



YOUR ROLE AS TEAM FOCAL POINT

EVERYTHING YOU NEED TO KNOW ABOUT REPRESENTING YOUR TEAM IN RIGRUN

WELCOME, FOCAL POINT!

Thank you for taking on the role of Focal Point for your team. As the Focal Point, you are the key link between RigRun and your colleagues – you'll be the first to hear from us and the one who helps keep your team informed, motivated, and moving throughout the event.

This guide sets out everything you can expect from us and what we'll need from you along the way.

GETTING STARTED

Welcome Questionnaire

When your team signs up, we'll send you a short online questionnaire to fill out. This helps us understand your preferences and team size so we can look after you in the best possible way.

DIGITAL RESOURCES

Along with the introductory email, you'll receive a link to our digital resources. These are designed to help you spread the word and get your team excited about RigRun. Please share this link with your team members so they can explore what's available.

Resources include promotional materials such as posters and A5 flyers that can be printed and displayed in your workplace.

YOUR TEAM CODE

Approximately four weeks before the event starts, you'll receive a unique 6-digit team code by email. This code is how your team members register their participation in RigRun.

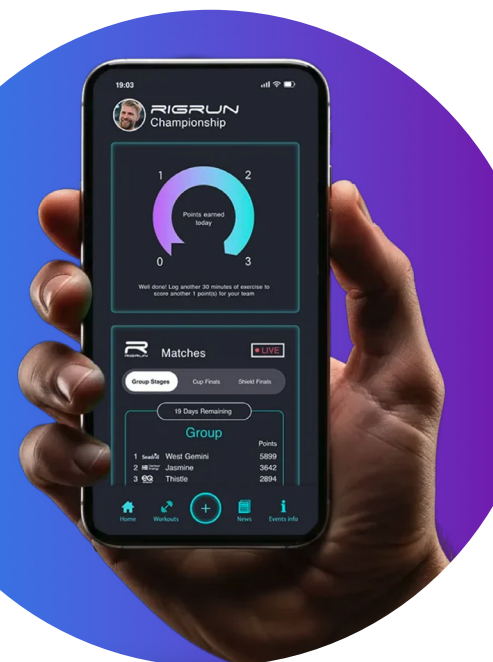
What to do with your team code:

Share it with every member of your team! You can write the code on printed posters and A5 flyers (available in your digital resources). If your team has a prize pack, you'll also find physical posters included – just add the code and get them up around the communal areas.

ENCOURAGING SIGN-UPS

Make sure posters, z-cards and flyers are displayed around your site so that colleagues can easily find out about RigRun and how to join. If sign-up numbers seem low, we'll get in touch to offer support and advice.

The good news is that personnel can sign up at any time during the event, so there's no deadline to have everyone on board before the start. RigRun also tends to grow virally once it gets going, word spreads quickly once people see their colleagues taking part - don't be concerned if the whole team hasn't signed up right away.



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DURING THE EVENT

Weekly Progress Report

Each week throughout the event, you'll receive a weekly progress report by email. This will include:

- The number of participants currently active in your team
- Total minutes and miles of exercise completed that week
- Your team's position on the intracompany leaderboard
- Any highlights or standout moments from the week

These reports are a great way to share updates with your team and keep the energy going. We encourage you to forward them on or share the highlights in a team chat or noticeboard.

KEEPING THE TEAM MOTIVATED

Your encouragement throughout the event makes a real difference. We'd love for you to keep cheering your team on — whether that's a quick message in a group chat, a shout-out in a team meeting, or sharing the weekly leaderboard results.

If any of your colleagues have great stories, achievements, or photos they'd like to share, please ask them to send these to:

eventcoordinator@rigrun.com

We love hearing from teams and may feature stories in our event communications!

PRIZES

Weekly Progress Report

Each week you will also receive a prize report by email. This will list each participant in your team and any prizes they have earned by reaching exercise milestones.



RECEIVING AND DISTRIBUTING PRIZES

All prizes will be sent directly to you as the Focal Point. Once you receive them, you'll be responsible for distributing them to the relevant team members based on the prize report. As you hand out each prize, we'd recommend scoring it off your prize report so you have a clear record of what has been given to who. This will make it easy to keep track, especially as prizes accumulate over the course of the event.

Need help tracking down your prizes?

If you need any help contacting your freight forwarder to locate your prizes, please get in touch:

warehouse@rigrun.com



SUMMARY: YOUR KEY RESPONSIBILITIES

- Confirm the Focal Point contact and team size when requested
- Share the digital resources link with your team
- Distribute the 6-digit team code when you receive it (~4 weeks before the event)
- Display or share promotional posters and flyers with the team code added
- Encourage sign-ups and keep spreading the word throughout the event
- Share your weekly progress reports with the team to keep them informed and motivated
- Pass on any team stories, achievements or photos to eventcoordinator@rigrun.com
- Receive and distribute prizes to team members who have reached milestones



QUESTIONS?

If you have any questions at any point, please don't hesitate to get in touch. We're always happy to help!

Email us at eventcoordinator@rigrun.com

Thank you again for being a RigRun Focal Point. We're looking forward to a fantastic event with your team!





FOCAL POINT EMAIL JOURNEY

EVERYTHING YOU NEED TO KNOW ABOUT REPRESENTING YOUR TEAM IN RIGRUN

PRE-EVENT SETUP

EMAIL 01

Pre-Event Preferences, Reporting & Prize Preferences Survey

Response Required - POB details · reporting email addresses · prize preferences

EMAIL 02

Prizes sent Pre-Alert

For awareness only — no action required

EMAIL 03

Event Promotional Material Download Link

Pre-Event - Posters · A5 flyers · digital resources — share with your team

EMAIL 04

6 Digit Team Code Issued

~4 Weeks Before Event - Unique 6-digit code — share with all team members & display on posters

EVENT COUNTDOWN

EMAIL 05

Team Code Re-Issued with Sign-Ups Report and Tips to Boost Participation

2 Weeks Before - Code reminder · current sign-up numbers · tips to boost participation

EMAIL 06

Sign-Ups Report

1 Week Before - Updated sign-up numbers one week out from event start

EMAIL 07

Sign-Ups Report — Low Participation Check-In

2–3 Days Before (Conditional — only if participation is low) - Support & suggestions to boost sign-ups before the event starts

DURING THE EVENT

EMAIL 08

Weekly Prize Report, RigRun News & Engagement Email

Every Week (Repeating) - Prize report · company news · good news stories request · points reminder

POST-EVENT

EMAIL 09

End of Event Prize Report & Shortfall of Prizes Quotation

End of Event - Full prize report · quotation if shortfall · response required if shortfall

EMAIL 10

Winners Announced + End of Event Celebrations

Post-Event - Winners announced · ready-made team comms · photos & testimonials request

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