

How to Create a Team for the Sports Backers Run Bike Relay presented by Ragnar:

**** Remember the Team Captain is paying the entire registration fee ****

1. When selecting the event click **Join Team**

Choose Your Event *

The screenshot shows two event options in a list. The first option is '4 Person Team' for Friday June 22, 2018, with a price of \$400.00 + \$28.00 SignUp Fee. The second option is '2 Person Team' for the same date, with a price of \$280.00 + \$19.60 SignUp Fee. Both options have a 'Join Group/Team' button. A red circle highlights these buttons and the 'Group/Team' status area, which currently says '(No Group/Team Selected)'.

2. From the pop-up select **Create New Team**

The screenshot shows a 'GROUP/TEAM' pop-up window. At the top, there are two buttons: 'CREATE NEW GROUP/TEAM' (circled in blue) and 'JOIN EXISTING GROUP/TEAM'. Below these are two columns of input fields. The first column has a 'Group/Team Type *' dropdown menu with options: '(Select a Group/Team Type)', '4 person - Open Division', '4 person - Female Division', and '4 person - Co-Ed Division'. The second column has a 'Group/Team Name *' text input field and a 'Would you like to set a password?' section with a 'Set Password' button. At the bottom, there are 'Continue' and 'Cancel' buttons.

3. Select a Team Type

4. Type in a Team Name

5. If prompted select a Team Gender and Age Group

6. If prompted you may create an Optional Team Password

7. **Click Continue**

How to Join an Existing Team:

1. When selecting the event click **Team**

Choose Your Event *

The screenshot shows two event options. The first is a "4 Person Team" for Friday, June 22, 2018, with a price of \$400.00 plus a \$28.00 sign-up fee. The second is a "2 Person Team" for the same date, with a price of \$280.00 plus a \$19.60 sign-up fee. Both options include a "Join Group/Team" button. A red circle highlights these buttons and the "Group/Team: (No Group/Team Selected)" text above them.

2. From the pop-up select **Join Existing Team**

The screenshot shows a "GROUP/TEAM" pop-up window. At the top right is a close button (X). Below the title are two buttons: "CREATE NEW GROUP/TEAM" and "JOIN EXISTING GROUP/TEAM". The "JOIN EXISTING GROUP/TEAM" button is circled in blue. Below these buttons are two input fields: "Select Existing Group/Team" with a dropdown menu and "Search Group/Teams" with a text input box. The dropdown menu is open, showing options: "(No Group/Team)", "4 person - Open Division Pedal to the Medal", "4 person - Female Division (None Set Up Yet)", and "4 person - Co-Ed Division (None Set Up Yet)".

3. Either select a Team from the dropdown or Search Teams

4. Click **Continue**