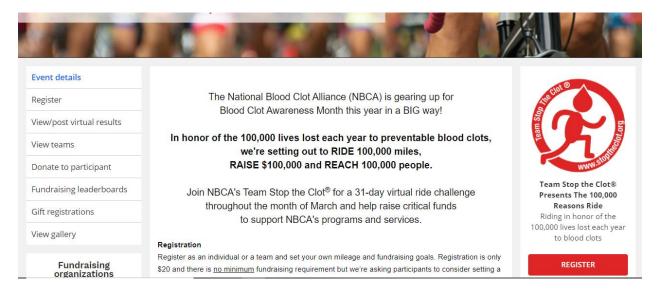
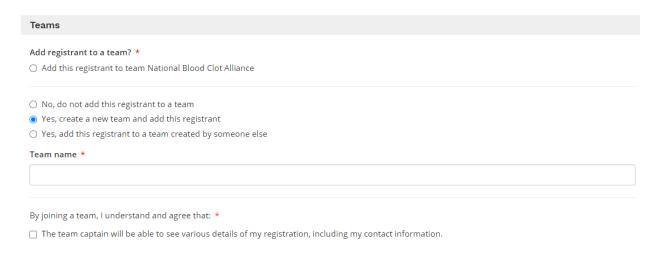
## How do I create a team?

On Race Roster you can easily create a team for your friends, family, and colleagues to join.

- 1. Go to the Race Roster event page.
- 2. Click the **Register** button on the right-hand side.

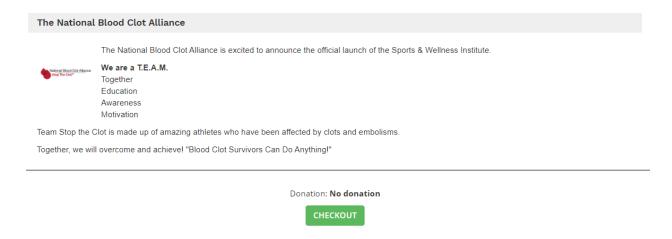


- 3. Next, you will be asked to create a Race Roster account or login (if you already have an account). If you forget your password, just use the <u>forgot password</u> link!
- 4. You will land in the registration form and you will be prompted to select your **sub-event** (choose from regular virtual rider registration or VIP package if you want some team swag)
- 5. Fill out the participant's information and answer any questions
- 6. Under the Teams section select Yes, create a new team and add this registrant



7. Enter your **team name** 

- 8. If you are adding another individual to your registration, click **add another registrant** (this will bring you to a registration form for the next participant OR click **continue** if you're ready to proceed to the next step
- 9. If you select **add another participant**, please repeat steps 4-5 and if the participant needs to be added to the team you just created, you will be prompted to add them in the **Add Participant 2 to a Team?**
- 10. If you select **CONTINUE** please complete steps on the next pages to arrive at checkout.
- 11. After continuing on from the waiver, you will be prompted to give an optional donation, if you choose not to donate, scroll down and hit **checkout**



- 12. Complete your Billing Information if not copied from your registration details and **submit order**
- 13. You will receive a confirmation email once registration is complete

**Note:** Your team will now be listed as an option for participants to join at <u>registration</u>. From your team page there will also be menu options on the right (below) that will allow you to invite others to join and edit the team fundraising page by personalizing with your own text and photos.

