

How to Create a Team Page (for Team Captains)

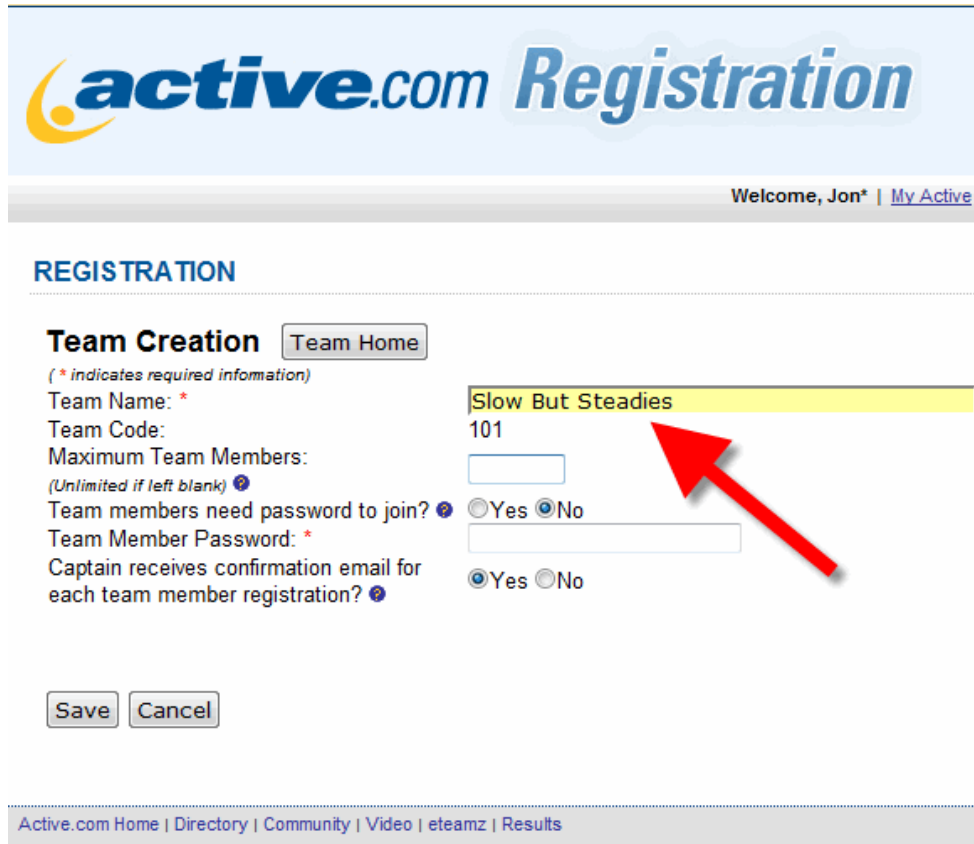
STEP 1: When you click on the registration link, you will see this page. Click on the “Create Your Team” yellow box.

The screenshot shows the active.com website interface. At the top, there is a navigation bar with links like 'Active Home', 'Directory', 'Community', etc. The main header features the active.com logo and a search bar. Below the header, there are navigation tabs for 'ENDURANCE', 'TEAM SPORTS', 'GOLF & TENNIS', 'OUTDOORS', 'LIFESTYLE', and 'RESOURCES'. The main content area displays the event details for 'River Valley Ranch Trail Run (5K Road and 10K Trail Runs)'. A red arrow points to a yellow 'Create Your Team' button located in a sidebar on the right side of the event page. Other buttons in this sidebar include 'Register Now', 'Email a Friend', 'Contact', 'Write a Review', 'Print', and 'Share'. The event details include the date (Saturday, August 22, 2009 @ 8:00 AM), location (River Valley Ranch, 4443 Grave Run Rd, Manchester, MD), and a 'Full Description' section.

STEP 2: You will then come to the page below. Select the race in which you will be participating:

The screenshot shows the active.com website interface for the 'EVENTS' section. The header includes the active.com logo and a 'Welcome, Jon*' message. The main content area features a 'Category:' dropdown menu that is currently open, displaying four options: '10K Trail Run', '10K Trail Run', '5K Road Race', and 'Kids Fun Run'. A red arrow points to the second '10K Trail Run' option. To the right of the dropdown menu, there is a 'SEARCH' section with input fields for 'name or event:', 'state or zip:', and '(optional) search radius:'. Below the search section, there is an 'UPCOMING' section with a 'Showing' dropdown menu and a 'Month' dropdown menu set to 'All'. At the bottom right, there are some location-based filters like 'KC Per Area' and 'Miami F'.

STEP 3: Create your team's name. You can either make it public or private (we suggest public so others team members can select your team during the registration process. If you choose private you can always invite them directly to your page at a later time). Click the "Save" button.



active.com Registration

Welcome, Jon* | [My Active](#)

REGISTRATION

Team Creation Team Home

(* indicates required information)

Team Name: *

Team Code:

Maximum Team Members:

(Unlimited if left blank) ?

Team members need password to join? ? Yes No

Team Member Password: *

Captain receives confirmation email for each team member registration? ? Yes No

[Active.com Home](#) | [Directory](#) | [Community](#) | [Video](#) | [eteamz](#) | [Results](#)

STEP 4: From this page you can invite others, update your team info and create your team's fundraising page (see red arrow below)



active.com Registration

Welcome, Jon* | [My Active](#) | [Registration Center](#) | [Te](#)

REGISTRATION

Welcome, JBiscuithead

Teams: ▼

Team Summary	Team Captain Tools
<p>Team Name: Slow But Steadies</p> <p>Team Members: 0 Members</p> <p>NOTE: Click Here if you have not yet registered for this event and joined your own team.</p>	<ul style="list-style-type: none">▶ Invite others to join this team▶ View team roster▶ Email team members▶ Update team information▶ Download team reports

Fundraising Information

▶ [Click Here](#) to create your fundraising page.

For future reference, please bookmark this page.

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