




To register for a relay:

- 1) One member will be the "Captain" and will register the team and herself as the team captain in the initial registration.
 - a. We strongly recommend the captain requires a password to join the team; write this down so you can share with your teammate
 - b. The captain will receive an email that has a link she can share with her teammate to get registered:

 **RunSignUp.com** <info+auto@runsignup.com>
Relay Created for Bellin Women's Half

To  Maxwell, Linda

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Bing Maps](#)



Bellin Women's Half

Green Bay, WI US 54301

Relay Created

Relay Name	Test Relay
Team Captain	Linda Maxwell
Type	Friends
Gender	N/A
Age Group	N/A

<https://protect-us.mimecast.com/s/rwhxc4xvryhblk0ecw6p1h?domain=runsignup.com>
Click or tap to follow link.

You can view and manage this Relay at <https://runsignup.com/RaceGroups/53124/Groups/455938>.

- RunSignUp

- 2) The team captain will also see the information for her team when she logs into her profile (username: email address, password: as set up by the captain. NOTE: this password is different from the password for the relay team – this is the captain's login password.) Once in the profile, scroll down to the relay information and click on the team name. It will bring up this screen:

Join & Share

REGISTRATION URL	https://runsignup.com/Race/Register/RaceGroup-455938?raceId=53124 Send E-mail
TWITTER	Tweet
SHARE	f t e + 0
EMBED	Get Embed Code

[Join Relay](#)
[View Roster](#)

Group Details

RACE DATE	Saturday October 6, 2018
CREATED DATE	Monday March 19, 2018
GROUP TYPE	Friends
GROUP SIZE	0-2
NO. OF MEMBERS	0 0 Male; 0 Female

[Update](#) [Social Settings](#)

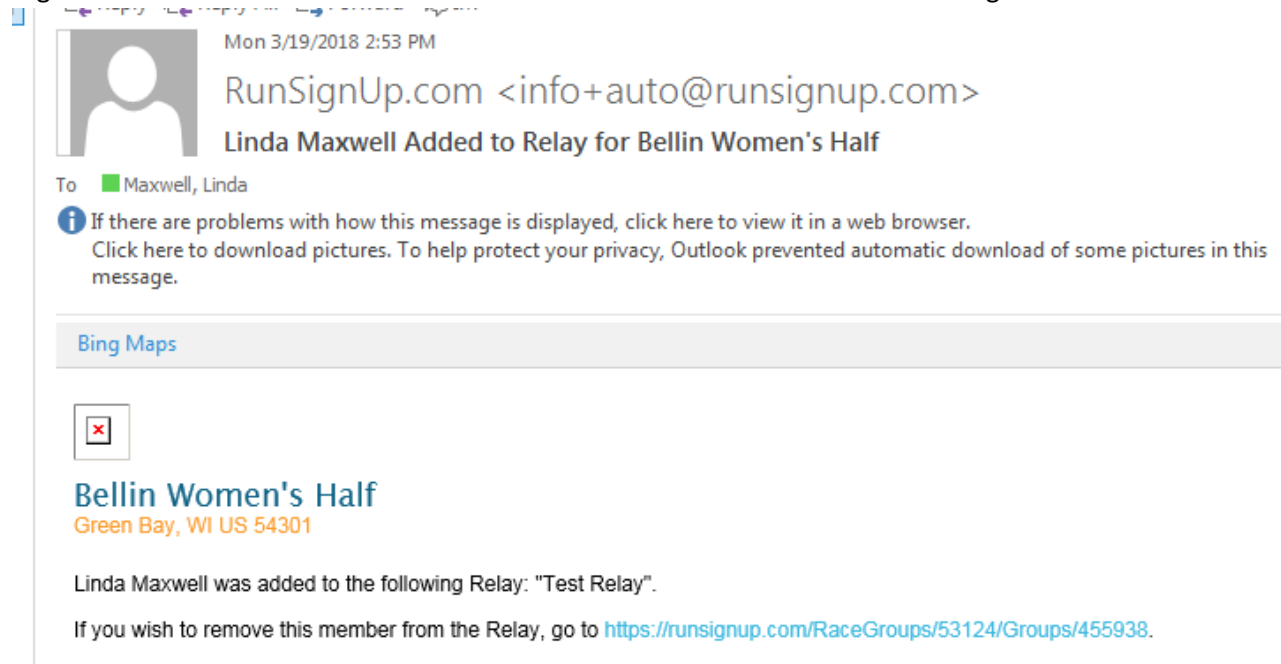
Race Group Team Captains

NAME	GENDER	E-MAIL	PHONE
------	--------	--------	-------

From this screen the captain can:

- Send an email to invite someone to join their team (be sure to include the team password)
- See her team roster
- Update the team information, including the team password
- Share on social media

3) Once the second teammate registers, the captain will receive a confirmation email that a teammate has registered for her team. It will include a link that will allow her to remove or change the teammate.





The screenshot shows an email notification from RunSignUp.com. The sender is identified as RunSignUp.com with the email address info+auto@runsignup.com. The subject of the email is "Linda Maxwell Added to Relay for Bellin Women's Half". The recipient is Linda Maxwell. The email body contains a Bing Maps link, a broken image placeholder, and the text: "Bellin Women's Half", "Green Bay, WI US 54301", "Linda Maxwell was added to the following Relay: 'Test Relay'.", and "If you wish to remove this member from the Relay, go to https://runsignup.com/RaceGroups/53124/Groups/455938.".

Mon 3/19/2018 2:53 PM


RunSignUp.com <info+auto@runsignup.com>

Linda Maxwell Added to Relay for Bellin Women's Half

To  Maxwell, Linda

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Bing Maps](#)



Bellin Women's Half
Green Bay, WI US 54301

Linda Maxwell was added to the following Relay: "Test Relay".

If you wish to remove this member from the Relay, go to <https://runsignup.com/RaceGroups/53124/Groups/455938>.