

Dear team captains,

Dear participants,

In order to send the activation code to all participating colleagues quickly and easily, we recommend that you ask all participants for their names and email addresses up to two weeks before the start of the campaign. We'd be more than happy to support you with an individual registration page. The use of this registration page is **optional**.

These instructions have been created to take you through the registration process and make it as simple as possible.

We will answer the most frequently asked questions starting on page 3.

Instructions registration process

Step 1:

Once the booking of the activation codes in the [shop](#) has been completed, an individual registration page will be automatically created for your team. The link to this page will be emailed to the email addresses listed in your MyB2Run account. (Please also check your spam folder) For existing registration pages, the booking is added automatically. You will find the link in the "MyB2Run" section under "Registration pages".

Texts on the registration page are standardised and generic. If you wish, you can edit the texts by logging in to the "MyB2Run" section of the [B2Run website](#). You can find more details for the individual adaptation of the texts on page 4.

Step 2:

If you are happy with the texts on your individual registration page, send the link to this page to your colleagues.

You can find the link in the email which was sent to you after you booked the starting places (Subject: Information on your team's individual registration page) as well as in the "MyB2Run" section under "Registration pages".

- MyB2Run Dashboard
- My data
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- Teams
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- Captains
- Registration pages**
- Security and login
- Privacy Policy

Registration pages

Because of the General Data Protection Regulations, each participant needs to confirm their acceptance of B2Run's T&Cs and Privacy Notices. This means that you and your colleagues all need to provide your details and confirmation individually. Every participant therefore needs to provide an email address so that they can receive confirmation of their registration. To make the process as smooth as possible, simply send the link below to your colleagues so that they can each register their details (up to the maximum number of starting places you have booked).

Detailed information can be found at b2run.ch/registration

#	URL	Events	Status	
1	https://www.b2run.ch/run/ch/en-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/infront-test?lang=en-ch	B2Mission 2022	Online	
2	https://www.b2run.ch/run/ch/it-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/vorzeigetest?lang=it-ch	B2Mission 2022	Online	
3	https://www.b2run.ch/run/ch/de-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/kids-test?lang=de-ch	B2Run Kids 2020	Offline	

Do you need additional information from your colleagues (e.g. department, T-shirt size etc.)? Would you like to include your company logo or team photos from last year? Do you have an earlier, internal registration deadline? Contact us at info@b2run.ch

Step 3:

Your colleagues can then enter their own details for the B2Mission. You can see and edit the details of all registered participants in the “MyB2Run” section under “My participants”.

Step 4:

Once a colleague has registered their details on the individual registration page using the link you sent them, they will receive a confirmation email and their activation code is now officially linked to them. **Important:** this request does not yet grant access to the app. You will only receive the activation code and all other information two weeks before the start of the B2Mission campaign.


Below you can find answers to FAQ and a few special cases.

If you have any further questions, please contact our team by emailing info@b2mission.ch or calling 041 726 17 11.

What does my team member registration page look like?

The link we send to you, which you send on your colleagues, takes you to a landing page. Here, the participant first selects the B2Mission.

Welcome to the registration for B2Mission!



We're excited to have you attend B2Mission!

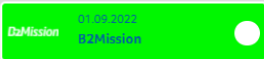
By carrying out this registration, you're letting your team captain know that you'll be participating in B2Mission. You'll receive an activation code for the B2Mission app from your team captain about two weeks before the campaign starts. With this, all the app features will be activated and you will automatically be assigned to your team.

Please enter your participant details below and agree to the GTC and Data Policy of B2Mission.

You will then receive a registration confirmation to the email address that you provided. You can find further information under www.b2mission.ch


We're excited to go hunting for points with you!

Choose your B2Mission



This takes the participant to a page where they enter their personal details.

Your B2Mission



There are still 15 slots available out of 16 in total.
Now enter the participant data for B2Mission 2022:

Participant

Salutation* **Title**

First Name* **Last Name***

Email*

Your e-mail address will only be used to send you your registration confirmation and detailed info before/after the start. Your e-mail address will not be used for other purposes or passed on to third parties without your consent.

I accept the [Terms & Conditions for the use of the B2Mission app](#) and the associated [data protection provisions](#).

Product

Newsletter

B2Run Newsletter

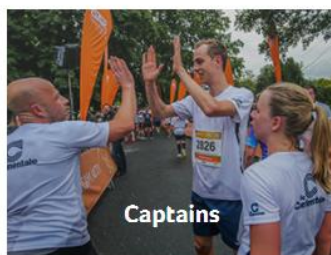
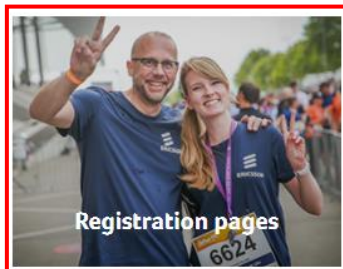
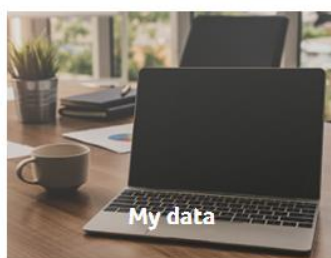
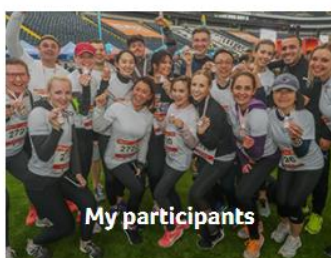
Anonymous participation (no naming in the B2Run online result lists, no naming in the download certificate)

How do I edit the text on my registration page?

Would you prefer a different text for your colleagues or do you need to communicate specific information about the next steps the team need to take? No problem! As team captain, you can edit the text that appears on the individual registration page: log into your registration at www.b2run.ch/en under “MyB2Run” using your email address and password.



Select the “registration pages” icon or menu item.



Click on the pen symbol on the right-hand side of the status to edit the texts.

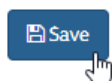
	#	URL	Events	Status	
Groups					
Captains					
Registration pages	1	https://www.b2run.ch/run/ch/en-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/infront-test?lang=en-ch	B2Mission 2022	Online	
	2	https://www.b2run.ch/run/ch/it-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/infront-test?lang=en-ch	B2Run Basel 2020	Online	

Texts on your registration page are standardised and generic. Once you are happy with the texts on your team member registration page, simply send the link to your colleagues.

Options for individualizing the text:

- Inserting the name and e-mail address of the team captain
- Notes on the internal logon process

! Don't forget to save the changes you've made by clicking on the Save button.



- MyB2Run Dashboard
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You can edit your team member registration page here

Texts

Header

← → Formats - **B** *I* U ☰ ☱ 🔗 🖼️ <>

Welcome to the registration for B2Mission!

Enter a title (greeting) here.

Footer

← → Formats - **B** *I* U ☰ ☱ 🔗 🖼️ <>

Follow and like us on [Facebook](#) and [Instagram!](#)

Enter a closing text here.

Introduction

← → Formats - **B** *I* U ☰ ☱ 🔗 🖼️ <>

We're excited to have you attend B2Mission!

By carrying out this registration, you're letting your team captain know that you'll be participating in B2Mission. You'll receive an activation code for the B2Mission app from your team captain about two weeks before

Enter an introductory text here.

Checkout

← → Formats - **B** *I* U ☰ ☱ 🔗 🖼️ <>

Thank you for registering for B2Mission.

You can see the participant details that you entered below.

You will soon receive a confirmation to the email address that you provided.

Enter a text here with info on what to do after registration.

What happens if I book additional activation codes later?

If you add more bookings later and buy additional activation codes, these will automatically be shown on your registration page. You won't see a new registration page, instead your number of activation codes will be continually updated on it.

Your colleagues can see how many activation codes are left when they add their details on the registration page.

You will then receive a registration confirmation to the email address that you provided. You can find further information under www.b2mission.ch

We're excited to go hunting for points with you!

Your B2Mission



There are still 15 slots available out of 16 in total.

Now enter the participant data for B2Mission 2022:

Participant

Salutation*	Mr	Title	Title
First Name*	First Name	Last Name*	Last Name
Email*	Email		

How can I change the name of registered participants or delete them?

By clicking on the “My participants” menu item, you can manage and edit your participants in each even by selecting the participants symbol.

- MyB2Run Dashboard
- My data
- My invoices
- My participants
- Results





My participants

#	Event	Date	Participants	
1	B2Mission 2022	01.09.2022	16	
2	B2Run Basel 2022	03.06.2022	5	

When you have finished, you will see a summary of all registered participants. You can edit or delete participants.

Participants of B2Mission 2022


#	Bib	Name	Team name	Group	Product	Starting time		
1		Hans Muster	B2Run Admin		Aktivierungscode B2Mission 2022	B2Mission 2022		
2	--	--	B2Run Admin		Aktivierungscode B2Mission 2022	B2Mission 2022		
3	--	--	B2Run Admin		Aktivierungscode B2Mission 2022	B2Mission 2022		

If you need to transfer a participant, you need to delete the current participant using the rubbish bin symbol at the end of that particular line. You can then register their replacement manually or send the link of the registration page to the new participant.

What happens when I have filled all my activation codes?

Once you have filled all your activation codes, following message will appear to participants on the registration page.

Welcome to the registration for B2Mission!


YOUR TEAM. YOUR CHALLENGE

Unfortunately, all the reserved activation codes are currently assigned to your team. Please get in touch with your in-house team captain.

It will then no longer be possible to register any more participants. Obviously, you can add more activation codes at any time in the [online shop](#).

If you would like to amend this text, for example by adding your email address or specific information for your team, you can do this by selecting the “registration page” menu item.

You can find more information on editing the text on your team member registration page in the section above on “How do I edit the text on my team member registration page?” on page 4.

Individual registration page upgrades

Do you need additional information from your colleagues (e.g. department, T-shirt size etc.)? Are you ordering t-shirts from us and need to add the list of sizes? Do you have an earlier, internal registration deadline? Contact us at info@b2mission.ch.

How can I create the registration page in other languages?

The registration page is automatically created in the language set for your MyB2Run account. If you would like to have the registration page in another language, please contact us at info@b2mission.ch. The registration pages can be created in German, French, English or Italian.