

## **Cotton Row Team Registration (10k only)**

We have enhanced the Cotton Row Teams and now have a number of options in the Team event to register for this year. Please scan through these instructions to find the applicable section. If you have already registered, you can still get on a team! Scroll down to the "Joining (or Creating) a team after you have already registered" section.

Please Note:

- Members of the corporate teams must be employees of the sponsoring company!
- A \$25 team fee for each corporate team will be invoice for and must be paid separately.
- Corporate Teams are entered into the *Corporate Cup* to determine which local business will win.
- Open Teams are available to any group of individuals.
- Teams can be 3 to 5 individuals
- Each member must still register online separately.
- Options to have entire team paid for are available, see **Creating a Team** below.
- A Corporate Team that does not pay the \$25 team fee before May 15<sup>th</sup> will default to being an Open Team
- Upon registration of a Corporate Team Captain, an invoice will be sent to that captain via email for the \$25 Corporate Team fee.
- Anyone can be on an Open Team, Open Teams do not cost extra
- Teams Awards will be presented to the top team in the following categories for each Division (both Corporate and Open):
  - All Male Team
  - All Female Team
  - CoEd Team
- Only the top 3 fastest times on a team will score

## **Creating a Team**

1. The team captain should register as usual. For a Corporate Team select "Corporate Team" as the registration category, for an Open Team select "Running-10k"

## MAKE A SELECTION

### Running-10K

Individual Age group/open \$15.00

### Corporate Team - Running-10K (Will be invoiced separately for \$25)

Corporate Team Members \$15.00

### Running-5K

Individual Age group/open \$15.00

### Running-1 Mile

Individual Age group/open \$10.00

CONTINUE

2. Team captain should Continue to enter their personal information and then in the "Team Information" section select "Create a Team". Corporate Team registrations require you Create or Join a team. Open registrations do not:

## TEAM INFORMATION

All team members must register in the same registration category as the team captain in order to join a team in this event.

\* Do you want to join or create a team?

- No  
 Join a team  
 Create a team

3. Fill in the team information, the Team Name is required.

Create a team

Team members register themselves. As the team captain, you can use the team captain center to manage and invite team members.

\* Team name

Team description

Prepay for team members  No  
 Yes ?

Is this a private team?  No - anyone can join  
 Yes - require a password

4. You can prepay for your team members, but you must know how many team members you will have. Maximum is 4 in addition to the team captain. Otherwise, team members will pay individually as they register.

5. If you prepay for your team members, you must invite them directly (see below, “Inviting team members”)
6. If you did not prepay for your team, select yes to make the team private and enter a password. REMEMBER YOUR PASSWORD!
7. Complete your registration and pay. If you selected to prepay for your team, you will be charged the total for all registrations.

## Joining a Team

1. Use these steps to join a team that has already been created by a Team Captain. You will need to know the Team Name and depending on how the team was created you may need a password. Please contact your Team Captain. (For a prepaid team you will need to be invited by the Team Captain. Follow the instructions in that email to join a prepaid team.)
2. You must select the same category as the Team Captain used to create the team! (*Running-10k* for an Open Team, *Corporate Team – Running 10k* for a Corporate Team)

### MAKE A SELECTION

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#### Running-10K

Individual Age group/open \$15.00

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#### Corporate Team - Running-10K (Will be invoiced separately for \$25)

Corporate Team Members \$15.00

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#### Running-5K

Individual Age group/open \$15.00

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#### Running-1 Mile

Individual Age group/open \$10.00

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CONTINUE

3. Continue to enter your personal information and then in the “Team Information” section select “Join a Team” and then select your Team Name from the list presented. Enter the password your Team Captain gave you if necessary:

## TEAM INFORMATION

All team members must register in the same registration category as the team captain in order to join a team in this event.

\* Do you want to join or create a team?

No

Join a team

Select a team from the list below

Note: Your first name, last name, age, and gender will be sent to the team captain.

Enter team name   [View all](#)

<b>Bob's team (Smith)</b> - 2 participants of 5 - private
<b>Team Fast (Jones)</b> - 1 participants of 5

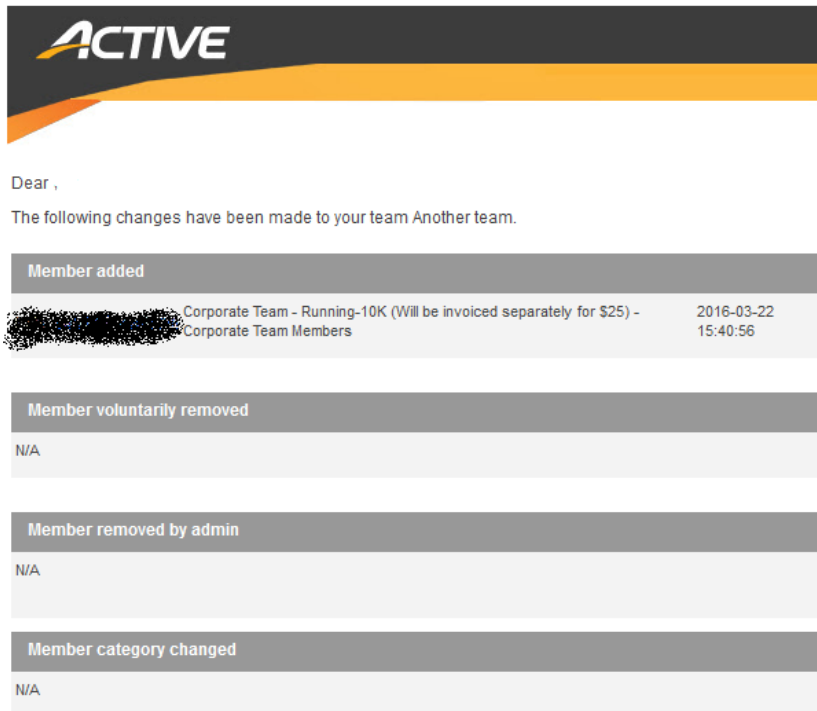
Displaying 2 teams

Create a team

4. Complete your registration and pay.

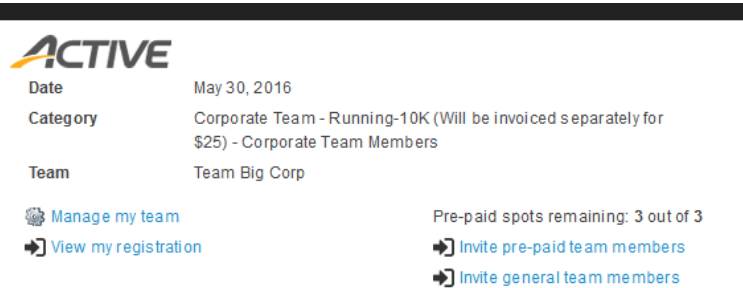
## Inviting Team Members

1. After registering as a team captain, you should receive an email notification for your team similar to the following:



Click [here](#) to manage your team and edit email preferences.

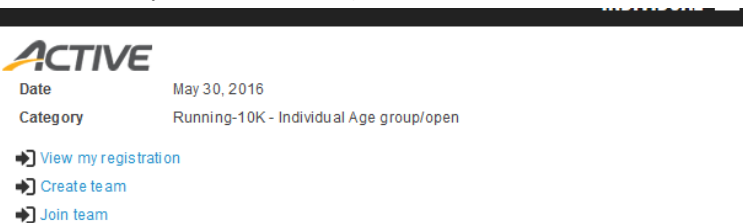
2. Use the link at the bottom of the email (click [here](#) to manage your team...) to go to <https://myevents.active.com> to manage your team.
3. From that page find the Cotton Row event where you are listed as Team Captain. Depending on how you set up your team, you will have one or two links to invite members as well as a link to "Manage my team"



4. Use the Invite links to invite pre-paid or general team members with their email address. Be sure to use the email address they use to register on Active.com, this will make it easier for them to register.
5. Team members will be emailed a link that takes them directly to the registration page and presets the Team Information for them. Pre-paid team members will also not be required to pay and have a \$0 balance when they check out.

### Joining (or Creating) a team after you have already registered

1. To join a team after you have already registered you will need to utilize the My Events dashboard at <https://myevents.active.com>
2. From the dashboard, select "Join team" (or "Create Team" if you are the Team Captain and your team has not yet been created)



3. If joining a team, you will be presented with a list of team names available as well as the ability to search.
4. If creating a team, you will be asked for the Team Name and Password similar to the Creating a Team instructions above.

Note: Converting from Open to Corporate requires an admin to assist you. If you have any trouble creating your team, just email us details on what you're trying to do at [huntsvilletrackclub@gmail.com](mailto:huntsvilletrackclub@gmail.com)