

BRIEF GUIDE FOR YOUR MYB2RUN-ACCOUNT

# TEAM CAPTAIN 2023

ACTIVE.TOGETHER



## OVERVIEW

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1. *Create login*
2. *MyB2Run*
3. *Book Starter Packages*
4. *Name the participants*
5. *Edit participants*
6. *Team / groups*
7. *Deadlines*

# CREATE LOGIN

Visit our website <http://www.b2run.ch/en>


- The login button is located at the top right.
- Select the button "Register" and enter the required information about the company.



## Login

E-mail address\*

Password\*

 Login

Register

[Lost password?](#)

Already have an account?

Then enter your email address and password and choose the button "Login".

# MYB2RUN ACCOUNT

## Captains

#	Name	Email	Phone / Mobile	Status			
1	Max Muster	max.muster@b2run.ch	041 726 17 11 /	Yes			
2	Carla Mustermann	carla.mustermann@infrontsports.com	041 726 17 11 /	Yes			

Status = Access / own login data to the account

Specify type of captain (team captain or assistant captain)

Edit captain's data

Empty field = currently logged in user / status must remain "Yes"

Delete captain

Create new captain

New captain

Assign Captains style to "Max Muster"

Captain\* ☒ no ☐ yes

**B2Run Zürich 2018**

Type ☐ no assignment ☒ Assistant captain ☐ Assistant captain (read only)

**B2Run St. Gallen 2018**

Type ☐ no assignment ☒ Assistant captain ☐ Assistant captain (read only)

**B2Run Basel 2018**

Type ☐ no assignment ☒ Assistant captain ☐ Assistant captain (read only)

**B2Run Kreuzlingen 2018**

Type ☐ no assignment ☒ Assistant captain ☐ Assistant captain (read only)

It is important to enter and store captains / assistant captains so that these persons receive information on the corresponding run.

Only one team captain can be assigned per location (normally our main contact person). However, the number of assistant captains is unlimited.



## Entry / adjustment of company details & billing address

MyB2Run Dashboard

**My data**

My invoices

My participants

Results

Teams

Groups

Captains

Registration pages

Security and login

Privacy Policy

### Company



Edit

Infront Sports & Media AG  
Zug

### billing addresses



Edit

Infront Sports & Media AG  
Grafenauweg 2  
6302 Zug  
Schweiz  
overall: 13 billing addresses

### Contact Data



Edit

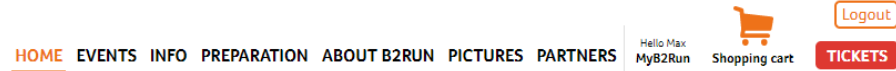
Max Muster  
max.muster@b2run.ch  
041 726 17 11

# BOOK STARTER PACKAGES

**Important:** check the billing address in your MyB2Run account before booking.

1. Visit the [Online Shop](#) on our website
2. Select the desired run and add the number of Starter Packages or Charity Starters to the shopping cart.
  - You can book starting places for different races at the same time.
3. Go to the shopping cart and complete your purchase
4. You have the following two payment options
  1. **Payment by invoice:** Invoice will be sent to you immediately for payment (by mail)
  2. **Collective invoice:** Invoice will be sent to you by e-mail at the registration deadline of your last event. This is especially useful if you are going to make more than one booking.

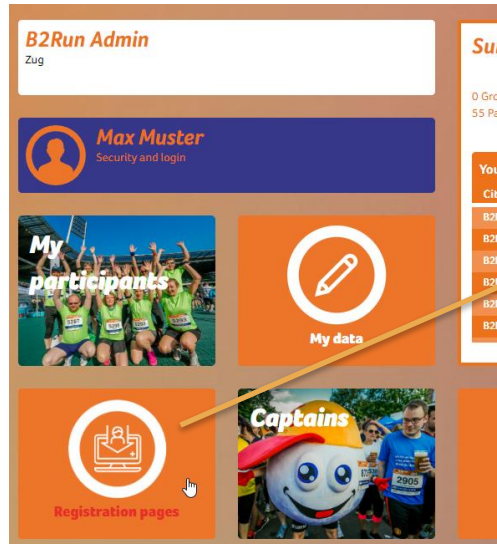
**Option:** if at least 20 Starter Packages or Charity Starters are booked, additional starting places can be reserved by the B2Run team.



# NAME THE PARTICIPANTS

Due to the General Data Protection Regulation, each participant is required at the beginning of the B2Run 2020 season to confirm their acceptance of B2Run's T&Cs and Privacy Policy in order to participate. This means that all participants need to provide their details and confirmation individually. Detailed information and guidelines can be found at [b2run.ch/registration](https://b2run.ch/registration)

To make this process as easy as possible, an **individual registration page** for your team is automatically created after booking. You will receive the link to the registration page by e-mail or you can find it in your MyB2Run account.



#	URL	Events	Status	
1	<a href="https://www.b2run.ch/run/ch/de-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/infront-test?lang=de-ch">https://www.b2run.ch/run/ch/de-ch/ms/index.html#https://shopping.b2run.ch/modules/microsite/infront-test?lang=de-ch</a>	B2Run St. Gallen 2020 B2Run Basel 2020 B2Run Zug 2020 B2Run Kreuzlingen 2020	Online	

Send link to employees






Adapt texts from registration page

# EDIT PARTICIPANTS / PARTICIPANT LIST

**Important:** If changes are made directly in the participant administration area, you as team captain agree to the T&Cs on behalf of the respective participant.





- Ideally, delete the participant that is no longer attending via the team management tool and let the replacement register themselves via the link on your individual registration page.

## My participants

#	Event	Date	Participants	
1	B2Run Basel 2020	19.06.2020	10	
2	B2Run Kids 2020	28.05.2020	30	
3	B2Run Kreuzlingen 2020	07.05.2020	5	
4	B2Run Bern 2019	02.07.2019	1	
5	B2Run Basel 2019	28.06.2019	1	

View / edit named & untitled participants

### Participants of B2Run Basel 2020

#	Bib	Name	Team name	Group	Product	Starting time	
1		Max Muster	Infront Sports & Media AG		Starter Package B2Run Basel 2020	18:30 Uhr Runner (Grün)	 
2	--	--	Infront Sports & Media AG		Starter Package B2Run Basel 2020	18:30 Uhr Runner (Grün)	 

Name / rename participants

Delete participant data

Export participants

Export participant list

### Export participants

Please select your event

B2Run Kids 2020 (30 Participants)

Please select attributes from which microsite will be shown

none  
none  
infront-test (de-ch)  
vorzeigetest (it-ch)  
kids-test (de-ch)

Select relevant event

Select relevant registration page

> If the registration page is in several languages, participants must be exported separately for each language.



# TEAM / GROUPS

As team captain, you have the option to have your company take to the starting line under a specific team name and can divide your runners into groups.

## Team

Your company name will automatically be used as the team name. Where necessary, this can be adjusted for each B2Run location. For the rankings (individual and team), the team name is always used. If no groups are recorded, the team name will be printed on the starting numbers.

## Groups

With groups, you can divide your runners according to departments, branches, etc. If a group name is recorded, this will be printed on the **starting numbers** and will be used for the **ranking** (individual and team). It is therefore advisable to integrate the company name in the respective group names (e.g. Infront – Finance, Infront – HR). The starting numbers are bundled based on the groups and handed to the team captain. If you do not require any groups, this field can be left empty.



# DEADLINES

	Early bird rates available until	Deadline for registration	Event
B2Run Zug	11/04/2023	02/05/2023	<b>23/05/2023</b>
B2Run Lausanne	19/04/2023	10/05/2023	<b>31/05/2023</b>
B2Run St. Gallen	24/04/2023	15/05/2023	<b>05/06/2023</b>
B2Run Zürich	27/04/2023	16/05/2023	<b>08/06/2023</b>
B2Run Bern	10/05/2023	31/05/2023	<b>21/06/2023</b>
B2Run Basel	11/05/2023	01/06/2023	<b>23/06/2023</b>
B2Run Zug	11/04/2023	02/05/2023	<b>23/05/2023</b>



# ***THANK YOU!***

B2Run Swiss Company Run  
info@b2run.ch  
Tel. +41 41 726 17 11

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[www.b2run.ch/en](http://www.b2run.ch/en)

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***B2Run***

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