

# How To REGISTER A RELAY TEAM



1. Access the registration form for the Relay here: <https://register.vienna-marathon.com/?event=ef8af9375f151ac8a5a3>

2. When you register for the relay, you are automatically the captain of the team and will have sole management access to invite team members.

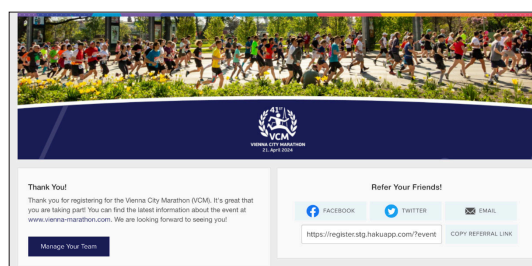
Note: You will be asked if you are running a leg, or are the captain - if you are running select the leg, if you are just managing the team select captain. You will have room to invite up to 4 runners if you are not running yourself.

3. Enter the information to create an account to manage your Relay Team

4. Enter Payment Information. As the captain, you are paying for the registration price of the team in full.

5. After successfully registering, you will land on the Thank You page. The "Manage My Team" button will take the captain to their captain account.

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

A screenshot of the 'Create Your Account' registration form. It includes fields for 'EMAIL' (with 'participant@mail.com' entered) and 'PASSWORD' (with a 'SHOW' toggle). A note states 'PASSWORD SHOULD BE AT LEAST 8 CHARACTERS LONG'. Below is a section titled 'HOW DO I MANAGE MY REGISTRATION INFORMATION?' with explanatory text and a 'Next Step' button.A screenshot of the 'Payment' registration form. It shows a summary for 'Troy Day Powerade Relay Marathon' for 190.00 €. There is a 'PROMO CODE' field with an 'Apply' button. Below is a 'CREDIT CARD NUMBER' field with 'MM / YY CVC' sub-fields. A checkbox for 'I have read and agree to the Participant Waiver and to haku's Terms & Conditions.' is present. A large blue button at the bottom says 'Register & Pay 190.00 €'.A screenshot of the 'CHOOSE AN ACCOUNT' selection screen. It displays the VCM logo and the text 'VIENNA CITY MARATHON Vienna City Marathon'. Two account options are listed: 'Participant Account For Alex' and 'Team Captain For The Vienna City Marathon'.