

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. Here, you will have the ability to enter the finished time for each of your team members. You will have the ability to make any edits after you have saved their time.

4. Once you have entered all your team members times, you will click on **Done Entering Results** on the lower right corner.

5. 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.

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

7. 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.

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

9. To finish your team submission click on **I'm Done Submitting Teams**.

You will be able to edit your teams until May 8th. After this date, you won't have the option to create and submit team results.

