

HOW TO GET INVOLVED

Run Everyone

March 2021

1

Build your team: share our e-poster and info pack with colleagues and friends and start to drum up some interest. Try to engage the whole organisation, we want you to take part as one large team, rather than divisions of the same organisation. This gives you the best chance of topping the leaderboards.

2

Who's paying: decide whether you are paying for the whole team or whether individuals are paying for themselves. Individual or group card payments can be made on the entry portal, invoice payment available by emailing ella@osbevents.com.

3

Create your team: create a team and register yourself by clicking [this link](#). You can set yourself up as a participating or non-participating team captain depending on whether you want to run or just manage the team.

4

Invite your team members: if you are paying for the entries and you have the email addresses of the people in your organisation you can send a direct invite during your sign up. If you don't have their details you can use the link in your entry confirmation at a later date. If they are paying for themselves send them to the general event [sign up link](#), where they can pay for their entry and join your team.

5

Choose your Charity: If you are the Team Captain click the link in your confirmation email to create your personal JustGiving page for one of our fantastic charities.

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6

Link your team to the Charity: Once your page is ready select 'create a team' and follow the simple steps to ensure your organisation can compete in racing to the top of the fundraising leaderboard. When your team page is up and running, invite your team mates to join by sharing your team link or using the invite button at the top of your page.

Let the tech begin: once registered on Active, we will enter you into the competition on our technology provider's website – Results Base. Every time someone new joins your team on Active they will automatically be added to your team within Results Base.

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Start training!!!: Don't wait until March, start your training now. The more runs you get in now, the better you'll feel come March. Use company channels to update your team mates on your training. Plus use your social channels to challenge other organisations to get involved.

9

Work out how to win: Remember this event has something for everyone, the system will recognise runs as short as 100 metres. The competition includes most KM's travelled by your organisation, most team members, fastest standalone half marathon and biggest fundraisers. You don't need to be the fastest to come out on top!

We will produce another How to guide closer to the event, explaining how you register your runs, but for now get your organisation involved, let's bring some community back through a love of running.