



HOW TO
GET YOUR TEAM
REGISTERED FOR THE
ADP CORPORATE 5K

PRESENTED BY  **Bon Secours**

**LET'S
GET
STARTED**



REGISTERING YOUR TEAM

REGISTERING YOUR TEAM WILL ONLY TAKE A FEW MINUTES

1 Go to: <http://haku.ly/d48cef9c>

2 Click on the button that says “**Create Your Organization**”

3 Fill out the information requested and click on the button to create your team!

4 Your team is now created! You can access your team captain’s account by clicking on the “**Go To My Account**” button from the thank you page, or by clicking on the “**Log In To My Account**” button from your confirmation email.

YOUR TEAM CAPTAIN’S ACCOUNT

YOUR ACCOUNT MAKES IT EASIER THAN EVER TO MANAGE YOUR TEAM

SETTING PAYMENT PREFERENCES

Your captain’s account will let you set and manage your payment preferences. Whether you want to pay for all employee’s registrations, or only cover part of the cost, you’ll be able to easily manage your payment preferences in your account.

MANAGING PAYMENTS & FINANCIALS

Paying for registrations and products is now easier with your captain’s account. Either choose to pay balances on-demand via credit card or opt to be invoiced to submit open balances to your necessary departments.

START TEAM CONVERSATIONS

Each team gets their own team page where they can share photos, training tips, drive competition, and create excitement about the upcoming race!

**WE'RE EXCITED FOR YOUR
TEAM TO BE A PART OF THIS
GREAT EVENT!**

NEED HELP? CONTACT US AT
INFO@JANDARACING.COM OR (757) 412-1056