

How to set up a School Team and let students join the team

1. To create a team

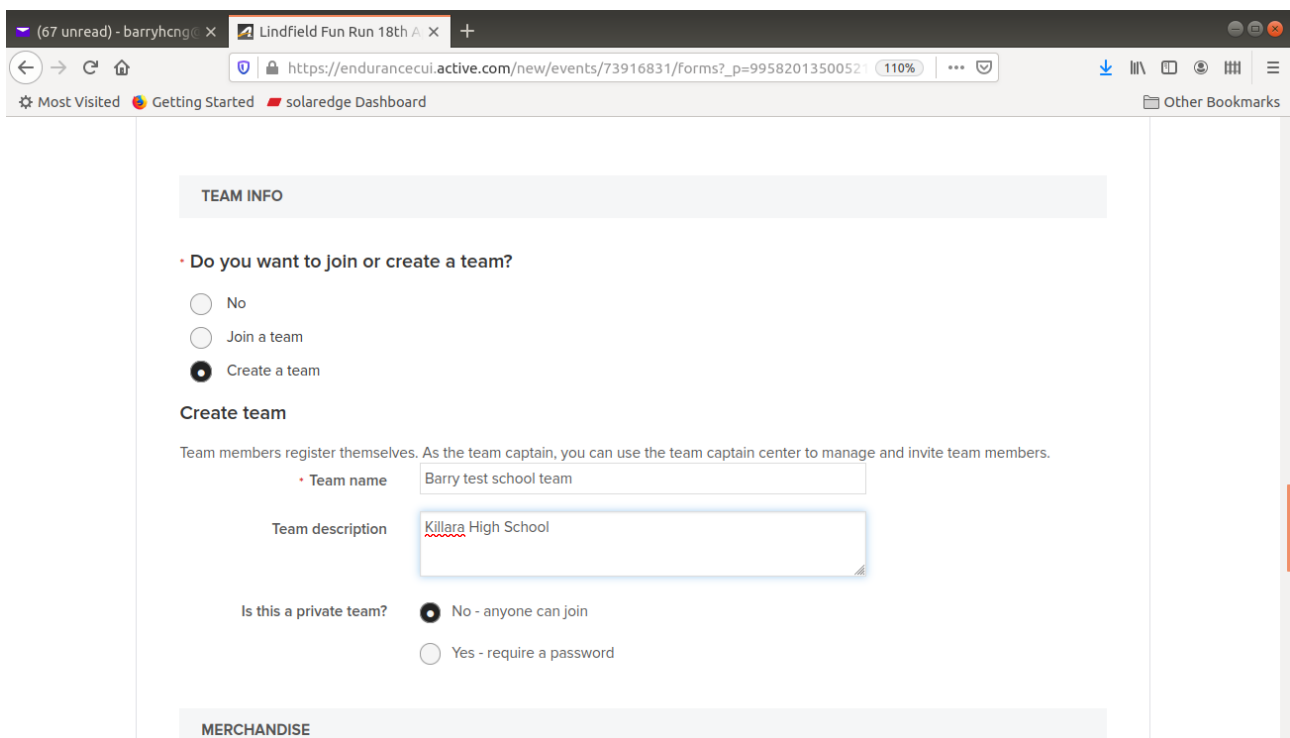
Have an adult to register, and when get to-

‘Do you want to join or create a team’, select ‘Create a team’

Fill in the necessary details

,and select ‘anyone can join’

Complete the Registration



The screenshot shows a web browser window with the URL <https://enduranceui.active.com/new/events/73916831/forms?p=9958201350052>. The page is titled "TEAM INFO" and contains the following form elements:

- Do you want to join or create a team?**
 - No
 - Join a team
 - Create a team
- Create team**

Team members register themselves. As the team captain, you can use the team captain center to manage and invite team members.
- Team name**: Barry test school team
- Team description**: Killara High School
- Is this a private team?**
 - No - anyone can join
 - Yes - require a password

At the bottom of the form, there is a section labeled "MERCHANDISE".

2. Now the student can register and join the team

A student can now register.

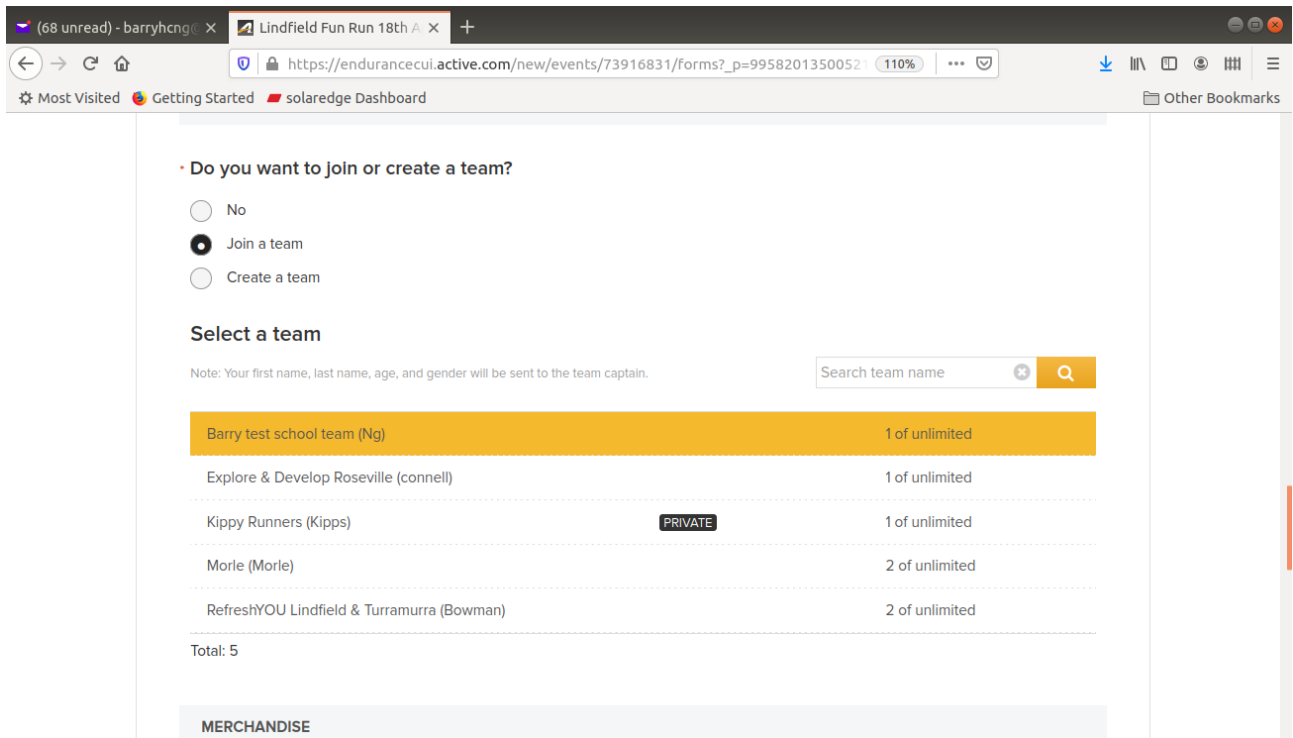
And when it get to the question

‘Do you want to join or create a team’

, select ‘join a team’.

It will automatically display all the teams for you to select.

You should be able to find the one that has been created earlier for your school.



Continue to complete the registration.
You are now in the team.

Footnote-

The below is what Barry Ng (Fun Run Administrator) can see in the system-

Lindfield Fun Run 18th April 2021

April 18, 2021

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Teams

[Transfer team](#) [Remove team](#) [Merge with...](#)

	TEAM NAME	TEAM CAPTAIN	NUMBER OF MEMBERS	MINIMUM SIZE	MAXIMUM SIZE
<input checked="" type="checkbox"/>	Barry test school team	Barry Ng	2	-	-
<input type="checkbox"/>	Bedford Trio	Karin van Heerwaarden	3	3	6
<input type="checkbox"/>	Brett 4	David Brett	4	3	6
<input type="checkbox"/>	CHEOK	Alice Cheok	3	3	6
<input type="checkbox"/>	Deep Space	Li Yan	4	3	6