REGISTRATION GUIDE

SCHOOL TEAMS

1. Go to Kokodachallenge.com

2. Click "register now" button in top right corner or screen.

3. Make your event selection and click "next".

4. Enter your personal details. Please ensure all mandatory fields are completed.

   IMPORTANT NOTE! If you have participated in the Kokoda Challenge in the past and are using the same email address, please click the "login" button on top of the "email" section. This will auto fill your previous details!

   I**MPORTANT NOTE!** You must add your school name in the 'organisation' box.

5. Read the terms and conditions, cut off dates and sign the electronic waiver. Click "next".

   IMPORTANT NOTE! All waivers are not to be completed online. There will be NO hard copy waivers for the 2022 Kokoda Challenge. Please ensure all participants complete their profiles and sign their electronic waiver ASAP.

6. Complete your teams' details. Feel free to personalise this page now, or later with your team.

   IMPORTANT NOTE! Please add your schools name or acronyms into your team name to assist with invoicing and team organisation.

7. Add team members to your team (these can be added later if needed). We suggest team members get added ASAP to ensure they complete their online profiles and waivers. Click "next".

   IMPORTANT NOTE! Team captains can now remove and change team members in their team. So, if your team members change, do not worry, you can make the adjustments yourself! Team changes can be made up to 4 weeks before the Kokoda Challenge. Changes after this date will only be permitted in extreme cases.

IMPORTANT NOTE! When inviting team members into your team, be sure to use an email address they can access both inside and outside for school hours. This ensures important communications reach all students.

8. Personalise your own fundraising page! Then click "next"

9. Want to kick start your teams fundraising? Add a personal donation! Remember, all donations over $2 are completely tax deductible! Click "next".

10. If you wish to have your school invoiced for your team, enter the promocode "KOKODASCHOOLS". If you do NOT want to invoice your school and are paying the registration yourself, please pay the registration fee.

    IMPORTANT NOTE! Your school will be invoiced for your registration at the end of the month. This invoice will include any teams that registered under your school's name within that month. Schools then have until one month of the event to pay the invoice. If the invoice is not paid in this time, your teams place will be forfeited.

    IMPORTANT NOTE! If you pay the registration fee yourself but later decide you want your school invoiced instead, we will NOT be able to refund you and issue an invoice instead. Please be certain you are paying for your team yourself before processing a payment. We recommend talking to your Kokoda Coordinator to confirm this.

    IMPORTANT NOTE! The registration cost is SEPARATE to the fundraising cost. If you use the promo code for registrations, we will automatically create a fundraising minimums invoice as well. If you do not wish for this, please advise. accounts@kokodachallenge.com

11. You are all registered! Play around with your dashboard and check out the cool new features!