



Corporate Challenge Online Registration Instructions

Team name: School District of West De Pere

Team password: 806

Promo code - For employee use only: **40BR10**

Registration procedures:

1. Visit www.bellinrun.com. Click the **Register Online** icon.
The Bellin Run registration page will open.
2. Click the **Register** icon on the Bellin Run registration page.
A new page opens to begin entering your race information.
3. Select **Corporate Challenge Team Member** under the heading for the appropriate event (Bellin Run 10K or Bellin Run Children's Run).
4. Check the **Assumption of Risk and Privacy Policy** box and **Accept Terms & Conditions** icon.
The team information page opens.
5. To search for your team, type in West De Pere in the **Team Name** field or an individual's name in the **Member/Captain Last Name** field and click the **Search** icon.
A listing of choices will appear for you to select the appropriate team. Select the radio button for your team.
6. Enter your team password 806 in the **Password** field and click the **Continue Registration** icon to advance.
7. Enter your individual registration information (NOTE: family and friend team members will be asked to provide the name of an employee in this section. This information will be used for VIP race packet delivery). Click the **Continue Registration** icon to advance.
8. Your fee displays. **NEW FOR 40TH ANNIVERSARY:** all participants will receive a tech shirts – no need to upgrade
For those authorized to use a promo code, enter **40BR10** in the **Promo Code** field and click the **Apply Promo Code** icon. (NOTE: *usage of this promo code is restricted to employees only.* Unauthorized users will be asked to reimburse the company for these fees.)
9. Click the **Continue Registration** icon to advance.
The payment page opens, displaying a summary of your fees.
10. To add another registrant (using the same payment method) click the **Add Another Registrant** button and re-start the process for that registrant. If you are finished, add your billing information, check the three **Authorization and Acknowledgement** boxes, and click the **Submit Registration** icon.
A registration summary displays (NOTE: you will also receive an email confirmation.)

Contact Linda Maxwell, Assistant Race Director, at (920) 217-5695 or CorporateChallenge@bellin.org for more information.