



## **TEAM CAPTAIN REGISTRATION INSTRUCTIONS**

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. 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. TO PROCEED TO CHECKOUT CLICK "PROCEED TO CHECKOUT".
6. YOU WILL BE CHARGED FOR THE ENTIRE TEAM.
7. INVITE YOUR FRIENDS TO JOIN (SEE "HOW TO ADD A TEAM MEMBER" FOR INSTRUCTIONS ON HOW YOUR FRIENDS CAN JOIN YOUR TTEAM.