

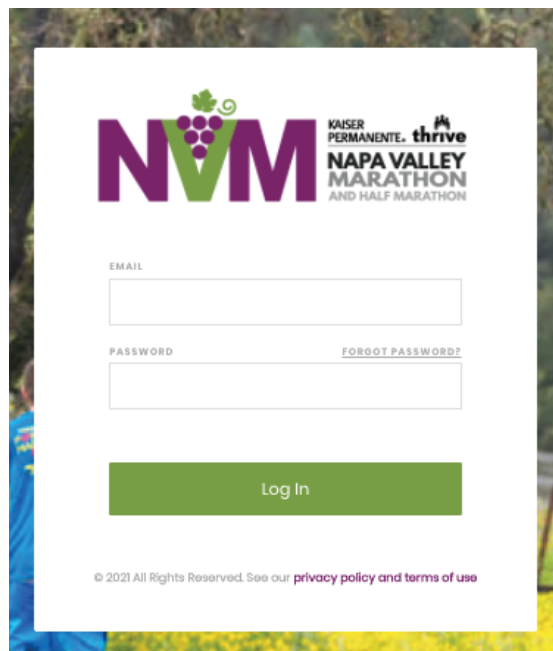
How To Guide **Switch Categories or Defer Your Registration.**

POWERED BY *haku*

How To Switch Categories or Defer Your Registration for the Following Year

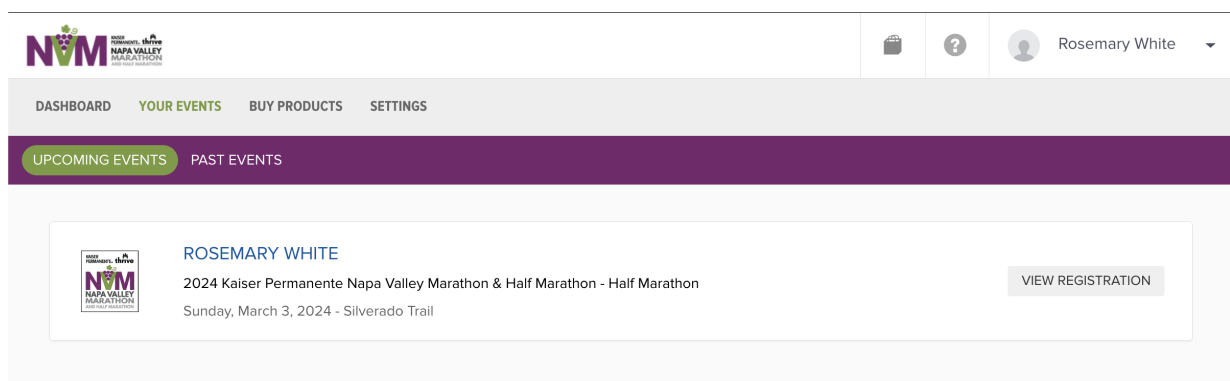
01 Log in to your participant account

Inside your participant account you will have access to your registration, event products, and more. To log in to your participant account please visit: <https://manage.hakuapp.com/login/napa-valley-marathon>

A screenshot of the login page for the Napa Valley Marathon. The page features the NVM logo at the top left, which includes a green vine graphic. To the right of the logo is the text "KAISER PERMANENTE thrive NAPA VALLEY MARATHON AND HALF MARATHON". Below the logo are two input fields: "EMAIL" and "PASSWORD". To the right of the password field is a link that says "FORGOT PASSWORD?". Below these fields is a green "Log In" button. At the bottom of the page, there is a small copyright notice: "© 2021 All Rights Reserved. See our [privacy policy](#) and [terms of use](#)".

02 Click on “Your Registrations”

Once logged in, click on the menu item “Your Registrations.” In this tab you will have access to all the information you entered on the registration form.

A screenshot of the participant dashboard after logging in. The top navigation bar includes the NVM logo, a shopping cart icon, a help icon, and the user's name "Rosemary White" with a dropdown arrow. Below this is a secondary navigation bar with links: "DASHBOARD", "YOUR EVENTS", "BUY PRODUCTS", and "SETTINGS". A purple banner highlights "UPCOMING EVENTS" and "PAST EVENTS". The main content area shows a registration for "ROSEMARY WHITE" for the "2024 Kaiser Permanente Napa Valley Marathon & Half Marathon - Half Marathon" on "Sunday, March 3, 2024 - Silverado Trail". A "VIEW REGISTRATION" button is located to the right of the registration details.

03 Click on “Registration Options”

Scroll to the bottom and select “Registration Options.” Inside this tab, you will have access to make changes to your registration, such as switching categories and deferring your entry for next year.

The screenshot shows the Napa Valley Marathon registration dashboard for Rosemary White. The top navigation bar includes 'DASHBOARD', 'YOUR EVENTS', 'BUY PRODUCTS', and 'SETTINGS'. A dark blue banner at the top reads 'Editing Registration' with a 'Close' button. The main content area displays the event details: '2024 Kaiser Permanente Napa Valley Marathon & Half Marathon - Half Marathon' by Rosemary White, scheduled for Sunday, March 3, 2024, on the Silverado Trail. A section for 'Your Registration Information' shows the email 'DEJNDEJN@AOL.COM'. Below this, a green checkmark indicates that the user has read and agreed to the 'Terms and Registration & Participant Waiver'. At the bottom, there are buttons for 'Save', 'Close Without Saving', and 'Help / Feedback'. On the right side, a 'Registration Options' button is highlighted with a blue border, and a dropdown menu is open showing 'Defer for Future' and 'Switch Categories'.

NVM NAPA VALLEY MARATHON & HALF MARATHON

DASHBOARD YOUR EVENTS BUY PRODUCTS SETTINGS

Editing Registration Close

NVM NAPA VALLEY MARATHON & HALF MARATHON

2024 Kaiser Permanente Napa Valley Marathon & Half Marathon - Half Marathon
ROSEMARY WHITE
Sunday, March 3, 2024 - Silverado Trail

WHAT IS YOUR EXPECTED FINISH TIME?
04 00 00 Your estimated pace per mile is - 18:19

Your Registration Information

EMAIL
DEJNDEJN@AOL.COM

☒ I, Rosemary White, have read and agree to the Terms and Registration & Participant Waiver

Save Close Without Saving

Help / Feedback

Registration Options

- Defer for Future
- Switch Categories

04 Select Your Registration Change Option

Then select the option you want:

- Defer for Future
- Switch Categories

05 Categories: Upgrade

If you are upgrading, you will be charged the difference from what you originally paid for that category. You will be charged a fee. The last date to make changes is January 28, 2024.

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SWITCH CATEGORIES

SELECT NEW CATEGORY

Marathon

There's a \$81.28 charge to switch to this category. Select a payment method ⓘ

THERE ARE CUSTOM QUESTIONS FOR THIS NEW CATEGORY. PLEASE ANSWER THEM ACCORDINGLY.

06 Categories: Downgrade

If you are downgrading, you will be charged a fee. The last date to make changes is January 28, 2024

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SWITCH CATEGORIES

SELECT NEW CATEGORY

Half Marathon

There's a \$23.00 charge to switch to this category. Select a payment method ⓘ

THERE ARE CUSTOM QUESTIONS FOR THIS NEW CATEGORY. PLEASE ANSWER THEM ACCORDINGLY.

07 Deferring

If you choose to defer your registration to the following year, you will receive complimentary entry on next year's registration fee. You will also be charged a fee to defer. The last date to make changes is January 28, 2024.

DEFER REGISTRATION

Can't make this event anymore? Don't worry, you can defer your entry for the future.

There is a \$80.25 deferment fee. Please select a payment method

PAYMENT METHOD

Visa ending in *4242

Defer and Pay \$80.25

Don't Change

includes a \$5.25 processing fee

08 Confirmation Email

Once you've successfully completed your registration change, you will receive a confirmation email of the change.

