



HOW TO ADD A TEAM MEMBER TO YOUR TEAM

THERE ARE TWO WAYS TEAM MEMBERS CAN BE ADDED TO A TEAM.

METHOD ONE: YOUR TEAM CAPTAIN WILL REGISTER, CREATE A TEAM AND ADD MEMBERS BEFORE PROCEEDING TO CHECKOUT. TEAM CAPTAIN MUST HAVE ALL INFORMATION FOR EACH TEAMATE THAT HE / SHE WILL REGISTER (DOB / SHIRT SIZE / ETC)

1. TEAM CAPTAINS WILL START THE REGISTRATION PROCESS BY PICKING THE APPROPRIATE CATEGORY (SIX PERSON / RUNNING RELAY / CO-ED, TWO PERSON TEAM / WALKING RELAY / WOMEN, ETC)
2. ONCE YOU PICK THE CATEGORY AND ENTER YOUR PERSONAL INFO, YOU WILL BE BROUGHT TO THE "ADD DETAILS" PAGE.
3. AT THE TOP OF THE PAGE UNDER "TEAMS" CREATE A TEAM
4. CONTINUE THROUGH THE REGISTRATION PROCESS
5. REVIEW YOUR REGISTRATION. AT THIS POINT YOU CAN ADD ADDITIONAL MEMBERS OR PROCEED TO CHECKOUT. TO ADD TEAMATES CLICK THE BLUE "ADD TEAMATE" BUTTON. YOU CAN ADD AS MANY TEAM MEMBERS AS YOU WOULD LIKE AT THIS TIME.

METHOD TWO: ONCE YOUR TEAM CAPTAIN HAS REGISTERED, CREATED A TEAM AND PAID, EACH TEAM MEMBERS SHOULD:

1. START THE REGISTRATION PROCESS BY PICKING THE APPROPRIATE CATEGORY (SIX PERSON / RUNNING RELAY / CO-ED, TWO PERSON TEAM / WALKING RELAY / WOMEN, ETC)
2. ONCE YOU PICK THE CATEGORY AND ENTER YOUR PERSONAL INFO, YOU WILL BE BROUGHT TO THE "ADD DETAILS" PAGE.
3. CLICK THE DROP DOWN MENU AT THE TOP TO SELECT A TEAM (YOU CAN EITHER TYPE AND SEARCH FOR A TEAM OR SCROLL THROUGH THE OPTIONS)
4. SELECT YOUR TEAM AND CONTINUE THROUGH THE REGISTRATION PROCESS
5. UNLESS YOU ADDED ADDITIONAL ITEMS, YOU SHOULD NOT BE CHARGED A FEE.