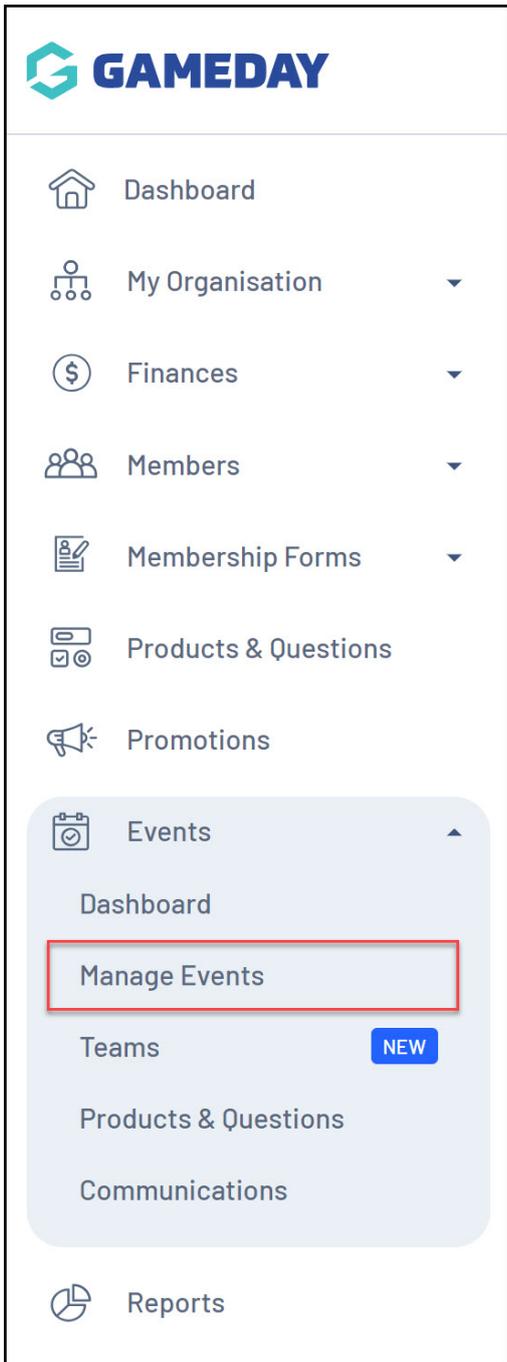# How do I create a Team Event?
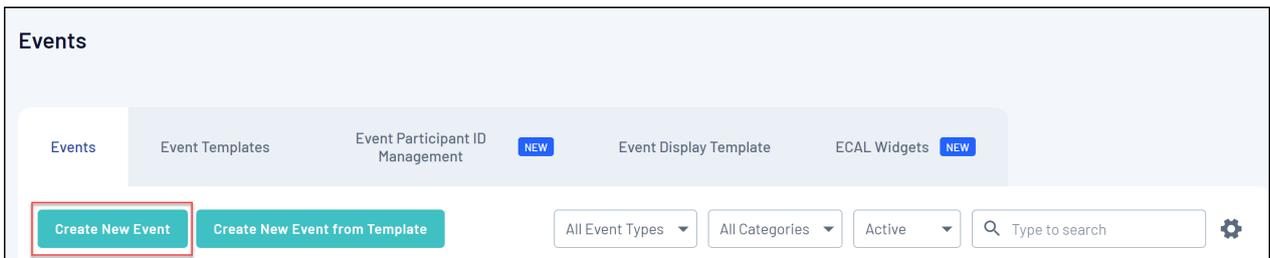
Last Modified on 15/01/2024 10:44 am AEDT

In addition to individual participant events, GameDay allows event managers to create **Team Events**, whereby a team is able to register for an event and, in turn, have participants register into those teams.

To create a **Team-based Event**:

1. In the left-hand menu, open the **Event** menu, then click **MANAGE EVENTS**:

2. Click **CREATE NEW EVENT**

3. In the event creation pop-up, select the following options and complete all other mandatory fields as required:

Event Type = Event Entry

Allow Team Registrations = Yes

Click **SAVE** once complete.

4. In the Event Details tab, scroll down to the **Team Details** section and complete the fields below:

Total Team Limit = Enter the maximum number of teams that can participate in this event. If you do not have a team limit, tick the **No Limit** checkbox

Participant Per Team Limit = Enter the maximum number of participants that can register for each team in this event.

Complete all other mandatory fields, then click **SAVE**

5. In the Event Products & Groups tab, select the **Team to Event** tab, then click **CREATE NEW TEAM PRODUCT**

6. The **Product Type** will already have the **Team** option selected, so you can continue through the product creation process until completion as normal:

7. Toggle over to the **Participant to Team** tab, then click **CREATE NEW EVENT PRODUCT**

> **Note:** All Event Products will be usable as a Participant to Team product, so if you have one created already, you can use the ADD EXISTING EVENT PRODUCTS TO FORM to use an existing product.

8. The **Product Type** will already have the **Event** option selected, so you can continue through the event product creation process until completion as normal:

9. On the **QUESTIONS AND LAYOUT** page, add any questions onto the form that you want your teams or participants to answer.

Use the **Use Existing Question** or **Create New Question** options to add questions into the central panel. For more information on creating questions, click here.

For Team Events, you will have the option to add questions to the **Team to Event** form and the **Participant to Team** form using the toggle in the top left:

10. Continue through the form creation wizard as per any other Event Form. When you reach the **PUBLISH** tab, be sure to set Activation and Expiry Dates for both your **Participant Form** and your **Team Form,** then click **SAVE**:

Related Articles