



## TEAM CAPTAIN REGISTRATION INSTRUCTIONS

**\*\*\*YOUR TEAM CAPTAIN MUST COMPLETE REGISTRATION AND PAY BEFORE ADDING ANY TEAM MEMBERS\*\*\***

1. START THE REGISTRATION PROCESS BY PICKING THE APPROPRIATE CATEGORY (67 MILE TEAM RELAY 5-6 PERSON / 47 MILE RELAY 3-4 PERSON ETC)
2. ONCE YOU PICK THE CATEGORY AND READ AND SIGN THE WAIVER, YOU WILL BE BROUGHT TO THE PARTICIPANT INFO PAGE.
3. UNDER TEAM NAME, CREATE A TEAM, THEN BELOW THAT PICK A CATEGORY (OPEN / BREWERY / CORPORATE / ETC)
4. CONTINUE THROUGH THE REGISTRATION PROCESS ENTERING YOUR PERSONAL INFO
5. CHOOSE TO PURCHASE A MEDAL FOR YOUR VOLUNTEER OR DRIVER (MEDALS ARE INCLUDED FOR ALL TEAM MEMBERS)
6. ANSWER THE VOLUNTEER QUESTION (ALL TEAMS WITHIN 100 MILES MUST PROVIDE VOLUNTEER OR PAY THE \$100 VOLUNTEER FEE). CLICK CONTINUE
7. REVIEW YOUR REGISTRATION.
8. TO PROCEED TO CHECKOUT CLICK "CHECKOUT". YOU WILL BE CHARGED FOR THE ENTIRE TEAM.
9. YOU WILL BE SENT A CONFIRMATION EMAIL. IN THIS EMAIL YOU WILL GET A LINK TO SHARE WITH YOUR OTHER TEAM MEMBERS. YOU MUST SHARE THIS LINK FOR THEM TO REGISTER. **BE SURE TO CHECK YOUR SPAM FOLDER IF YOU DO NOT RECEIVE THIS EMAIL WITHIN 24 HOURS!**

**ONCE TEAM CAPTAIN HAS PAID THEY CAN REGISTER MORE TEAM MEMBERS OR INVITE TEAM MEMBERS TO REGISTER THEMSELVES.**

**TO ADD ADDITIONAL TEAM MEMBERS...**

1. ADD TEAMATES CLICK THE "REGISTER MORE PEOPLE BUTTON.
2. 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.)

3. 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 PARTICIPANTS MUST SIGN A WAIVER TO COMPETE).
4. CONTINUE TO DO THIS FOR ALL PARTICIPANTS YOU ARE ENTERING.

**TO INVITE ADDITIONAL TEAM MEMBERS**

1. IN THE EMAIL YOU RECEIVED, THERE WILL BE A LINK FOR YOU TO SEND TO YOUR TEAM MEMBERS. ([HERE IS THE LINK AGAIN](#))
2. EMAIL THEM THE LINK AND HAVE THEM REGISTER BEFORE THE DEADLINE
3. IF THEY NEED HELP, SEND THEM THE "HOW TO ADD A TEAM MATE HELP ARTICLE ON OUR WEBSITE.