



## 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 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, the 8 racers that made up your team in 2009 are sent an email inviting them to join the 2010 team. You can change any racer by deleting and adding racers. 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 up until the time you submit your application for payment.
4. **Submitting Application Under CAPTAIN OPTIONS** (blue box on right of your monitor screen), you can click on Submit Application for Payment. You can now choose your option for the VOLUNTARY GREEN FEE in addition to entering your payment info. **Once buttons 1, 2, and 3 are GREEN, you're ready to click on button 4, Confirm and Submit.**

By choosing these options now, the Captain takes advantage of:

- a. Reserving their place in a race that has filled up every year
- b. Take advantage of early registration cost
- c. Can concentrate on the racers on his/her team

*In 12 out of the last 13 years the Ski to Sea race has sold out. Participants have asked for a way to secure their place in the race even though they may have some positions unfilled. This year we are allowing a team to submit their application without requiring all of the racers to be in place. We encourage you to act early and **get your place secured by submitting your application.***

5. You now want to INVITE your 8 racers (the Captain must also be a racer, and this means inviting yourself) by inserting 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
  - a. Join your team by validating their Hold Harmless Agreement;
  - b. Complete their profile with address, city, phone, etc.;
  - c. Complete the survey at the bottom of their profile **ALL IN ONE VISIT.**

**NEW:** Please inform your racers that this email link expires in 48 hours. Team Captains can send a reminder email again from the registration page by simply RE-INVITING the racers again. If your racers have not responded to your INVITE email and 48 hours has passed, simply click on RE-INVITE RACERS button (in the ADD A RACER section) and all the racers who have not yet responded will be sent another email message inviting them to your team. See Page 2 >>> Continued

**6. SUBMITTING APPLICATION-** (NOTE: You can submit your application after the buttons 1, 2, and 3 are GREEN, and before you've even invited or heard back from any of your racers.)

- 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 2009 Ski to Sea Race. You will receive a receipt for your payment along with your Team Number a few days later. There are no refunds. Your space is only reserved after you submitted payment. Have a great race!

## RACER Instructions

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1. Once the Team Captain INVITES you, all Racers receive an automatic email with a link (this link expires in 48 hours) that they can click on OR copy and paste into their browser, that will allow them to
  - a. Join the team by validating the Hold Harmless Agreement ,
  - b. Complete their profile with address, city, phone, etc.,
  - c. Text messaging is included in registration, simply include a cell phone number and choose your carrier;
  - d. Complete the survey at the bottom of their profile **ALL IN ONE VISIT**.

NO PERSONAL IDENTIFYING INFORMATION IS EVER SHARED BY THE SKI TO SEA. (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.)

Your team's Ski to Sea application is all handled in this single page using multiple tabs for Team information. While most of the information is available for you to view, your Team Captain is the only one allowed to enter and change such things as team name and division. To complete your portion of the team registration click on the tab corresponding to the leg you are running and enter the required fields. Be sure to save them when done.

**IMPORTANT:** If you want to give your Team Captain the ability to view and manage your profile, (address, phone, survey, etc), please check the box at the top of your profile page:

### Allow Team Captain to Manage/View

There is also a racer survey that you will need to fill out on the same tab. This survey is a required part of registration.

**Remember, all racers need to complete:**

1. Their profile with address, etc.
2. The Hold Harmless agreement
3. The survey

*Have Fun!*

The Ski to Sea Race is a program of Whatcom Events, a community non-profit 501c3 organization.  
If you have questions, please call us at 360-318-7332. [Info@SkitoSea.com](mailto:Info@SkitoSea.com) Thank you.

**Whatcom Events: Home of the world famous Ski to Sea Race**  
**PO Box 2011, Bellingham, WA 98227**