



# Get started

## How to create a team

### Step 1: Create a team

Nominate someone to be your Team Owner .

The Team Owner needs to:

- 1.create a Get Active Victoria account
- 2.log in to [getactive.vic.gov.au](https://getactive.vic.gov.au)
- 3.go to TEAMS > MANAGE
- 4.create your team.

### Step 2: Invite people to the team

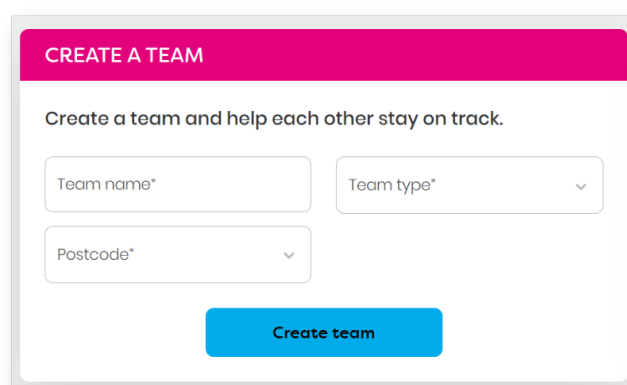
If you are the Team Owner, go to TEAMS > MANAGE.

Click Edit under Manage Your Teams.

(If you are using the mobile app, go to MY TEAMS, view the YOUR TEAMS table and scroll the table to the left).

Invite teammates using their email address or Get Active Victoria username (if they already have an account).

Anyone you invite who doesn't have an account will get an email with your Team ID and instructions to create an account.



**CREATE A TEAM**

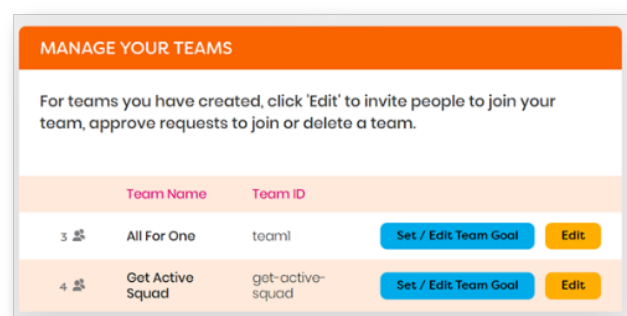
Create a team and help each other stay on track.

Team name\*

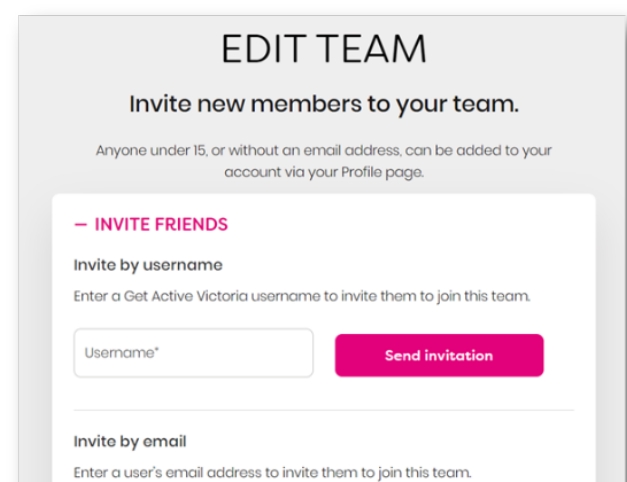
Team type\*

Postcode\*

**Create team**



	Team Name	Team ID		
3	All For One	team1	<a href="#">Set / Edit Team Goal</a>	<a href="#">Edit</a>
4	Get Active Squad	get-active-squad	<a href="#">Set / Edit Team Goal</a>	<a href="#">Edit</a>



**EDIT TEAM**

Invite new members to your team.

Anyone under 15, or without an email address, can be added to your account via your Profile page.

— INVITE FRIENDS

Invite by username

Enter a Get Active Victoria username to invite them to join this team.

Username\*

**Send invitation**

Invite by email

Enter a user's email address to invite them to join this team.



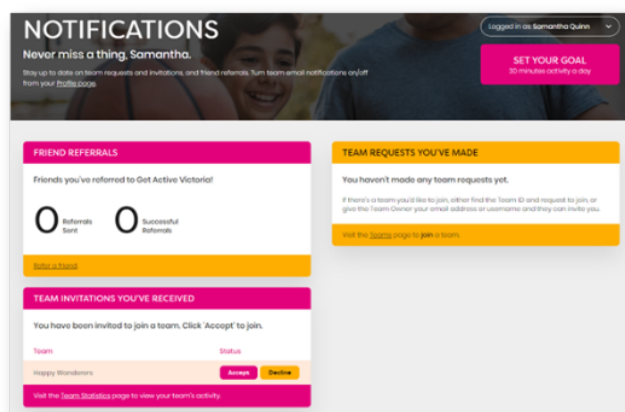


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## Step 3: Accept the invitation

Once they have an account, each person will need to log in and accept the invitation in Notifications.

In the mobile app, you find NOTIFICATIONS by selecting the bell icon in the top right hand corner.

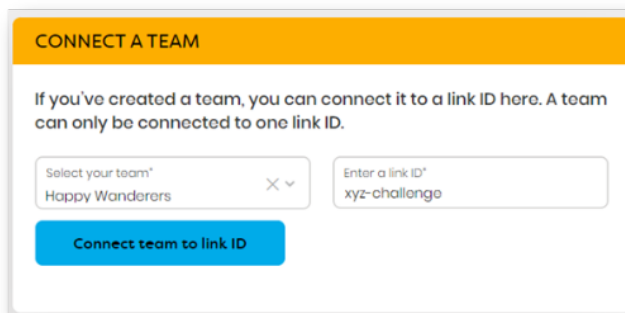


## Step 4: Connect the team

If you are part of a teams event that has a Link ID, you can connect your team.

To connect your team:

1. log in to the Get Active Victoria website (not the mobile app)
2. go to TEAMS > CONNECT
3. in the 'Connect a team' panel, select your team from the dropdown menu and paste in the link ID you have been provided.



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[getactive.vic.gov.au](https://getactive.vic.gov.au)