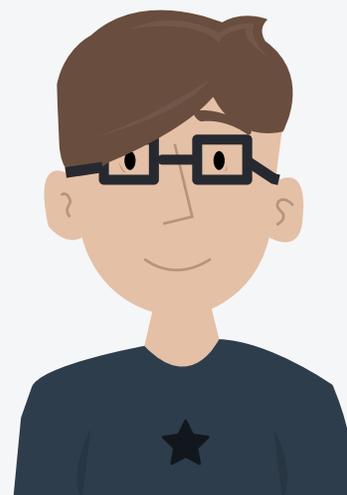**RACE ROSTER**

HOW TO
CREATE A TEAM

Reggie's coworkers at the office have decided that a fun group activity would help encourage corporate wellness and boost team morale. Together they found the Event Organizer Classic 10k hosted on Race Roster and decide to enter a team.

Login to Start

As the team captain Reggie goes on to raceroster.com and logs in to his account.

Option 1: Create the team ahead of time

On the Event Details page, Reggie clicks on the 'Create a Team' button located underneath the Event Logo. Reggie is prompted to Name his team and create a Team Password if he wishes. Lastly he clicks the Submit button. Now when he or anyone from his company goes through the registration process they can simply select the team name Reggie entered from a dropdown.

eventorganizer classic 10k

REGISTER

CREATE A TEAM →

Create a new team

* Name Your New Team:

Team Password (Optional): ⓘ

SUBMIT

OPTION 2: Create the team during an individual registration

Reggie also has the ability to create his team during an individual registration. After filling out his info and selecting an event Reggie will reach a section that asks him 'Add Participant 1 to a Team'? Reggie will select the 2nd radio button stating 'Yes, create a new team and add this participant'. He can then enter his Team Name and create a Password if he wishes.

eventorganizer classic 10k

REGISTER →

CREATE A TEAM

* Add Participant 1 to a Team?

○ Add this participant to team "Team Awesome"

○ No, thanks

● Yes, create a new team and add this participant

○ Yes, add this partiicpant to a team created by someone else

* Name your New Team

Reggie's Company Team

✓ Available

Race Roster gives multiple ways to Create a Team in case the person creating the team is not ready to register.