

18 HRS OF FRUITA REGISTRATION INSTRUCTIONS FOR TEAM CAPTAINS (& SOLO'S) & TEAM MEMBERS

One person must act as the Team Captain and register a team. The Captain and his/her team members may then join and complete their information. You do not need a complete roster to register. However, **all teams must be complete by April 1 online (if you register on imATHLETE)**. Any registrations after **April 1** will require complete team member information upon sign-up. Team changes for registered teams after April 1 will cost \$10 per change and must be made online. Registration Closes April 27 unless cap of 100 teams is reached earlier.

PLEASE READ CAREFULLY THE INFORMATION BELOW AS IT EXPLAINS IN DETAIL HOW TO REGISTER, ADD/CHANGE/DELETE TEAM MEMBERS AND MANAGE YOUR TEAM .

Team Captain:

Sign up and create your team, please pay for your team and complete your registration before attempting to register your team members. Your Team Name will not be available to select/join until the Team Captain Relay Registration is completed. You can then go back in and register your team members or they can sign up themselves!

Team Member:

When signing up please choose the *Relay Team Member Join Your Team* option, during registration you will have the option to select which team you are joining from a drop-down menu

Team Captain- How to Manage your Team

1. Go Here: <http://www.imathlete.com/events/18hrs/editreg>
2. Enter your confirmation code which can be found on your receipt.
3. Click "Manage your team"

From there you can do any of the following:

- View Team Members
- Edit team member's registration info
- Remove or change team members
- Email team members
- Invite new team members
- Change your team name and more!

Team Captain- How to Remove a Team Member from your Team

- Navigate to <http://www.imathlete.com/events/18hrs/editreg>
- Enter in the Event Confirmation Code (this is found on the confirmation receipt next to the participant name) and click 'Submit'
- Team: manage your team (Click Go)
- Select a Team Member from the Drop Down Menu
- Click the 'Remove From Team link
- Click in the check box next to I understand this is not deleting their registration, just disassociating them from our team.
- Click 'Remove Them'
- A notification will appear indicating the participant has been removed from the team

Team Captain- How to Cancel a Team Member's registration

- Navigate to <http://www.imathlete.com/events/18hrs/editreg>
- Enter in the Event Confirmation Code (this is found on the confirmation receipt next to the participant name) and click 'Submit'
- Next to 'Cancel: cancel your registration' click 'Go'
- Review and agree to the event cancellation policy and click 'Submit'

Team Captain- How to Add or Replace a Team Member

- Visit <http://www.imathlete.com/events/18hrs/register/fsource=Main>
- Select the **Relay Team Member Join Your Team** class
- Select the option 'I am registering someone other than myself'
- Fill out the Team Member information and complete your registration

Team Member- How To Cancel Your Registration

- Navigate to <http://www.imathlete.com/events/18hrs/editreg>
- Enter in the Event Confirmation Code (this is found on the confirmation receipt next to the participant name) and click 'Submit'
- Next to 'Cancel: cancel your registration' click 'Go'
- Review and agree to the event cancellation policy and click 'Submit'

Team Member- How To Join A Team

- Visit <http://www.imathlete.com/events/18hrs/register/fsource=Main>
- Select the **Relay Team Member Join Your Team** class
- Fill out your participant information
- Select your Team Name from the 'Select Team*' drop down menu
- Complete Registration