

Steps for Creating a Team Up

The Team Captain must first create and pay for the team. **After the team is created, the Team Captain will still need to go back in and register herself as a participant on the team.**

Please follow these steps when creating your team

- **Sign Up** - Select this to start the process.
- **Join Team** - Select this to create a team.
- **Create New Team** - Select this option.
- **Team Name** - Fill in your team name here.
- **Team Type** - Select Team Up (\$30.00)
- **Event Costs** - If each team member will be paying their own registration fee then leave this at 0. This option is only for team captains that will be paying part or all of the registration fees for team members that register for the team. If the team captain chooses to pay all or part of the entry fees an invoice will be generated and emailed to the team captain. The Team Up fee of \$30.00 will still need to be paid at this time. An invoice is only sent for the team members' entry fees that the team has opted to pay. Payment for the entry fees must be made by credit card or check by Wednesday, May 2, 2018. **Team member registrations that have not been paid will not receive a race number or race shirt.**
- **Enter a Code** - Team captains must create and enter a code to give to team members. The team members will need this code to join the team. Do not use the team name or something obvious for the code. This should be exclusive to your team members to register.
- **Cost Coverage Options** - Fill this out only if the team captain will be paying for part or all of the entry fees for the team members.
- **Family and/or Friend Settings** - This option is only for businesses paying for employees. Team Captains can choose to pay for family members of participants or allow them to join the team but pay their own registration.
- **Advanced Options** - This section is only for those businesses that are paying for their employees' registrations.
- **Total Group Size** - This is the category that your team will be in depending on how big your group or organization is.
- **How many total women in your group, business or organization** - This is how many total women in your group, business or organization who could POSSIBLY register. This is NOT who actually register.
- **Will Team Captain pick up all packets** - If the team captain would like us to box up all team members' packets to be picked up at one, chose YES. If each team member is responsible for picking up their own packet then this should be marked NO. **Please inform all team members if we are putting all packets together to be picked up at once. We will not be able to pull individual packets out of the box.**