



Darkness Into Light 2022 Corporate Registration Guidelines

Option 3: Register your company/business and invite individuals/colleagues to register as part of your organisation, using a promo code enabling them to register at a discounted rate.

Registration Steps

[Click here for a Video tutorial on how to register if using a promo code](#)

Please follow the step by step guidelines to register your company/business using a promo code and to invite colleagues to register themselves as part of your organisation:

1. Select your Country, followed by your county.
2. Under Join us at Sunrise, select 'Register Now'.
3. Then select 'Large Groups'.
4. You will then be asked to select your group type – Select 'Business/Company'.
5. Click 'Yes' for promo code – To receive a Promo code you will need to get in touch with the Pieta Corporate team – please email corporates@darknessintolight.ie.
6. Proceed to Proceed to next section 'Your Details' – here you are entering your personal details. This is your personal registration, NOT your company registration. Company registration will follow in next step.
7. Simply select the number of tickets required under ticket type.
8. Proceed to next section 'Your Details' – here you are entering your personal details. This is your personal registration, NOT your company registration. Company registration will follow in next step.
9. Proceed to 'Group Details' section – this is where are entering details for your business/company.
10. Finally proceed to payment options. Here you will enter your company **promo code** below ticket summary and confirm entry.

Next Steps

When you have confirmed entry, a pop-up with two links will appear.

- The top link is for your company/business, the second is for your personal page.
- When sending links to your team to register – please ensure that you are using the company/business link.
- You will only require your personal link if you plan to fundraise – NOTE* all funds raised by you personally, and by colleagues that register as part of your organisation will appear under your organisation page.

Your Fundraising Dashboard

Following this you will be directed to your Dashboard – here you will have access to both your personal and company dashboard. In this dashboard you will have the ability to personalise your company profile.

- To navigate directly to your company dashboard, click on the small arrow, by your name on the top right of the screen – Click ‘My Group’ under which you find various options to edit and manage your company/business page.
- Edit profile picture – We suggest using your company logo.
- Set a fundraising target for your Organisation.
- Track your team members, donations and much more.

Well done! You have just registered both yourself and your company. Now it’s time to grow your team – See below how to invite your colleagues to join your business/company team page.

Inviting other colleagues to join your group page

[Click here for a Video tutorial on how to invite colleagues to your group page](#)

Once you registered as above you be greeted with a pop-up window containing two links. The top one being your business/company page. And the second being your Personal page.

- To share your company page, simply copy the first link (company/business link) to share it or you can choose to automatically share via WhatsApp or email your colleagues. The WhatsApp option will redirect you to an automated text already containing your group’s invite link. For email, you can edit or amend the email template to personalise it to your company.
- If you mistakenly close the pop up, don’t worry – you will always have access to your groups page and invite links on your business/company dashboard. You will be greeted with a guided tour of this dashboard, recommend following this as it will guide you to through all the various options available to you.

Create a team

If your business/company have various departments within your organisation, each department can create their own unique sub team under your organisation page. See how to do that in the video tutorial [here](#).

Thank you for supporting Darkness into Light 2022