

How To BUILD & MANAGE A RELAY TEAM



VIENNA CITY MARATHON
20./21. April 2024

ACCOUNT SELECTION

When you log in to your participant account you will now have two accounts to choose from:

- Your participant account
- Your team captain account for the Relay

CHOOSE AN ACCOUNT

Hi Alex, it seems that you have access to multiple accounts. Choose from the options below to buy products, edit registration information, view results and much more!



VIENNA CITY MARATHON

Vienna City Marathon

Participant Account For Alex

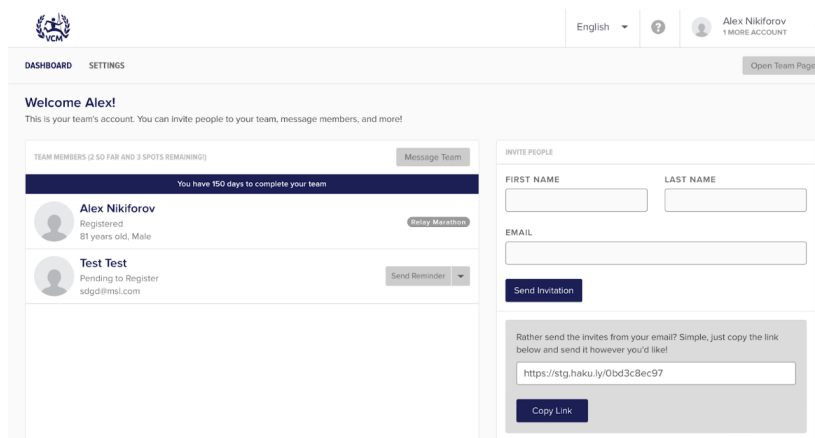
Team Captain For The Vienna City Marathon

How To BUILD & MANAGE A RELAY TEAM

DASHBOARD

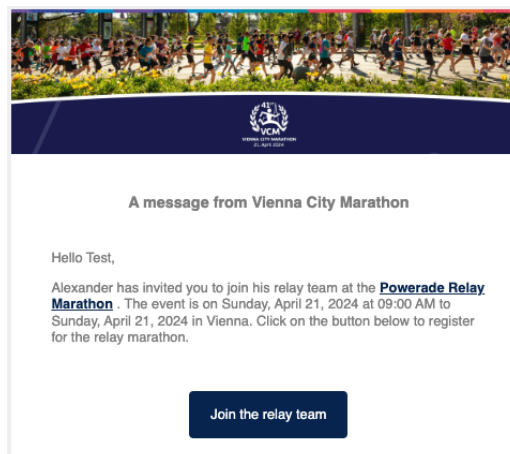
As the captain, you are responsible for inviting the team members of your team to join.

Once inside the captain account, invite your team members through either the “Invite People” or send your members your personal team link.



The screenshot shows the dashboard for a team captain named Alex Nikiforov. The dashboard includes a welcome message, a list of team members (Alex Nikiforov and Test Test), and an "Invite People" form. The "Invite People" form has fields for First Name, Last Name, and Email, and a "Send Invitation" button. Below the form, there is a note about sending invites via email and a "Copy Link" button.

Once you send a reminder that member will receive an email such as the one below.



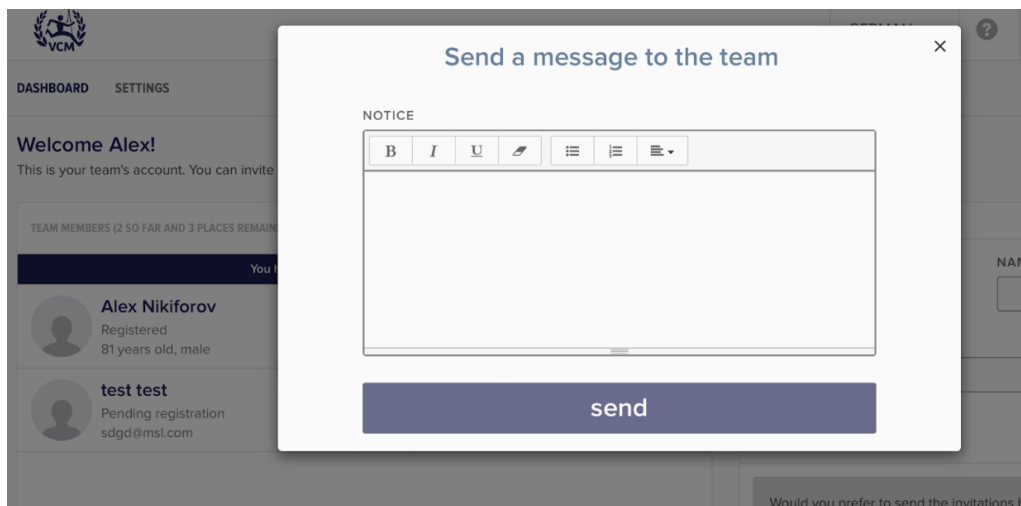
How To BUILD & MANAGE A RELAY TEAM



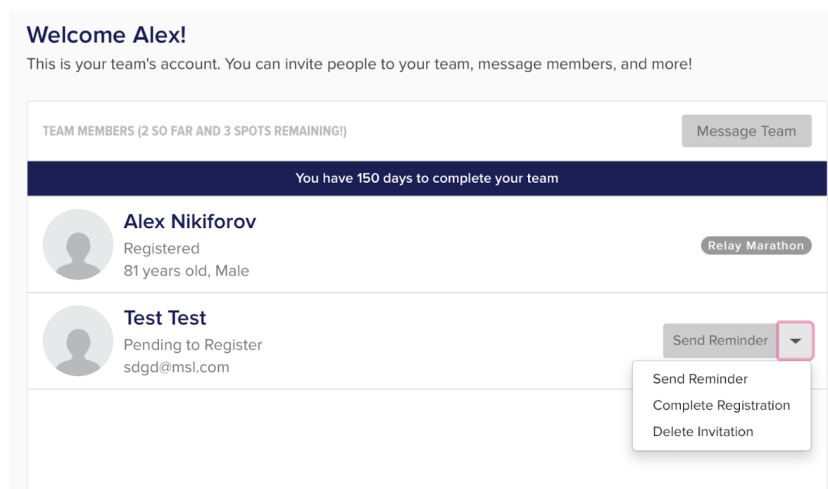
VIENNA CITY MARATHON
20./21. April 2024

MESSAGING TEAM MEMBERS

From this view, you are able to message your team members.



You, as the captain, will also be able to send reminders once the invitations have been sent for a member to join your team.



How To BUILD & MANAGE A RELAY TEAM



VIENNA CITY MARATHON
20./21. April 2024

SETTINGS

In the Settings tab, you will have the ability to update your team name and description.

The screenshot shows the 'SETTINGS' page of the VCM app. At the top left is the VCM logo. Below it are two tabs: 'DASHBOARD' and 'SETTINGS', with 'SETTINGS' being the active tab. The page contains four sections: 'E-MAIL ADDRESS' with a text input field containing 'participant@hakuports.co'; 'PASSWORD' with a text input field, a note 'Password last changed on Friday, 03. November 2023 6:37 pm', and a 'Change password' button; 'TEAM NAME' with a text input field containing 'Alex's team'; and 'DESCRIPTION OF THE TEAM' with a large text area containing the placeholder text 'Tell us more about your team'. At the bottom of the form is a dark blue 'UPDATE' button.

Note: Please remember to always click “Update” to save any changes made in the settings tab.

This screenshot is identical to the one above, showing the 'SETTINGS' page. The 'UPDATE' button at the bottom is highlighted with a red rectangular box to draw attention to it.