

TEAM LEAD STEP BY STEP GUIDE

Click on the check box as you go through the steps

1

ENTERING YOUR TEAM

Check out our partner packages and decide how many places you want to purchase.

Visit the [cycle](#) or [walk](#), select **Register > I'm buying places for my company**.

Complete the registration form on behalf of your company. You can pay for the places by card or select to pay by invoice.

A fundraising page for your organisation will automatically be created when you buy the places and you'll be sent your all-important claim codes.

2

FILLING YOUR TEAM

Share the opportunity with your employees! Here's a [step by step guide](#) for corporate participants to share with your team.

Remember to share your claim codes so they can register for free.

Each team member needs to select **Register > I'm claiming a place in my company**.

They'll be asked to enter their claim code. This will automatically join them to your organisation and use one of the places purchased.

Once complete, each team member will receive a confirmation email and a link through to their individual fundraising page. This will link to the organisation fundraising page.

Don't forget to claim your own place if you are taking part.

3

MONITORING YOUR TEAM

As team lead, you can keep track on overall fundraising, who has signed up and how many places you have left to fill through your organisation dashboard.

Visit the [walk](#) or [cycle](#) homepage and select **log in** (top, right corner)

Enter your details and select the event you want to check

View who has claimed a place under '**organisation members**' and check your claim codes under '**my organisation**'.

4

DID YOU BUY 30 PLACES OR MORE?

Did you want to treat your employees to food and drink at the finish festival? Our hospitality packages will be available in the coming weeks. There will also be the option for colleagues to buy their own food on the day. Unfortunately, you are unable to bring in your own food and drink.

Teams of 30 or more will have a company branded flag flying at the finish festival. Please email your company logo to palace@kingstrust.org.uk by 22nd August to have one produced for your company.

We'll be hosting a pre-event webinar in September to help you prepare for the day. Keep an eye out for an email from the Palace to Palace team on how to join this.

KEY DEADLINES

- | | |
|-----------------------|---|
| 16th July | End of the early bird offer. Buy additional places before this offer ends to secure the best price |
| 22nd August | Share company logo in order to have a flag at the finish festival |
| 1st September | Hospitality order due |
| 19th September | Last day to purchase places |
| 23rd September | All places to be claimed. If anyone claims a place after this date, they will need to collect their pack from the start line. |

TEAM FUNDRAISING

Here's a few fundraising tips to help you boost your company's total, and help your team with their fundraising.

- Encourage your colleagues to add their fundraising page to their work email signature.
- If appropriate, tell your clients about the great work you're doing for The King's Trust, and ask them to donate to your team's total, they may even be interested in taking part with you.
- Start conversations internally about matched funding. This is a great way to boost the team total and show further support for the team.
- Encourage your colleagues to start fundraising early!
- Fundraise together! It's a great way to bring the team together ahead of race day. Why not organise a fundraising activity in the office, a great way to get all employees involved not just those cycling or walking.

