Connects Federal Credit Union Corporate 4 Miler
Online Registration: How to Guide

The following guide features instructions on how to use the event's online registration system for the following:

I. Team Captain who has not yet registered a team
II. Team Captain that needs to manage an existing team
III. Invited Team Member
IV. Individual Registration

I. Team Captain who has not yet registered a team

Go to the link below and click on "Create a Team".

https://www.raceit.com/register/groups/default.aspx?newgroup=true&event=9308

The next step is to login to RaceIt using your RaceIt username and password. If you do not have a username and password, you will need to create a free RaceIt account.

Once you login using your RaceIt account information, you will be asked to enter a Group or Team Name, Company Category (Industry) and a password that your invited team members will need in order to join your team. Click "Continue" on the bottom of the page. You have now created your team!

After you have created your team, there are three ways to go about adding team members:

1) Click the "Add Members" button: This will allow one person to add members to the team. This option works best if the team captain has all of the other team members' information and one person is paying for all the entries.
2) Click the "Invite Members" button: You can e-mail an invitation to everyone you want to join your team by simply entering the potential team members' e-mail addresses. This e-mail will include a registration link for your potential members and the team password they will need to join your team.
3) Click the "Checkout" button if your team members are paying for their own entries.
4) Click the "Buy Tent & Entries" button (if you are purchasing entries for your team: This link will take you to a page where you can purchase a "Bulk Registration Code". The bulk registration feature allows any number of entries be purchased up front with a single payment. The captain will receive a bulk registration code to be given to potential team members. When the team members get to the payment page of their registration, there will be a "Promo Code" field for them to enter the bulk registration code and be able to checkout without being asked for payment information.

II. Team Captain that needs to manage an existing team

If you are the team captain and need to manage your team, add Bulk Registration uses or purchase items such as a company tent please go to the following link then take the steps below:

https://www.raceit.com/register/groups/default.aspx?newgroup=true&event=9308

1) Login using your RaceIt username and password.
2) Click on the gray box that says "Manage Your Existing Team".

You should now see a list of the members of your team. There will also be a gray box on the right-hand side of the page with the following buttons:

-Add a Member
-Invite Members
-Email Members
-Upload Logo
-Checkout
-Buy Tent & Entries

Clicking on the "Purchase Entries and Team Items" button will take you to a page where you can add bulk registration uses to your existing bulk registration code or purchase a company tent.

III. Invited Team Member

If you have been invited by your team captain to join an existing team, please go to the following link, select your team's name from the dropdown menu, enter the team password then click "Join Now":

https://www.raceit.com/register/groups/jointeam.aspx?event=9308

1) Enter all of your registration information then click "Continue".
2) Select your Shirt Size then read the Waiver, initial that you agree and click "Continue".
3) The next page will give you the option to donate to our event charity, Fit4Kids. Enter the amount you would like to donate or simply click "Continue" if you prefer not to make a donation at this time.
4) The final page of your registration is the payment page. If your team does not have a bulk registration code, please enter your payment information and click "Complete Payment". If you were invited and your team has used the bulk registration feature, simply click "Complete Payment" and then "Checkout" and your registration will be complete. You also have the chance to add another team member or add another registration on this page.

IV. Individual Registration

If you are running separate from a corporate team, you can still participate in this event. Simply go to the link below and select the "Fit4Kids" team from the dropdown menu. No password is necessary.

https://www.raceit.com/register/groups/jointeam.aspx?event=9308

Once there, take the following steps:

1) Enter all of your registration information then click "Continue".
2) Select your Shirt Size then read the Waiver, initial that you agree and click "Continue".
3) The next page will give you the option to donate to our event charity, Fit4Kids. Enter the amount you would like to donate or simply click "Continue" if you prefer not to make a donation at this time.
4) The final page of your registration is the payment page. If you have been given a bulk registration code, enter it in the "Promotional Code" field and click "Complete Payment"; your registration is complete. If you do not have a bulk registration code, please enter your payment information and click "Complete Payment". You will also have the chance to add another registration on this page.