

Corporate Booking Manual

Stafettvarvet 2026

For you as a Group Administrator

Updated: 2026-01-19



Make a Corporate Booking

1. Go to [goteborgsvarvet.se](https://www.goteborgsvarvet.se) and click **“Other races”** in the menu at the top of the page. Then click **“Stafettvarvet.”**
2. Click **“Corporate booking.”**
(<https://www.goteborgsvarvet.se/varvetvackan/stafettvarvet>)
3. Click **“Create a team”**.



The screenshot shows the Göteborgsvarvet website. At the top, there is a navigation menu with the following items: Göteborgsvarvet, Other races, Corporate package, Results & registration, My race, and FAQ. The 'Other races' item is underlined. Below the menu, there is a section titled 'Course map' with the heading '3,2 fast kilometers around beautiful Slottsskogen'. The text describes the race on May 20, 2026, and mentions that the course is 3.2 kilometers long. At the bottom of the page, there are two buttons: 'Registration' and 'Corporate booking'. A blue arrow with the number 2 points to the 'Corporate booking' button.

The screenshot shows a blue banner with the text 'GÖTEBORGS VARVET' in white. Below the banner, there is a black button with the text 'CREATE A TEAM' in white. A blue arrow with the number 3 points to the 'CREATE A TEAM' button.



Registration

Fill in all details for your corporate booking:

- Group name
- Company name
- Email address of the group administrator

Please note that a team consists of **4 runners** and the fee is per team, not per participant.

Check the box to the left of “**Stafettvarvet 2026**” and select the number of teams you wish to book.

You will choose the team names at a later stage.

Please note: The registration fee for Stafettvarvet is per team, not per participant. ←

Book starting places

Competition	Prices	Quantity	Total
<input type="checkbox"/> Cityvarvet 2026	SEK399.00	- 0 +	
<input type="checkbox"/> Minivarvet 2026	SEK100.00	- 0 +	
<input type="checkbox"/> Lilla Varvet 2026	SEK199.00	- 0 +	
<input checked="" type="checkbox"/> Stafettvarvet 2026	SEK1,399.00	- 1 +	SEK1,399.00

Invoice details

1. Then check the box **“I agree to pay by invoice”**
Note: This is the only payment method available for group bookings.

2. Fill in your details and accept our terms and conditions.

The information we need from you is:

- Company name
- Organization number
- Invoice reference
- Invoice address
- Email address for the invoice



Billing information

Paying by invoice *

I agree to pay by invoice

Are you interested in a tent in our corporate villages?

1. If so, click **“Yes.”** We will then contact you in a separate email with more information.
2. Accept our general terms and conditions.
3. Then click **“Create the group.”**

Are you interested in buying a tent in our corporate tent village?

See more information [here](#)
(Göteborgsvarvet & Stafettvarvet)

Are you interested in buying a tent in our corporate tent village?

- Yes, please send me the link to the booking
- No thanks

Payment method

1. Enter your contact details as the group administrator and click **“Next step.”**
2. You will now arrive at your **Shopping Cart**, check that everything looks correct. If you wish to make any changes, click the **pencil icon** at the top right.
3. If everything is correct, click **“Payment.”**
4. Double-check that your email address is correct; if not, click the **pencil icon** at the top right to make changes.
5. Then select **“Invoice”** and click **“Pay.”**
6. Finally, click **“Accept.”**

1 SHOPPING CART

TEAM CREATION : CLARAS SUPERTeam

PREPAID PLACES

	Unit price	Qty	Sub-total
Stafettvarvet 2026	SEK1,399.00	1	SEK1,399.00

BASKET AMOUNT SEK1,399.00

Clear shopping basket

PREVIOUS **PAYMENT**

2 PAYMENT METHODS

Order email clara.tornqvist@goteborgsvarvet.se

Invoice

Shopping cart total	SEK1,399.00
Amount to be paid	SEK1,399.00

PREVIOUS **PAY**

3 PAYMENT: INVOICE

You will receive an order confirmation at this email address. This address will be used to modify one or more entries of the order

clara.tornqvist@goteborgsvarvet.se

BACK **CONFIRM**

Manage your group

1. Once you have completed your booking, you will receive a **booking confirmation** at the email address you provided.
2. Click the red button "**Group Admin Dashboard**" to go to the page where you can register the relay teams.

Congratulations!

Booking confirmation - You have successfully registered a group.

Company: **Claras Superteam**

You are the Group leader of the group: **Claras superteam**

Please follow the link below to manage your group:

- Invite runners
- Buy more entries
- Update contact information

Important! Save this email to be able to log in to the group leader dashboard. No other login details are required, only the link below.

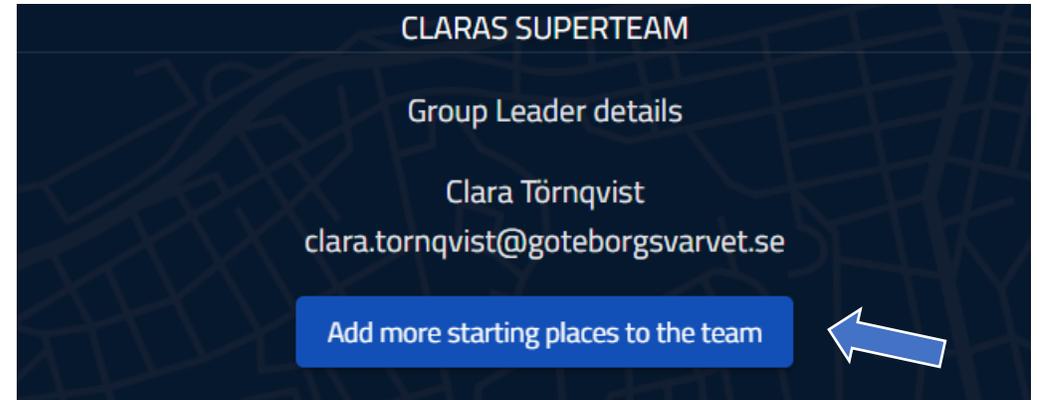
GROUP LEADER DASHBOARD



Manage your group

1. To purchase additional teams for your group, click **“Add more starting places to the team”**
2. Then you need to register **one team captain per team**. You do this by scrolling down to **“Your individual prepaid places”** and clicking **“Manage your prepaid places”**

*Note: Only one team captain is registered per team. The other three runners in the team are **not** registered at this stage.*



Competition	Used prepaid places	Prepaid places linked to a sent invitation	Remaining prepaid places
STAFETTVARVET 2026	0	0	1

Manage your prepaid places

Add a team captain

1. Here you can see an **overview of your teams.**
2. To invite a team captain to your team, click the **plus sign** on the right (Send an invitation)
3. Enter the **email address** of the person you want to invite as team captain and click **“Verify email addresses**

MANAGE PREPAID PLACES

Stafettvarvet 2026

REGISTRATIONS LIST (0/1)

No registrations

Back

Prepare your invitations

Email addresses

One email per line, be careful when copying from an external source to format your data correctly

Verify email addresses

What it looks like for the team captain

1. When you have invited a team captain, they will receive an email that looks like this:
2. The team captain should then click **“Reister to join group”** and complete their registration.

GÖTEBORGS
VARVET

Hi!

You have been invited to register for **Stafettvarvet 2026** by **Claras superteam**.
Follow the link below to register.

Once you have opened the link, a 15-minute security lock is activated before you can open the link again.

REGISTER TO JOIN GROUP



What it looks like for the team captain

1. In their registration, the team captain fills in the **team name** and their **contact details**.
2. In the registration, the team captain selects **“Team composition”** (Women, Men, Mixed).
3. Accept our **terms and conditions** and click **“Next step.”**

STAFETTVARVET 2026

Team Name *

Contact Information Team Captain

First Name *

Last Name *

What type of team are you registering? *

- Female team
- Male team
- Mixed team

What it looks like for the team captain – Shopping Cart

1. They will now arrive at the **Team Captain's Shopping Cart**; click **“Next.”** The amount should be **0 SEK.**
2. Afterwards, the team captain will receive another **confirmation email** including a link to **“My Personal Dashboard.”**

The screenshot shows a shopping cart interface. At the top, it says 'SHOPPING CART'. Below that, the user is identified as 'CLARA TÖRNQVIST - CLARAS SUPERTeam'. There is a table with one item: 'Stafettvarvet 2026', with a unit price, a quantity of 1, and a sub-total. Below the table, there is a section for 'BASKET AMOUNT' and a red button labeled 'Clear shopping basket'. At the bottom, there are two buttons: 'PREVIOUS' and 'NEXT', with a blue arrow pointing to the right between them.

	Unit price	Qty	Sub-total
Stafettvarvet 2026		1	

BASKET AMOUNT

Clear shopping basket

PREVIOUS  NEXT

Team Captain's Dashboard

1. Here the team captain can get an **overview of their registration.**
2. To change the team name, click **“Edit registration.”**

**GÖTEBORGS
VARVET**

REGISTRATION STATUS

✓ **COMPLETE**

- Payment
Payment successful 20/01/2026
- Complete

TEAM NAME

Claras Superteam

COUNTDOWN STARTED

120 05 54 05
days hours minutes seconds

SUMMARY

Clara Törnqvist
Stafettvarvet 2026

[Edit registration](#)

[Logout](#)

Thank you!

If you have further questions, you can contact
team@goteborgsvarvet.se

