



## Moms on the Run Teams Instructions

Participating in Moms on the Run as a team of family members, co-workers or friends allows you to create and share special memories. Please note, team registration closes May 8th, 2012. After that date all participants will be registered as individuals. Team Captains will be given the option to request an early consolidated packet pick-up for the entire team.

### How to Create or Sign Up for a Team (Sponsorship Teams, see below)

#### Team Captains (Team Members, see next section):

**NOTE:** *When captains are doing the initial team creation and their personal registration, other team participants cannot be added.*

- From [www.momsontherun.info](http://www.momsontherun.info), click on the *REGISTRATION* button on the left
- From the Registration page, click on the *ONLINE REGISTRATION* button; you will be redirected to the *Active.com* registration page.
- Click on the **green** REGISTER NOW button at the top right.
- Select which event you will participate in and press CONTINUE
- Login with your Active account and click *Sign In*. If you do not have an Active account, enter your email address as a New User and click *CONTINUE*
- Select *Yourself* as the participant (Note: You can only create a team if you are registering Yourself. You cannot create a team on behalf of someone else.)
- Edit your personal information as needed and select your personal T-shirt size
- When you reach the *Team Information* section, select the option to *Create a Team*
- Enter your *Team Name* and a *Team Description*
- Check the box if you would like to require a *password* to join your team
- Agree to required event *Waivers* and enter your *Electronic Signature (type your name)*, click *Continue* to review your cart, click *Check Out* and complete the payment process and confirm your registration (Be sure to write down your team password to share with your team members.)

- Invite family, co-workers and friends to join you team by sharing your team name and password

### **Team Members:**

Please note, you cannot register for a team until your Team Captain has created your team name.

- From [www.momsontherun.info](http://www.momsontherun.info), click on the *REGISTRATION* button on the left
- From the Registration page, click on the *ONLINE REGISTRATION* button; you will be redirected to the *Active.com* registration page.
- Click on the **green** REGISTER NOW button at the top right.
- Select which event you will participate in and press CONTINUE
- Login with your Active account and click *Sign In*. If you do not have an Active account, enter your email address as a New User and click *CONTINUE*
- Select *Yourself* as the participant
- Edit your personal information as needed and select your personal T-shirt size
- When you reach the *Team Information* section, select the option to *Join a Team*.
- Select your *Team Name* from the list of teams from the drop down menu and enter your *password* if required.
- Agree to required event *Waivers* and enter your *Electronic Signature (type your name)*, click *Continue* to review your cart, click *Check Out* to complete the payment process and confirm your registration.

### **Sponsorship Teams:**

A Sponsorship Team is any company or entity who has met the \$5,000 Gold Sponsorship donation level. Sponsor Teams receive up to 10 free registrants for ANY event at Moms on the Run. Sponsor Teams need to be set up BY Moms on the Run STAFF to ensure these participants are not required to pay by the system. Sponsor Teams membership can have more than the 10 members and are encouraged to reach out to others that are interested in participating. Sponsorship Team captains are responsible for providing the Team Name and Team Captain name (to be included as one of the free entrants) by March 1st to ensure other PAYING members can register online normally (see Team Member Registration above). Sponsor Team captains must provide MOTR staff with a legible list (by May 7<sup>th</sup>) of the free entrants to include their full name, email address, event participating in (5k run, 10k run, Kidlet race or one of the walking events), age on race day, sex, and T-shirt size. Without this information a free participant will not be able to be included in 5k or 10k run awards. It will be assumed by staff that they are an adult doing one of the walking events.