

# SIMPLYIOA CORPORATE 5K TEAM SCORING GUIDE



1. Log into your Team Captain account:  
<https://manage.hakuapp.com/login/ioa>

2. Once you have successfully logged on, click on the Team tab on the left side of your menu.

3. On the right side of your screen you will have the finish net time of all of your team members that completed the race. You can start building your team by dragging the name of the participant into the team you are building.

You will have the option to submit multiple teams for each team type (male, female, coed).

**Note:** To be able to submit a team you need to add 4 participants. For the coed team, you must enter two males and two females.

4. Once you build your team, click on Submit. This will save the team total time.

5. You can keep adding team members into different teams until you have added all your team members with results, but this is not mandatory; you can only submit one team to be considered for the team scoring.

6. Once you have successfully created the teams, you can review the teams by clicking **# Teams Submitted** under the submit button.

7. To finish your team submission click on **"I'm Done Submitting teams."**

**You will be able to edit your teams until noon on April 25th. After this date, you won't have the option to create and submit team results.**

	MALE	FEMALE	COED	ALL TEAM
	SPOT PENDING	SPOT PENDING	SPOT PENDING	45:43 Mary M Dillard - F
	SPOT PENDING	SPOT PENDING	SPOT PENDING	01:45:43 David Lee - M
	SPOT PENDING	SPOT PENDING	SPOT PENDING	02:45:43 Andrei Savitski - M
	SPOT PENDING	SPOT PENDING	SPOT PENDING	03:45:43 Steve A Orbeck - M
	Submit	Submit	Submit	04:45:43 Andrea Fussell - F
	0 teams submitted	0 teams submitted	0 teams submitted	05:45:43 Mason Dillard - M
				06:45:43 Amanda Mc Clure - F

COED	38:00:00
10:45:00 Pamela Fermin - F	
05:45:00 Erin Cummings - F	
11:45:00 Tyler Goforth - M	
09:45:00 Shawn Du Pont - M	
Submit	
0 teams submitted	

Submitted Male Teams	
TEAM 1 Submitted less than a minute ago	11:00:00
Adrian E Cerdan	04:45:00
Ryan M Burtram	03:45:00
Joe Balsamo	01:45:00
Ben Adler	45:00
X DELETE TEAM 1	
TEAM 2 Submitted less than a minute ago	38:00:00
Richard A Gordon	13:45:00
Richard A Gordon	12:45:00
Jordan Deveroux	08:45:00

about 18 hours to submit your results!

I'm Done Submitting Teams

