

CREATING YOUR TEAM

1. Enter all your personal information on the registration form and click **Next Step**.
2. Enter your email and password to create or log into your account to manage the relay team.
3. Enter your payment information. As the participant covering the team registration fee, you are the team captain.
4. Enter your payment information. As the participant covering the team registration fee, you are the team captain.
5. After successfully paying for the team's registration, you are directed to the thank you page. The **Go To My Account** button will take you to your account where you can manage your team under the **Your Teams** tab.



Thank you for registering for the [Christmas Relays](#). The event starts on Sunday, December 15, 2024 in San Francisco, CA. Check out our [Captain's Guide](#) for more information on managing your team. Please check the event's [official website](#) for updates.

Log into your participant account to manage your events, update your personal settings and much more!

Go To My Account

Dashboard Your Events **Your Teams** Manage Account

Only Show Teams With Open Spots

	Team Don't Platt-er Yourself Christmas Relays December 17, 2023 - san francisco	TEAM COMPLETED	Edit Team
	Heather Platt's Team Christmas Relays December 15, 2024 - san francisco	TEAM COMPLETED	Edit Team

INVITING YOUR TEAM MEMBERS

Inside your account you click **Edit Team** to view and share your unique team registration link, view registered and pending members, and message team members.

1. Log into your account and go inside the Your Teams Tab.

<https://manage.hakuapp.com/login/christmas-relays>

2. Invite your team members by using the Invite People form or sending your members your unique team registration link. You will have the ability to edit pending and registered team members. If any of your team members are unable to participate, you can click on the drop down next to their name and remove them from the team.

3. Inside of your team settings, you will have the ability to update your team name and description.

The screenshot displays the team management interface. On the left, there are fields for 'TEAM NAME' (containing 'Heather Platt's Team') and 'TEAM DESCRIPTION' (with a placeholder 'Team Description'). Below these is an 'UPDATE' button. The 'TEAM MEMBERS' section shows a list of members: Heather Platt (Registered, 42 years old, Female), Davion Fleming (Registered, 33 years old, Male), and Christine Wilkinson. A 'Message Team' button is visible. A notification bar states 'You have 88 days to complete your team'. A dropdown menu for 'Christmas Relays' is open, showing a 'Remove Team Member' option. On the right, the 'INVITE PEOPLE' form includes fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL', followed by a 'Send Invitation' button. Below this is a text box with the message 'Rather send the invites from your email? Simple, just copy the link below and send it however you'd like!' and a 'Copy Link' button next to the URL 'https://haku.ly/add0d7db21'.