

Participant

On-Line Team Management Guide



This guide is meant to serve as a guide to help with the registration process.

Signing up

Go to <http://www.trackshack.com/page.php?id=128>. This is the site where you will be able to find and register for your team. You will also be able to manage your registration once you have signed up (change personal information, drop out, etc.).

Register online by 11:59 pm on March 24th to have your race number included in your team box; register between March 25, 2015 and April 5, 2016, and your race number will be available for pick up at Track Shack by last name the day after you register (starting March 31).

1. Find your team by searching or scrolling through the list.

Make sure it is the right team by clicking on the team name to see the Captain and other members. Then click the Join button on the right for your team.

Corporate Teams

Team Name

Search



Create a New Team

You can create a corporate team until 4/2/2015.

Corporate Team	Team Type	Captain(s)	
Annie's Crew	Corporate Team	Bryan Jenkins Annie Lolagne	Join
Gpwash	Corporate Team	Annie Lolagne	Join

2. You will next fill in your information. All fields with a little red * are required.

Note that if you are registering others, you can click the blue “Add Another Registrant” button at the bottom of your information. This is important because it is the way that you can add family members to your team (teams require an employee to register).

Registration for Corporate Team — Annie’s Crew

Registrant #1



If you have registered this person for another race, click "Previous Participant" instead of filling out the user information.

Previous Participant

Basic Info

First Name *

Last Name *

E-mail Address *

Address

Address *

City *

Country *

State *

Zip Code *

Additional Information

Date of Birth *

Format: mm/dd/yyyy
Used for age group calculations

Phone *

Format: ###-###-####

Gender *

☐ Male ☐ Female

Choose Your Event(s) *

☒ 5K

Corporate Team Pricing

Add Another Registrant

3. You will enter your organization's code. Keep this confidential to only employees.

Note that when you entered multiple registrants on the previous page, they will appear here to mark as either Employees or Non-employees.

If you forgot to add someone, simply click the "Back" button below and enter the people on the previous page.

Corporate Team — Annie's Crew

This team requires you to enter a code to join. Please enter the code in the box below.

Code *

Matt Sinclair

☒ Employee

☐ Non-employee, but authorized to join team.

Limited to immediate family living in same household.

Jen Sinclair

☐ Employee

☒ Non-employee, but authorized to join team.

Limited to immediate family living in same household.

Continue

Back

4. Questions. You will be asked a series of questions for each of your participants.

Matt Sinclair

Please select an option for your T-Shirt.

[T-Shirt Option](#) *

Large

Jen Sinclair

Please select an option for your T-Shirt.

[T-Shirt Option](#) *

Medium

Questions for Matt Sinclair

Company Position: *

Athlete Type: *

Type of Participant *

Please indicate 'YES' to receive important event emails about parking, specials, training, and race day information. *

☐ Yes

☐ No

Predicted 5K Finishing Time: *

Do you understand that baby joggers, strollers, animals, skates or other vehicular apparatus are NOT allowed on the race course? *

☐ Yes, I understand

5. Checkout. You can review the information you entered, and pay now. We take any major US Credit Card.

Note that you can edit information by clicking the Edit button in the upper right corner.

Review your registration information:

[Edit](#)

Race Information

Race: IOA Corporate SK
Corporate Annie's Crew
Team:
Team \$10.00
Covered
Amount:

Registrants

Name: Matt Sinclair
E-mail: matt@runsignup.com
Date of Birth: September 23, 1981
Age: 33 (On Race Day)
Gender: M
Event: SK
T-Shirt: Large
Address: 5010 Eddings Dr
City: Glen Allen
State: VA US
Zip Code: 23060
Phone: 804-387-6644

Name: Jen Sinclair
E-mail: matt@runsignup.com
Date of Birth: May 1, 1979
Age: 35 (On Race Day)
Gender: F
Event: SK
T-Shirt: Medium
Address: 5010 Eddings Dr
City: Glen Allen
State: VA US
Zip Code: 23060
Phone: 804-387-6644

[Add Another Registrant](#)

Registration Cart

SK	\$15.00	\$15.00
▪ Matt Sinclair		
SK	\$25.00	\$25.00
▪ Jen Sinclair		
T-Shirt	\$0.00	\$0.00
▪ Large		
T-Shirt	\$0.00	\$0.00
▪ Medium		
Base Cost:	\$40.00	
Processing Fee: ⓘ	\$3.00	
Total:	\$43.00	

Credit Card Information

First Name *
Matt
Last Name *
Sinclair
Address *
5010 Eddings Dr
City *
Glen Allen
Country *
United States
State *
VA - Virginia
Zip Code *
23060
Card Number *
CW (Card security code) *
Expiration Date *
VISA
MasterCard
Discover
American Express

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

[Confirm Payment](#)[Back](#)

6. Done! You can print out your confirmation; we will send you a copy as well via email).

Note that there is a Clear button just in case you made a mistake – you have 15 minutes to click this and it will clear your registration information and credit card transaction. Then you can start over again if you need to.

Congratulations! You are Registered

Please **print** this page for your records.



Race Information

Race:	IOA Corporate 5K	Registered:	May 28, 2014 @ 6:07pm
Corporate:	Annie's Crew	Team:	\$10.00
Team:		Covered:	
		Amount:	

Registrants

Name:	Matt Sinclair	Address:	5010 Eddings Dr
E-mail:	matt@runsignup.com	City:	Glen Allen
Date of Birth:	September 23, 1981	State:	VA US
Age:	33 (On Race Day)	Zip Code:	23060
Gender:	M	Phone:	804-387-6644
Event:	5K	Confirmation Code:	ZdQEnof0G1f66jX9VA14
T-Shirt:	Large		

Name:	Jen Sinclair	Address:	5010 Eddings Dr
E-mail:	matt@runsignup.com	City:	Glen Allen
Date of Birth:	May 1, 1979	State:	VA US
Age:	35 (On Race Day)	Zip Code:	23060
Gender:	F	Phone:	804-387-6644
Event:	5K	Confirmation Code:	KRLX6RODJTzFsmFeNw9
T-Shirt:	Medium		

Registration Cart

5K	\$15.00	\$15.00
■ Matt Sinclair		
5K	\$25.00	\$25.00
■ Jen Sinclair		
T-Shirt	\$0.00	\$0.00
■ Large		
T-Shirt	\$0.00	\$0.00
■ Medium		
Base Cost:	\$40.00	
Processing Fee: ⓘ	\$3.00	
Total:	\$43.00	

[Make a Mistake?](#)

Clear

Register Another User

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