

# RXC TEAM REGISTRATION SET UP

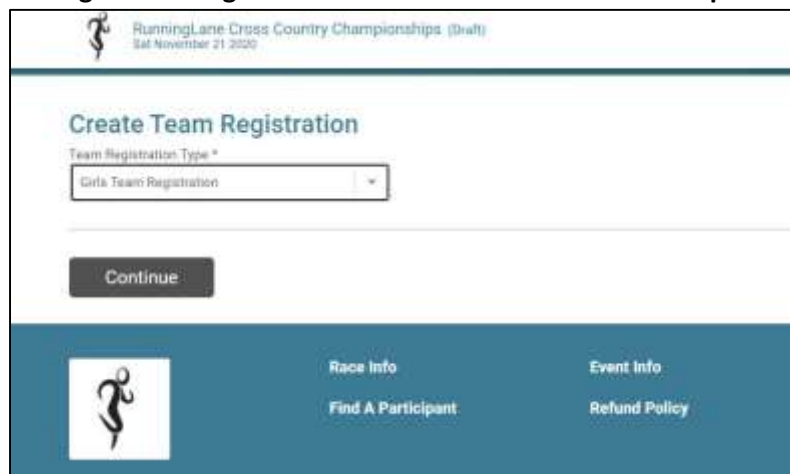
Step 1) Admin, coach or parent will set up a team by clicking on “Team Registrations” this allows an adult to create a team without registering themselves for the race.



Step 2) Click on “Create team registration without registering”



Step 3) Click which gender you are planning on creating a team for. You will need to make a separate team to join for each gender if you plan on having both attend.



Step 4) Create a unique team name (cannot be name of High school) HS location may be put in parentheses. Then create a password for team members to register with. Here we chose team name *We are AWESOME (RL HUNTSVILLE)* and Password *RXC2020*. Remember 1 team per HS per gender. No mixing of high schools.

**Create Team Registration: Girls Team Registration**

**DETAILS** 1 team per school/per gender. 7 runners only. Additional team members must sign up through individual registration.

**SIZE LIMITS** 9-7

Team Registration Name \* WE ARE AWESOME (RL HUNTSVILLE)

Gender \* Female

Optional Password \*\*\*\*\*

You have the option to set a password that will be required for anyone trying to join your team registration

Default Event for Registrants RunningLane Cross Country Championships

**Create Team Registration**

STEP 5) Purchase Team package. This will allow you to pay for your 7 team members. This does not register each individual athlete, but this allows you to have their race entry covered.

**Race Group Administrators**

NAME	GENDER	E-MAIL	PHONE
Alana Rose Sciarano	F	asciarano@runninglane.com Disable Notifications	641-430-2065

**Add Administrator**

**Your Pre-Paid Membership Packages**  
You do not have any pre-paid membership packages.

**Purchase Pre-Paid Membership Packages**

PACKAGE NAME	COST	AVAILABLE UNTIL	MEMBERS INCLUDED
Team Package	\$150.00	Tuesday November 17, 2020	Any Event: 7

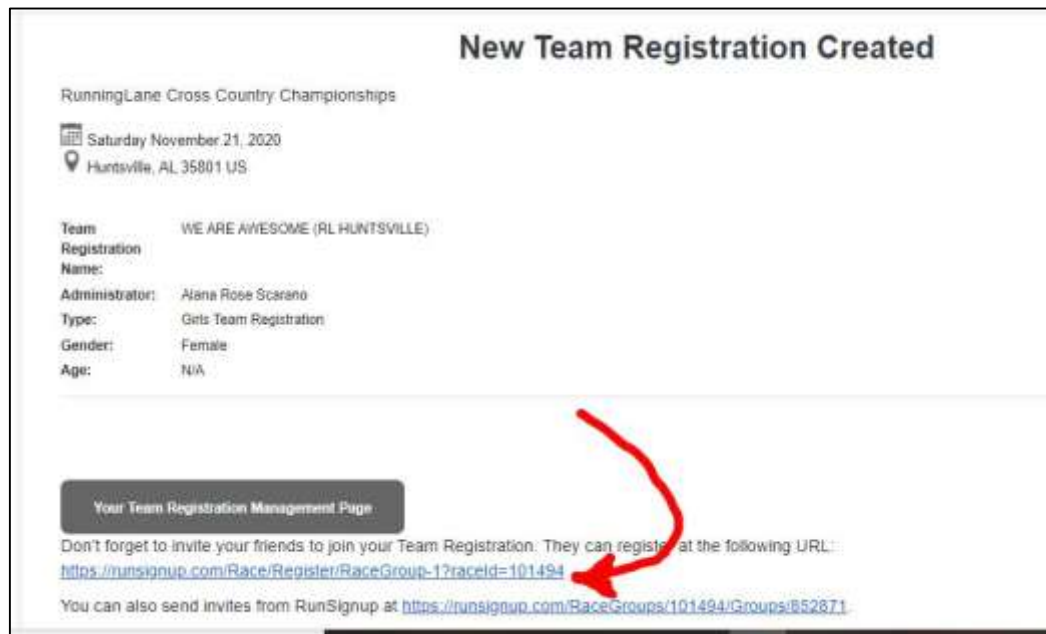
**Buy**

You have your team package purchased!

## SHARING REGISTRATION WITH YOUR TEAM:


Congrats! You have made a team for your HS. Now to build your team, athletes will join either with the link sent out to you in your email or they can click on your team registration and join. Make sure to remember your team password.


**Step 6) Send out link to your 7 team members. You will get an email confirmation that will take athletes to the signup link. Make sure to let them know your team password so they are able to join.**



**New Team Registration Created**

RunningLane Cross Country Championships

 Saturday November 21, 2020

 Huntsville, AL 35801 US

Team: WE ARE AWESOME (RL HUNTSVILLE)

Registration Name:

Administrator: Alana Rose Scaramo

Type: Girls Team Registration

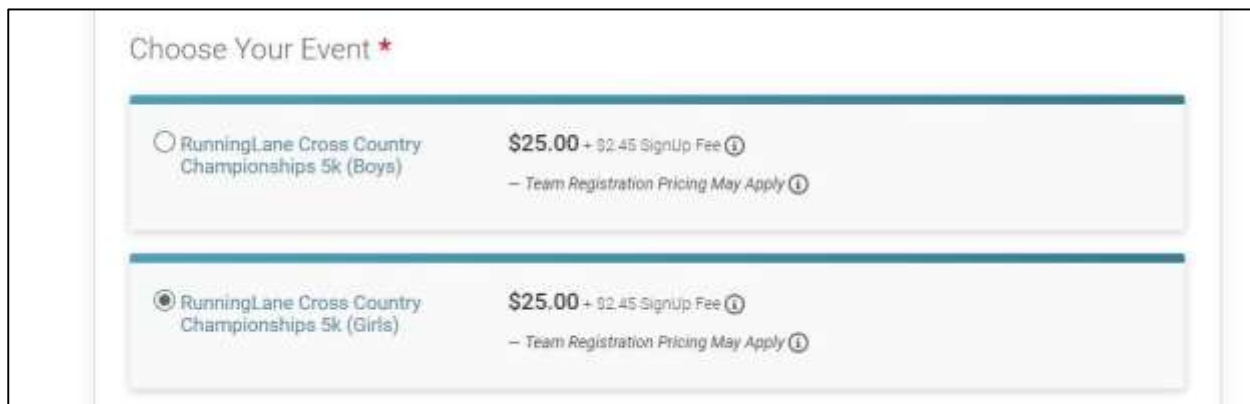
Gender: Female

Age: N/A

[Your Team Registration Management Page](#)

Don't forget to invite your friends to join your Team Registration. They can register at the following URL:  
<https://runsignup.com/Race/Register/RaceGroup-1?raceId=101494>

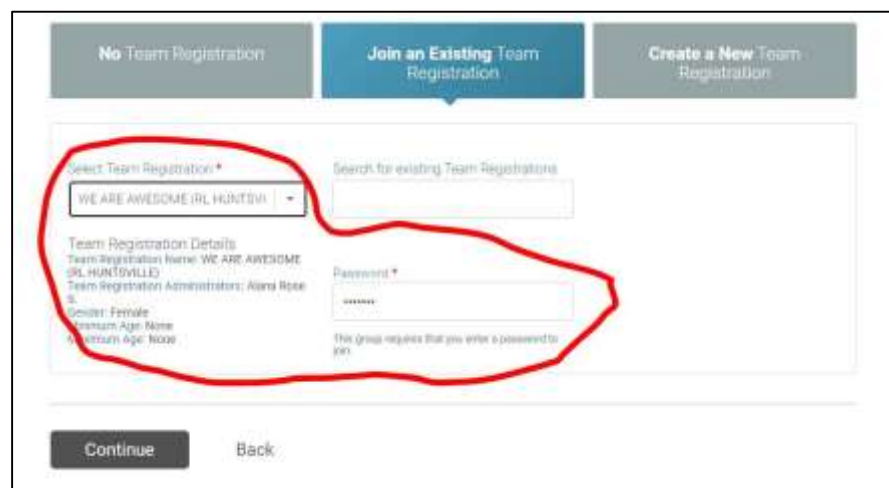
You can also send invites from RunSignup at <https://runsignup.com/Race/Groups/101494/Groups/652671>



**Choose Your Event \***

☐ RunningLane Cross Country Championships 5k (Boys) \$25.00 + \$2.45 SignUp Fee ⓘ  
— Team Registration Pricing May Apply ⓘ

☒ RunningLane Cross Country Championships 5k (Girls) \$25.00 + \$2.45 SignUp Fee ⓘ  
— Team Registration Pricing May Apply ⓘ



No Team Registration | **Join an Existing Team Registration** | Create a New Team Registration

Select Team Registration \*  
WE ARE AWESOME (RL HUNTSVILLE)

Search for existing Team Registrations

Team Registration Details  
Team Registration Name: WE ARE AWESOME (RL HUNTSVILLE)  
Team Registration Administrator: Alana Rose Scaramo  
Gender: Female  
Minimum Age: None  
Maximum Age: None

Password \*  
[password field]  
This group requires that you enter a password to join.

Continue Back

**Their registration will look something like this.**

They must fill out their pre-race questions with accurate and truthful information. A link to a verifiable time result will be required.

RRC T-shirt Update \*

No T-shirt

Get your RRC shirt now and save 50%. Shirts will also be available for purchase at the meet for \$20 (in limited quantities).

Emergency Contact Name \*

JANNA DOE

Emergency Contact Phone \*

1009008900

Grade of athlete? \*

12th

What is your best verifiable 5k time in the last year? Please put in XX:XX format (i.e. Jane ran 18:47) \*

18:25

Because you paid for team registration their cost will be 0.00 unless they choose to add on a shirt for \$10.

Parent/Guardian Email: ascerano@runninglane.com

Event: RunningLane Cross Country Championships 5k (Girls)

RRC T-Shirt: No T-shirt

Team Registration: WE ARE AWESOME (RL HUNTSVILLE)

Total: \$0.00

+ Add Another Registrant

Question Responses for Jane Doe

Emergency Contact Name: JANNA DOE

Emergency Contact Phone: 1009008900

Grade of athlete?: 12th

What is your best verifiable 5k time in the last year? Please put in XX:XX format (i.e. Jane ran 18:47): 18:25

Please provide a link to your 5k seed time result? www.tffra.com

You can clear this transaction within 15 minutes. After that all sales are final and there are no refunds.

Complete Registration Back

Each team member must have their registration complete no later than 11/16.