



New Registration Process – 2012 Competitors

The following document describes the new 2-stage registration process.

Registrations

On the morning of registrations the website will change and visitors will have the option to click through to the normal website, or view the registration page.

Step 1 – Registrations Open

On the date of registration at 6.00am, the registration form will appear. The form will be very simple and no payments will be taken at this step.

The following details will be required:

- Leader First Name
- Leader Last Name
- Leader Email
- Leader Mobile
- Team Name (must be unique, so please have a second preference just in case your team name is already taken!!)
- Category (Men's Team, Business Team etc)
- Username
- Password

Step 2 – Successful Teams Notified

After The Kokoda Challenge Association staff has checked all the teams, the website will send an automated email to all teams who successfully registered. This email will notify you on how you can finish filling out your teams details and pay your team fees. Teams must finalise their registrations within 48 hours of receiving this email. Your team place will be forfeited if you don't finalise your registration/payment by then.

Step 3 – Registrations Finalised

Using the link provided in the email, and the Username and Password you gave earlier, you now can sign into the second registration page, which is where you can provide all your team member details and make payment. **Please take the time to carefully read and understand the terms and conditions for entry.**

Step 4 – Team Fully Registered

Having finalised your registration and having paid your team fees, your team is marked as "Active" and you have officially secured your team place in the 2012 Kokoda Challenge.

A confirmation email will be sent to the team leader, informing you that your team place has been secured.