



TEAM CAPTAIN Instructions

1. **Team Captains are the FIRST person to register** at <http://register.skitosea.com>

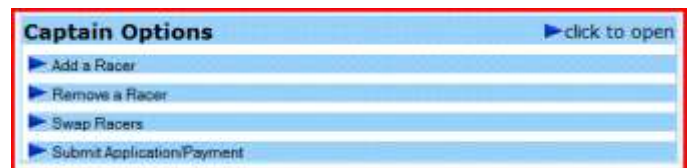
a. **New Team Captains**-If you already have an account (meaning if you were a racer) from last year's race, use that one. If you don't have an account from last year's race, your first step is to click on CREATE NEW USER.

b. **Returning Team Captains**-If you use the same email address as you used in last year's race, simply fill in the User ID with your email and enter your password to login. If you don't remember your password, enter your email address and click on the button SEND PASSWORD.

2. Once you (Team Captain) have logged in, you will want to **CREATE A TEAM**.

If you were a team captain last year you will be given the option to copy that team to this year's application. If you choose to COPY the application from last year, you have the opportunity to INVITE the 8 racers that made up your team in 2010 by sending them an email to join the 2011 team.

You can change any racer by deleting and adding racers under the CAPTAIN OPTIONS box on the right side of the Team Application. The email that is sent to racers inviting them to join your team will expire in 48 hours from being sent. Simply INVITE the same racer again if they tell you the link has expired.



3. **Name your Team, and Choose a DIVISION.**

You can always change divisions and Team Names up until the time you submit your application for payment.

4. You now want to **INVITE your 8 racers** no matter if you are using the same or different racers from last year.

NOTE: In talking with your potential racers for your team, please tell them that they should register using the LINK that you send out when you INVITE them using the Ski to Sea online registration system. This will avoid having your racers create teams by mistake.

The Captain can also be a racer, and this means inviting yourself. **CAPTAIN:** To invite racers to join your team, insert their names and a valid and unique email address. After you INVITE each racer, they receive an automatic email with a link that they can click on OR copy and paste into their browser (NOTE: some companies have their employee computers set so that links cannot be opened in an email, and if this is the case, tell your racers to copy and paste the link into their browser window), that will allow them to register on your team.

RE-INVITE YOUR RACERS-If the 48 hour limit has expired, and your racers have not yet responded to your INVITE, you can send another INVITE email simply by logging onto your team application, and clicking on ADD A RACER under CAPTAIN OPTIONS. When you click on that, you'll see the button for RE-INVITING any racers who have not yet responded. You can also **SWAP** racers if they choose to compete in a different Race Leg.

5. SUBMITTING YOUR TEAM APPLICATION: A Captain can submit their application for payment at any time and **does not** have to wait till all 8 racers have completed their part of the registration process.

a. Under Captain Options click on the Submit Application/Payment

b. The Step 1 button will be showing GREEN if you have already selected your division and team name. If it is RED you will need to set the division and team name before continuing.

c. Click on Step 2 to select your Green Fee option. We hope all teams are willing to donate a few dollars per racer (or more!) to assist local organizations who work to keep Whatcom County "green". Please see the Green Team page on the SkitoSea.com website for details.

d. Click on Step 3 to enter your Credit Card Information

e. Click on Step 4 to review and submit your application

6. Once you send payment, you have reserved your spot in the 2011 Ski to Sea Race. You will receive a receipt for your payment automatically as the registration system assigns you a Team Number. There are no refunds. Your space is only reserved after you submitted payment. Have a great race!

RACER Instructions

a. When the Team Captain assigns you to a leg and inserts your email address, you then receive an email from the registration system that allows you to join your team by clicking on the link in the message and validating your Hold Harmless Agreement. Please do not register until you receive this email that the Captain generates. This email link expires in 48 hours. Team Captains can send a reminder email again from the registration page by simply INVITING the racer again.

b. Complete your profile with address, city, phone, cell number, t-shirt size, and Racer Survey at the bottom of the one page application.

c. All racers can enter their cell phone number or a friend's cell phone number in order to receive a text message once the racer crosses the respective finish line of each leg in the race. This is included as part of your registration.

d. Complete the survey at the bottom of their profile ALL IN ONE VISIT. **Be sure to click on the SAVE button at the top of the one page registration.**

No personal identifying information is ever released on your registration information.

Whatcom Events

Home of the World Famous *Ski to Sea Race*

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Whatcom Events is a community non-profit 501(c)3 organization.