

TO CREATE A TEAM:

During the registration flow, below the t-shirt section you will be asked if you would like to join or create a team. If you would like to create a team, select the create team option and follow the prompts.

The screenshot shows the 'Team Information' section of a registration form. It includes a question 'Do you want to join or create a team?' with three radio button options: 'No', 'Join a team', and 'Create a team'. The 'Create a team' option is selected, indicated by a red arrow. Below this, a note states 'Team members register themselves. As the team captain, you can use the team captain center to manage and invite team members.' There are two text input fields: 'Team name' (containing 'Team Turkey Trot') and 'Team description'. A red arrow points to the 'Team name' field. Below these fields is the question 'Is this a private team?' with two radio button options: 'No - anyone can join' (selected) and 'Yes - require a password'. The form is followed by an 'Additional purchases' section with a 'Donation' table.

Select	Price	Quantity
Yes, Please \$20.00	\$20.00	0
Yes, Please \$50.00	\$50.00	0
Yes, Please \$100.00	\$100.00	0

TO JOIN A TEAM:

During the registration flow, below the t-shirt section, you will be asked if you would like to join or create a team. If you would like to join a team, select join a team. Then you can either type in the team name or search for your team in the listed team names. Please note: You will only see your team name if the team captain has already registered and created the team.

The screenshot shows the 'Team Information' section of a registration form. It includes a question 'Do you want to put this person on a team?' with two radio button options: 'No' and 'Yes'. The 'Yes' option is selected, indicated by a red arrow. Below this, a note states 'Select a team from the list below. Note: Your first name, last name, age, and gender will be sent to the team captain.' There is a search input field labeled 'Enter team name' with a magnifying glass icon. A red arrow points to this field. Below the search field is a list of team names, with 'Team Turkey Trot (Walters) - 1 participant(s)' visible. A red arrow points to this team name. Below the list is the text 'Displaying 1 team(s)'. The form is followed by an 'Additional purchases' section with a 'Donation' table.

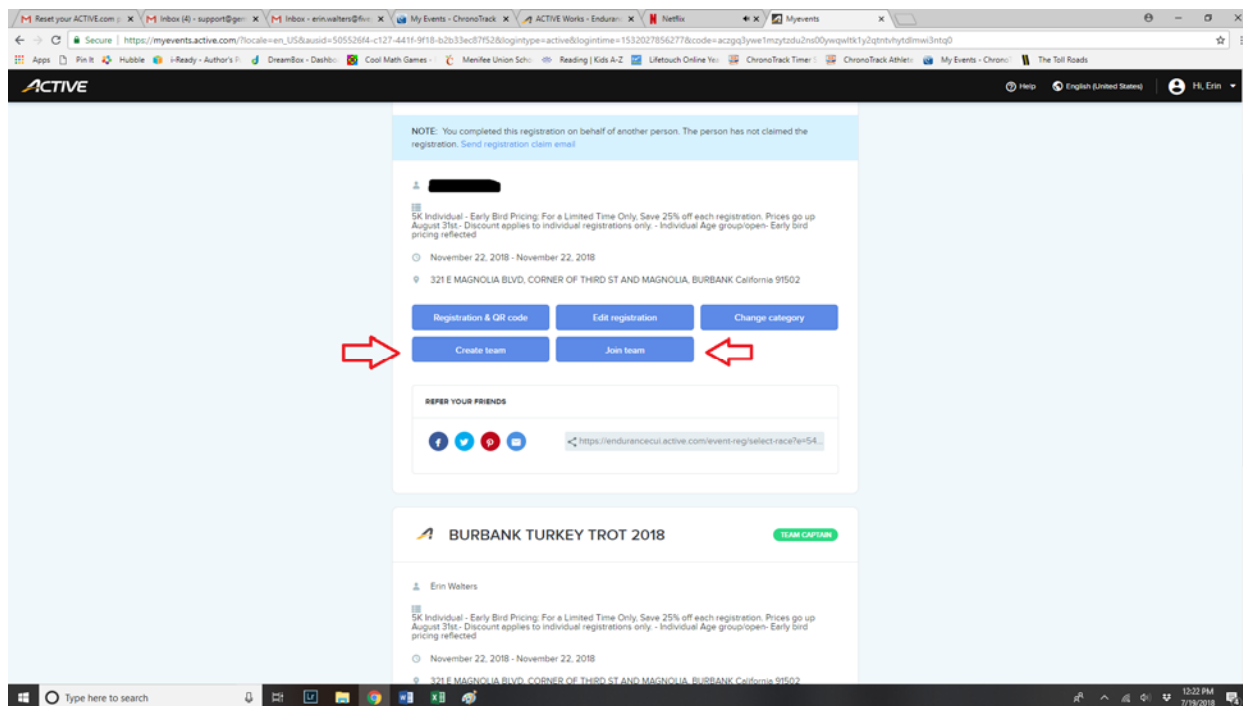
Select	Price	Quantity
Yes, Please \$20.00	\$20.00	0
Yes, Please \$50.00	\$50.00	0
Yes, Please \$100.00	\$100.00	0

TO CREATE A TEAM AFTER YOU HAVE REGISTERED:

If you are already registered but would like to create a team, log into [MYEVENTS.ACTIVE.COM](https://myevents.active.com) using the email you registered with. You will then see the options to JOIN or CREATE a team. Select CREATE A TEAM and enter the Team Name you would like to use. The name will be saved by completing your registration.

TO JOIN A TEAM AFTER YOU HAVE REGISTERED:

If you are already registered but would like to join a team, log into [MYEVENTS.ACTIVE.COM](https://myevents.active.com) using the email you registered with. You will then see the options to JOIN or CREATE a team. Select JOIN A TEAM and follow the prompts. NOTE: *** If a friend or family member signed you up, your race listing will be found on their [MYEVENTS.ACTIVE.COM](https://myevents.active.com) account. ***



TEAM CAPTAINS:

You can manage your team by logging into [MYEVENTS.ACTIVE.COM](https://myevents.active.com) and selecting the TEAM CENTER option.