

## Instructions for Registering Online as a Relay Team

### To Register a New Group as a Relay Team:

The Team Captain should be the first person in the team to register and create the team. **\*\*The person registering the group for the first time will be responsible for payment for the entire group. Payments cannot be broken up into individual payments per team member.**

1. Begin by making a selection for either a two person or three-person team. Enter your information into the appropriate fields and click "Continue."
2. Read and agree to the Liability Waiver and click "Continue."
3. Select "Create New Team," enter the appropriate information for Group/Team Type, Group/Team Name, and Password, and click "Continue." **\*\*Please note: Passwords are required in order for other participants to join your team. Please make sure you choose a password that is easy to remember and can be easily shared with other members of your team. This password is not known to registration site administrators or PATH.**
4. Agree to the NO REFUNDS policy, select a shirt size if registering before the deadline, and enter Emergency Contact information as indicated. Click "Continue."
5. If you would like to donate to PATH, enter an amount and click "Continue" or leave the amount as \$0 and click "Continue."
6. Fill out all required fields in the Payment section and select "Confirm Payment."

**\*\*IMPORTANT\*\* The Team Captain or person registering the group for the first time will be responsible for payment for the entire group. Payments CANNOT be broken up on an individual basis. Team members registering after the group has been set up will not be charged.**

### To Join an Existing Team:

1. Begin by making a selection for either a two person or three-person team. Enter your information into the appropriate fields and click "Continue."
  2. Read and agree to the Liability Waiver and click "Continue."
  3. Select "Join an Existing Group/Team." Choose your team name from the drop down menu or use the search box to find your team. Enter your team password and click "Continue". The Team Captain sets the team password when the group or team is initially set up. If you do not know the password for your team, please ask your Team Captain. This password is not known to registration site administrators or PATH.
  4. Agree to the NO REFUNDS policy, select a shirt size if registering before the deadline, and enter Emergency Contact information as indicated. Click "Continue."
  5. If you would like to donate to PATH, enter an amount and click "Continue" or leave the amount as \$0 and click "Continue."
  6. Review your registration information for accuracy, ensure your cart total is \$0 and click "Complete Registration."
- \*\*\*IMPORTANT\*\*\* Payment for the entire group should be paid by the Team Captain or person registering the group for the first time. PLEASE ensure your TOTAL in the Registration Cart is \$0 before completing your registration.**