



TRANSFER A TEAM MEMBER (NOT CAPTAIN)

There are two parts of transferring a registration to another person. The first is the transfer. The second is accepting the transfer.

- **Note: The main difference between transferring a team member as opposed to team captain is that until the date that the transfer fee is enforced, there is no money exchanged for a team member transfer. Once the transfer fee is enforced, the EXISTING team member will pay the fee, not the new member.**

PART ONE: Log in to ACTIVE.com

1. Click your name in upper right side and choose **My Events**
2. Click **Transfer registration to another athlete**
3. Enter recipient email address in **Email address field**
4. Enter recipient email address in **Confirm email address**
5. Click **Submit**
6. Confirmation email sent verifying transfer process initiated to transferring participant and to new participant

PART TWO: Accept registration

1. The new registrant opens email notification of transfer
 - **Note: the email subject is Claim your registration for {event name} from {original participant}**
2. Click **Claim registration within message**
3. Log in to ACTIVE.com
4. Complete registration form
5. Click **Continue**
6. Click **Check out**

Notes about transfers:

- **Note: Registrations for someone below 18 can only be viewed and transferred by the guardian who registered them; registrations made by someone else on your behalf (if you are an adult) can be transferred by that person or by yourself**
- **Note: Registrations for those who are part of a group-registration team cannot be transferred.**
- **Note: Transfers may only be completed into the same category - if the original registration was for a 5K, the new registration must also be for the 5K. If permitted by the organizer, the new participant may change event categories after the fact.**
- **Note: If a participant transfers categories BEFORE attempting to transfer the registration to someone else, the process cannot be completed.**
- **Note: The newest price is applied at checkout when the recipient accepts the transfer. If the event has a tiered price schedule, the current price could be higher than that for the original participant.**
- **Note: The original registration fee is not refunded until the new participant accepts and completes the transfer process - ACTIVE.com processing fees and/or USAT membership fees (if applicable) are not refunded.**