

Notes for setting up a team

Please review these notes prior to setting up a team. If you do not follow these steps exactly, you might get stuck. These steps have been tested. They do work. Thank you and good luck.

Setting up a team requires three main steps:

- 1) Log onto (or create) your account with Sign Me Up
- 2) Enter information about your new team
- 3) Register individuals for the team

1—Log onto (or create) your account with Sign Me Up

- From the Teams web page, click the link “Log in” (whether or not you are not an existing user)
- You will be sent to a web page on the Sign Me Up website
- Either log in with your user name and password or create a new account
- If you create a new account:
 - o Fill in the info
 - o Write down your user name and password
 - o Click “create new login”
- After you log in or create a new account, you will be sent back to the Teams page

2—Enter Information about your new team

- Fill in the information in the grey boxes
- Click on “Proceed to checkout”
- Your team is now set up (no cost)

3—Register Individuals for the team

- After your team is set up, you will be sent to the registration page where you can sign up as an individual
- Fill in the information and select your team from the drop down box
- Click “Proceed to checkout”
- Additional members can join your team by clicking on the “Register” button on the race home page, without having to set up an account with Sign Me Up