



## HOW TO ADD OR INVITE 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 PAY FOR THE TEAM. AFTER PAYING, TEAM CAPTAINS CAN PROCEED TO ADD AS MANY MEMBERS AS HE / SHE HAS THE CORRECT INFO FOR. TEAM CAPTAIN MUST HAVE ALL INFORMATION FOR EACH TEAMMATE THAT HE / SHE WILL REGISTER (EMAIL / DOB / SHIRT SIZE / ETC).

**NOTE: MUST HAVE EMAIL ADDRESS SO TEAM MEMBERS CAN RECEIVE AND SIGN WAIVER.**

1. TEAM CAPTAIN CREATES AND PAYS FOR TEAM (TO REVIEW HOW TO DO THIS SEE “RCR HOW TO REGISTER YOUR TEAM (CAPTAINS) ARTICLE”)
2. ONCE THE TEAM CAPTAIN PAYS, THEY CAN ADD ADDITIONAL MEMBERS BY CHOOSING “REGISTER MORE PEOPLE”.
3. ON THE FIRST PAGE OF REGISTRATION, CHECK THE BOX THAT SAYS “I AM REGISTRERRING SOMEONE OTHER THAN MYSELF” (DON’T WORRY, THEY’LL HAVE AN OPPORTUNITY TO SIGN THE WAIVER LATER ON)
4. ENTER ALL OF THE NEXT PARTICIPANT’S INFO (MAKE SURE YOU USE THEIR EMAIL ADDRESS SO THEY CAN GET THEIR WAIVER AND CONFIRMATION CODE – ALL PARTICPANTS MUST SIGN A WAIVER TO COMPETE).
5. FOR EACH TEAM MEMBER, CHOOSE THE TEAM NAME YOU CREATED.
6. CONTINUE TO DO THIS FOR ALL PARTICPANTS YOU ARE ENTERING.
7. ONCE YOU HAVE ENTERED THE INFO FOR ALL MEMBERS YOU ARE REGISTERING, PROCEED TO CHECK OUT

**METHOD TWO: ONCE YOUR TEAM CAPTAIN HAS REGISTERED, CREATED A TEAM AND PAID, THEY WILL RECEIVE A CONFIRMATION EMAIL WITH A SPECIAL LINK. THEY MUST SEND EACH MEMBER THAT LINK TO REGISTER.**

**EACH TEAM MEMBER WILL THEN:**

1. CLICK THE LINK YOU WERE SENT BY THEIR TEAM CAPTAIN. THIS WILL BRING YOU TO THE REGISTRATION PAGE.
2. CHOOSE “TEAM MEMBER (JOIN YOUR TEAM)”
3. READ, SIGN AND INNIAL THE WAIVER
4. CHOOSE WHICH DISTANCE YOU ARE RUNNING (VERIFY WITH YOUR CAPTAIN FIRST)
5. FILL OUT YOUR PERSONAL INFORMATION
6. CHOOSE THE PROPER TEAM (VERIFY TEAM NAME WITH YOUR CAPTAIN FIRST)
7. ADD YOUR T-SHIRT SIZE, 5K PACE AND WHETHER OR NOT YOU WOULD LIKE TO PURCHASE AN **ADDITIONAL** MEDAL (ALL PARTICIPANTS RECEIVE A MEDAL)
8. CLICK CONTINUE
9. SELECT “CHECK OUT”
10. IF YOU ADDED ANY ADDITIONAL ITEMS THAT COST MONEY, YOU WILL NEED TO PAY VIA CREDIT CARD.