

Ports of Auckland Round the Bays HOW TO GUIDE

Get your work team fun run ready

Did you know that over 500 workplaces participate as a team in Ports of Auckland Round the Bays?

This staple in the Auckland calendar is New Zealand's largest fun run and walk. Established in 1972 and now attracting 30,000 participants each year, this year the 8.4km scenic flat course will be lined with entertainment and sweet beats all the way to the finish line.



ROUND THE BAYS

4 MARCH 2018

Every year, workplaces get involved in this iconic event to:

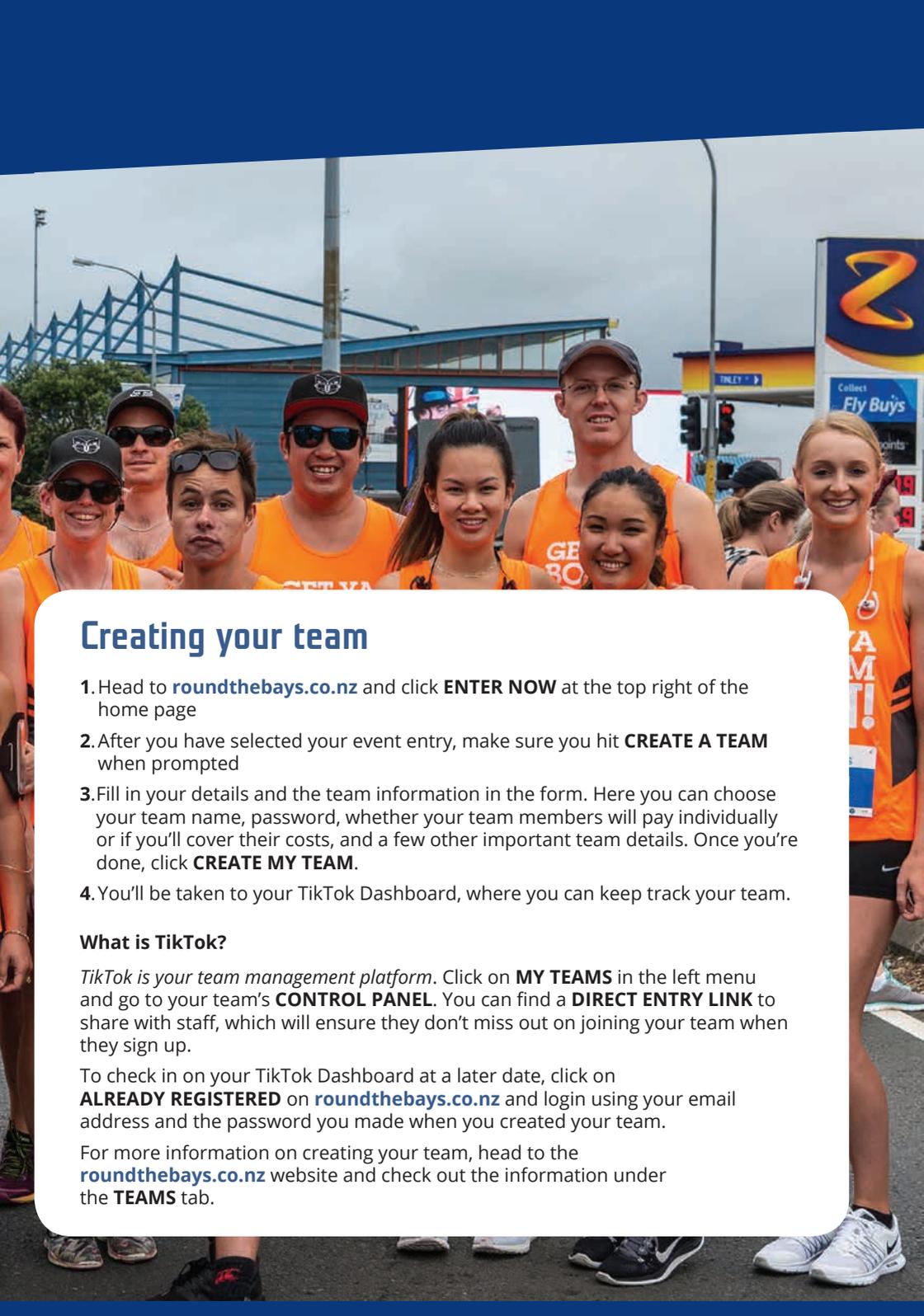
- Promote fitness, health, and well-being amongst their staff
- Reward employees with a unique, fun and entertaining **team building** exercise
- **Raise money** for a charity of their choice
- Invite family, clients and other business stakeholders to relax in an on-site **post-event hospitality space**

Ready to hit the ground running? You'll find everything you need in this pack to make your Ports of Auckland Round the Bays day a success.

Workplace health and wellbeing

We're all aware that it's important to focus on staff health and wellness, both mentally and physically. Here are some steps you can take in the lead up to Ports of Auckland Round the Bays:

- **Circulate the adidas eight-week training programme:** This will be available to download from our website on the 8th January 2018.
- **Promote 'walking meetings':** Why not walk around the block and chat about the upcoming project instead of being stuck in a stuffy meeting room?
- **Organise a lunch time walking or running club:** Staff can get to know each other, interact, find a buddy and train together - perfect in the lead up to the event!



Creating your team

1. Head to roundthebays.co.nz and click **ENTER NOW** at the top right of the home page
2. After you have selected your event entry, make sure you hit **CREATE A TEAM** when prompted
3. Fill in your details and the team information in the form. Here you can choose your team name, password, whether your team members will pay individually or if you'll cover their costs, and a few other important team details. Once you're done, click **CREATE MY TEAM**.
4. You'll be taken to your TikTok Dashboard, where you can keep track your team.

What is TikTok?

TikTok is your team management platform. Click on **MY TEAMS** in the left menu and go to your team's **CONTROL PANEL**. You can find a **DIRECT ENTRY LINK** to share with staff, which will ensure they don't miss out on joining your team when they sign up.

To check in on your TikTok Dashboard at a later date, click on **ALREADY REGISTERED** on roundthebays.co.nz and login using your email address and the password you made when you created your team.

For more information on creating your team, head to the roundthebays.co.nz website and check out the information under the **TEAMS** tab.

Securing your hospitality site

Celebrate after finishing Ports of Auckland Round the Bays in true comfort with one of our hospitality site options. These site packages are will be set up in Madills Farm Reserve. In the event that we hit maximum capacity at Madills Farm Reserve, we will extend to Glover Park (short 10 minute walk from Madills Farm Reserve).

You can purchase as many sites as your team needs to ensure complete relaxation after the race. How good!

Five team hospitality packages are available, these include:

 7M x 7M SPACE	 1 x ALLOCATED CAR PASS		\$350
ALL PRICES INCLUDE GST			
 7M x 7M SPACE	 1 x ALLOCATED CAR PASS	 1 x BBQ	\$600
 1 x GAS	 1 x BAR-B-MATE		LIMITED BBQ PACKAGES AVAILABLE
 6M x 7M SPACE	 1 x ALLOCATED CAR PASS		\$900
 6M x 3M MARQUEE	 PICKET FENCE		
 6M x 7M SPACE	 1 x ALLOCATED CAR PASS	 6M x 3M MARQUEE	\$1,200
 PICKET FENCE	 30 x CHAIRS	 4 x TRESTLE TABLES	
 6M x 7M SPACE	 1 x ALLOCATED CAR PASS	 6M x 3M MARQUEE	\$1,400
 PICKET FENCE	 30 x CHAIRS	 4 x TRESTLE TABLES	
 1 x BBQ	 1 x GAS	 1 x BAR-B-MATE	LIMITED BBQ PACKAGES AVAILABLE

Order forms for catering, beverages and party hire are available on the [TEAM HOSPITALITY SITES](#) page at roundthebays.co.nz. Hospitality sites can be purchased when you register or via our [EVENT STORE](#) on the [TEAM HOSPITALITY SITES](#) page.

Team Manager's CHECKLIST

Organise your team

- Decide on your team name and select your team captain
- Start thinking about your get up - a custom printed t-shirt is always a great way to get that team feeling
- Create your team on the website following the instructions in this guide

Promote your team in the office

- Put up the supplied posters and fill in your team details
- Send out an email with the direct URL link, where they can easily join your team
- Circulate the adidas training programme
- Plan an internal event, such as a sportswear day or shared lunch, where you can rally people to join and get everyone excited

Get everyone registered

- Make sure you clearly communicate the online signup process to your staff
 - Visit roundthebays.co.nz, click ENTER NOW, choose entry (e.g Adult), click JOIN TEAM, Search [insert team], click the tick button, then fill in your details
 - Alternatively, email roundthebays@fairfaxmedia.co.nz for a 'bulk upload' excel document template if you have a staff list you want to enter
- Choose a charity to support

Book your hospitality site and get ready to relax

- Order an appropriate hospitality site
- Organise furniture, entertainment, food and drink to deck it out, or use the supplier forms to secure what you need
- Prepare recovery packs for staff

Make sure everyone knows what to do on the day

- Select a meeting point on the day before the race
- Decide how you are going to run it - are you a team pack or are you racing to win?
- Ensure everyone knows where your post-event hospitality site is to meet afterwards
- Plan how you're all getting home. Shuttle buses leave from Long Drive after the event, and team buses can park beside Madills Farm and Glover Park

Enter your team and WIN!

WIN SOME AWESOME PRIZES FROM OUR MAJOR SPONSORS!

Say thanks and kit out your captain

This is your chance to nominate your captain (or team manager) to say thank you for all their hard work and show them that it has not gone unnoticed. Team captains will go in the draw to WIN one of three \$500 adidas prize packs. The nominee will also win a \$100 adidas voucher. Check out the website for more details.

Follow Ports of Auckland Round the Bays on Facebook and Instagram to be in to win spot prizes and giveaways leading up to Auckland's most notorious running event.

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Presenting Partners

