the event (ex: CEO, COO, CFO, Senior Partner, Director, Principal). A company must have at least 5 participating members in order for a Top Dog to be submitted. On the evening of the event you must complete and submit to your captain a “Top Dog” scorecard in order to be eligible for the “Top Dog” award and listed in the results. The decision of the CBIZ Workplace Challenge Race Committee regarding “Top Dog” eligibility is final.*

C) Click Create Team!

Create Team

GO TO TEAM PAGE

Logo – You can upload your company logo

Edit Team – Allows you to edit your initial options and to add some more. (See details on page 4.)

Set-up Member Questions – Allows you to ask questions of your team members during their registration. For example, you may want to ask them to volunteer to bring food. (See details on page 4.)

View Members – This will show you who has joined your team and their status.

Join – **Don't forget to join yourself!** You just set the team up – now is a good time to become the first team member, and not just the Captain!

Add & Change Captains – You can share the Captain responsibilities with others – they will then be able to see this same Team Set-up page.

View Invoices & Payments – this is where you can track how much you owe and see how to make payments. (See details on page 5.)

The screenshot shows the team setup interface for an MWC Team. At the top, there is a team logo placeholder with a 'Change Logo' button. To the right, it says 'Team Type: MWC Team' and provides a link to 'View as Captain'. Below this are two buttons: 'Edit Team' and 'Set Up Member Questions'. The main content is divided into two columns. The left column contains a 'Team Member Summary' section with 'Number of Employees/Members: 0/0' and 'Number of Free/Pre-Paid Entries Used: 0', along with 'View Members' and 'Join' buttons. Below that is a 'Payment Summary' section listing: 'Team Setup Fee: \$0.00', 'Registrations Paid by the Team: \$0.00', 'Amount Paid by the Team: \$0.00' (with a note '\$0.00 paid online through RunSignup'), 'Sales Tax: \$0.00', 'Other Fees: \$0.00', and 'Amount the Team Owes: \$0.00'. A 'View Invoices & Payments' button is at the bottom of this section. The right column is titled 'Captain' and features 'Remove' and 'Disable Notifications' buttons. Below that is an 'Add a Captain' section with input fields for 'First Name *', 'Last Name *', and 'Email Address *', and 'Add Captain' and 'Show Changes' buttons.

Edit Teams

Family and/or Friend Settings

Are Family Members and/or Friends Included?

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

Maximum Number of Family Members and/or Friends per Registration

Non-Employees Pay for Themselves

Non-employees will not be covered by the team.

Family Member and/or Friends Notice

This notice will be shown to users when registering. You can use it to include details on what type of family members are included.

Advanced Options

Hide from Public Teams List

Yes, hide this team from the public team list.

Priority on Teams List

Higher priority teams will appear higher on the team list.

Custom Teams URL

https://runsignup.com/CorporateTeams/

Allow Stand-Alone Non-Employees Registrations

Yes, allow a non-employee to register without requiring them to register with an employee.

Team Joining Closes

America/New_York Time
Ends at 11:59pm on this date.

You will be able to **edit the options** you set when you first created your team.

You can also add a note about family/friend participation. For example, setting an age requirement for children of employees.

In addition, you can create a customized URL to make it easier for employees to register.

Finally, you can enable non-employees to register independently from employees. In the standard mode, employees and their families must register together.

Member Questions

You can ask any type of question to the members of your team when they register. You will be able to report and download all the responses, which can help you organize your team.

As you can see on the right, you can enter custom questions and select the way the format of responses – in this case we have chosen Check Box, which allows people to select multiple responses. Other options:

- Free Form is an unlimited text box
- Radio Button allows only one choice
- Select Menu offers items from a list,
- Yes/No

Custom Question

Question *

Can you bring food to the after-race party?

Question Type *



Possible Responses

Response		ADD RESPONSE
<input type="text" value="Water"/>	↑ × ↓	
<input type="text" value="Bananas"/>	↑ × ↓	
<input type="text" value="Power Bars"/>	↑ × ↓	
<input type="text" value="Apples"/>	↑ × ↓	
<input type="text" value="Bananas"/>	↑ × ↓	

Require Response

Ask Each Member

Image

Choose File No file chosen

CLEAR

Additional Details

ADD QUESTION

SAVE QUESTIONS

DISCARD CHANGES AND GO TO TEAM PAGE

View Invoices and Payments

You will be able to view payments you have made – both online and offline.

Payments					
Payment Date	Payment Amount	Processing Fee	Amount Applied to Account	Registrations Through	
03/22/2013 08:36am	\$100.00 (Paid Offline)	Team: \$0.00 Race: \$0.00	\$100.00	03/21/2013 11:59pm	View Payment

[Back to Team Page](#)

In addition, you will be able to see invoices and amount due. You will be able to pay this online or send a check.

Corporate Team Invoice #0000009: Eastern Lift

Viewing as Caption... [View Normally](#)

Registrations Through	03/21/2013 11:59pm
Due Date	03/29/2013 11:59pm
Invoice Amount	\$270.00
Amount Paid	\$0.00
Processing Fee	\$16.20
Amount Due	\$286.20

Credit Card Information

First Name	<input type="text" value="Bob"/>	Last Name	<input type="text" value="Bickel"/>		
Address	<input type="text" value="407 Chester Avenue"/>	City	<input type="text" value="Moorestown"/>		
State	<input type="text" value="New Jersey"/>	Zip Code	<input type="text" value="08057"/>		
Credit Card Number	<input type="text"/>	Expiration Date	<input type="text" value=""/> <input type="text" value=""/>	CVV (Card security code)	<input type="text"/>

[Pay \\$286.20](#)

That's all there is to it! If you have questions, please feel free to:

- Check our website www.CBIZWorkplaceChallenge.com
- Send us an email at: CBIZWorkplaceChallenge@cbiz.com
- Call 516-359-9409

We look forward to seeing you on July 28!