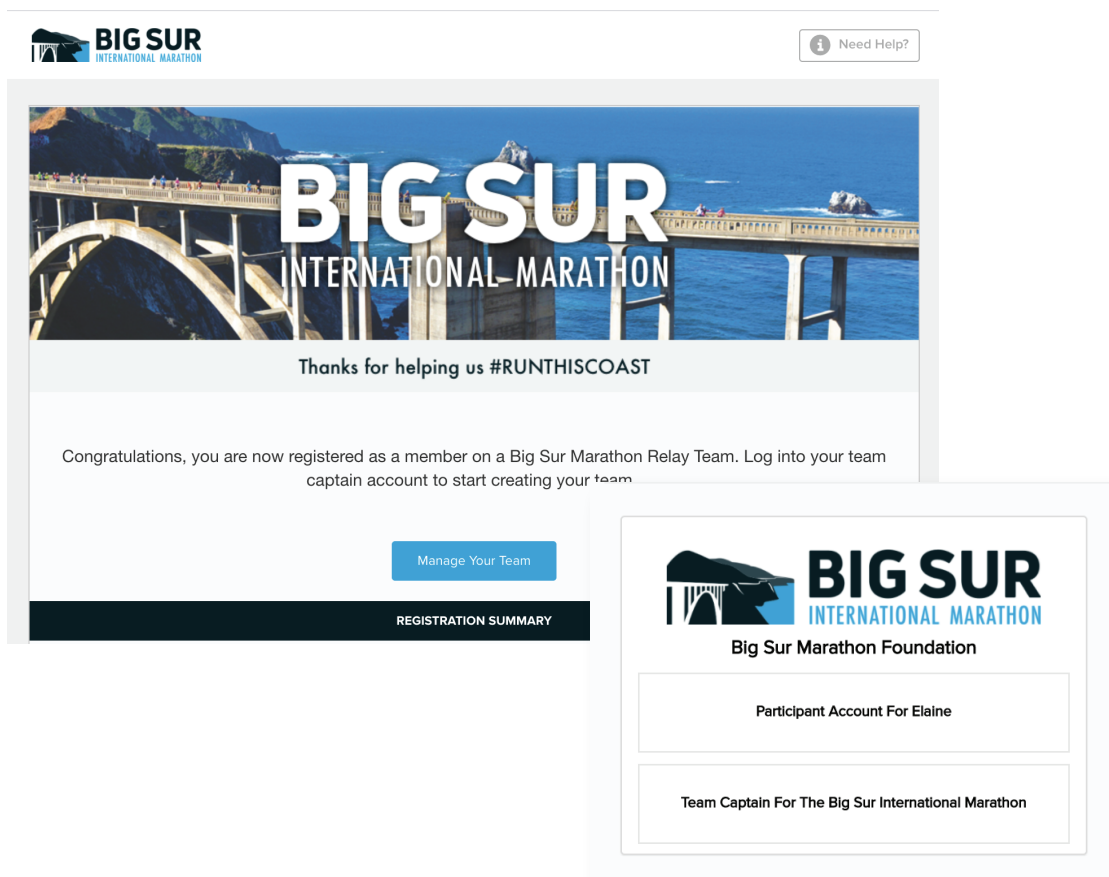


CREATING YOUR TEAM

1. On the registration form, select the relay category
2. Enter all your personal information on the registration form and click **Next Step**.
3. Enter your email and password to create your account to manage the relay team.
4. Enter your payment information. As the participant covering the team registration fee, you are the team captain.
5. After successfully paying for the team's registration, you are directed to the thank you page. The **Manage My Team** button will take you to your team captain account.

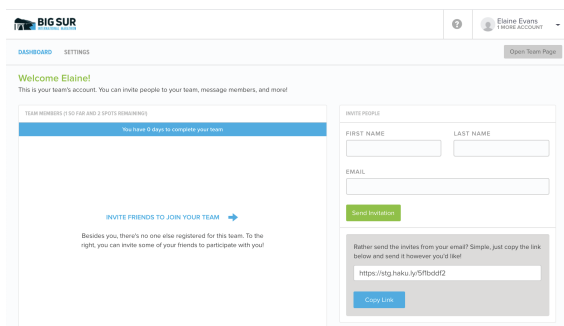
Note: You will now have two accounts: your participant account for the BSMF Organization and your team captain account for the Relay.



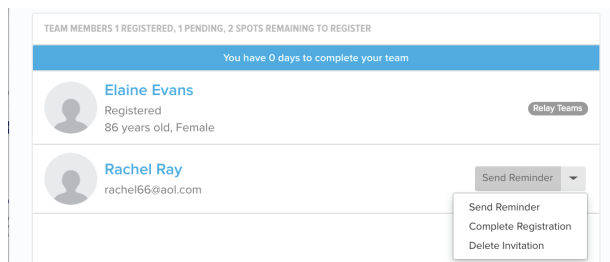
INVITING YOUR TEAM MEMBERS

Inside your team captain account, you can view and share your unique team registration link, view registered and pending members, message team members, and customize the team page.

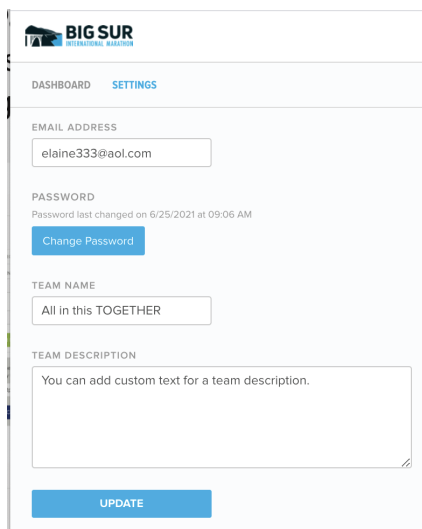
1. Log into your Big Sur Marathon Foundation account and choose your team captain account. <https://manage.hakuapp.com/login/big-sur-marathon-foundation>
2. Invite your team members through either the **Invite People** form or send your members your unique team registration link.
3. In the Settings tab, you will have the ability to update your team name and description.
4. Click the **Open Team Page** button to share your team's page with your team members. Here, you can see all of your team members, post comments, and customize your team page with photos.



The screenshot shows the 'Invite People' form in the Big Sur Marathon Foundation account. It includes fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL'. There is a 'Send Invitation' button and a 'Copy Link' button. A message states: 'You have 6 days to complete your team.' Below the form, there is a section titled 'INVITE FRIENDS TO JOIN YOUR TEAM' with a blue arrow icon and a message: 'Besides you, there's no one else registered for this team. To the right, you can invite some of your friends to participate with you!'



The screenshot shows the 'Team Members' page in the Big Sur Marathon Foundation account. It displays a list of team members with their names, registration status, and age/gender. The members listed are Elaine Evans (Registered, 86 years old, Female) and Rachel Ray (rachel66@aol.com). There is a 'Send Reminder' button and a dropdown menu with options: 'Send Reminder', 'Complete Registration', and 'Delete Invitation'.



The screenshot shows the 'Settings' page in the Big Sur Marathon Foundation account. It includes fields for 'EMAIL ADDRESS' (elaine333@aol.com), 'PASSWORD' (Password last changed on 6/25/2021 at 09:06 AM), 'TEAM NAME' (All in this TOGETHER), and 'TEAM DESCRIPTION' (You can add custom text for a team description.). There is a 'Change Password' button and an 'UPDATE' button.



The screenshot shows the 'Team Page' in the Big Sur Marathon Foundation account. It features a banner image with the text 'ALL IN THIS TOGETHER' and 'Big Sur International Marathon Sunday, April 24, 2022 at 6:30 AM'. There are 'SHARE PAGE' and 'JOIN TEAM' buttons. Below the banner, there is a 'TEAM NAME' field (All in this together) and a 'CHANGE BANNER' button. At the bottom, there are two toggle switches: 'APPROVE ALL POSTS BEFORE THEY ARE PUBLISHED' (YES) and 'ALLOW POSTS TO INCLUDE PHOTOS' (YES).