



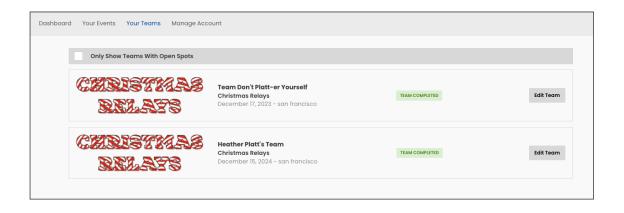
## **CREATING YOUR TEAM**

- 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.
- 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







## **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.

