

## Ironman 70.3 Relay Registration Instructions

To create a relay team, a Team Captain must be appointed and create the team via Active and submit FULL payment. Additional members can register once the team has been created.

Team Captains will click on the **“REGISTER NOW”** link located on the event’s General Entry page and follow the steps outlined below:

- Select **“RELAY – TEAM CAPTAINS”** option
- During this registration you will be doing the following:
  - o Creating the Relay Team
  - o Paying for the entire team entry
  - o Registering yourself as a team member
- Things you need to remember:
  - o Your Team Name
  - o Your Password
    - **Your teammates will need this information to complete their registration**
- Once your registration has been completed, you will receive a confirmation e-mail from Active to the email address you provided
- At this point, your teammates can log on to the same link to complete their registrations. They will not be required to submit payment for their registration (with the exception of a USAT one-day fee).

Team Members will click on the **“REGISTER NOW”** link located on the event’s General Entry page and follow the steps outlined below:

- By registering as a Team Member, you will need your TEAM NAME and PASSWORD (created by Team Captain)
- Select **“TEAM MEMBERS – Join your team here”** option
  - o Select **“Agree and Continue”**
  - o Select your team from the drop down box and enter the password provided by your team captain
- Once your registration has been completed, you will receive a confirmation e-mail from Active to the email address you provided
- During this process you will be registering yourself on a current relay team created by your Team Captain
- You will not be prompted to pay, as this was done when the team was created