

## RELAY TEAM CAPTAIN GUIDE

After registering to participate in the Relay race, from the confirmation page

Click on **Go to My Account**

The screenshot shows a registration confirmation page for the Kelowna Apple Triathlon. A red box highlights the 'Go to My Account' link in the top left navigation bar. The page includes a 'Thank You!' message, a 'Refer Your Friend' section with social media links, and a 'Transaction Details' table.

Transaction Details	
TOTAL AMOUNT PAID	\$228.10
SUMMARY OF CHARGES	
REGISTRATION FEE	\$100.00
SUBTOTAL	\$100.00
TAXES	\$12.10
PAYMENT SUMMARY	\$100.00

Click on **Your Teams**

The screenshot shows the 'Your Teams' page in the Apple Race Series dashboard. A red box highlights the 'Your Teams' tab in the top navigation bar. The page displays a sidebar with the user's name 'Sarah' and a main content area with 'Important Notifications', 'Suggested Events', and 'Your Upcoming Events'.

Click on **Edit Team** to manage your team

The screenshot shows the 'Your Teams' page with a list of teams. A red box highlights the 'Edit Team' button next to the team entry 'Sarah Chan's Team'.

Team Name	Event	Team Members	Action
Sarah Chan's Team	Kelowna Apple Triathlon	2 TEAM MEMBERS	Edit Team

## From the team tab you can:

- Change your team name & add a team description
- Message your teammates
- Access your team page
- Get your unique team registration link & Invite others to join your team
- See who is on your team and who has been invited to join
- You can also click on Help to contact haku's participant support team

The screenshot shows the 'Your Teams' section of the Apple Race Sport website. The main heading is 'Sarah Chan's Team'. Below this, there are fields for 'TEAM NAME' (containing 'Sarah Chan's Team') and 'TEAM DESCRIPTION' (containing 'Team Description'). An 'UPDATE' button is located below these fields. To the right, there is an 'INVITE PEOPLE' section with fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL', followed by a 'Send Invitation' button. Below this, a message states: 'Rather send the invites from your email? Simple, just copy the link below and send it however you'd like!' followed by a unique link: 'https://stg.haku.ly/2270609e1' and a 'Copy Link' button. At the bottom right, there is a 'Help / Feedback' button. On the left side of the team page, there is a list of team members: Sarah Chan (Registered, 50 years old, Female) and Kim Leonard (kim@hakuparts.com). A 'Send Reminder' button is next to Kim Leonard's name. A red banner at the top of the team page states: 'You have 289 days to complete your team'.

Your teammates will use your unique team registration link to join your team. Once they register, they will be listed under your team!

*Note that you can also remove teammates by clicking on the dropdown menu next to their name.*