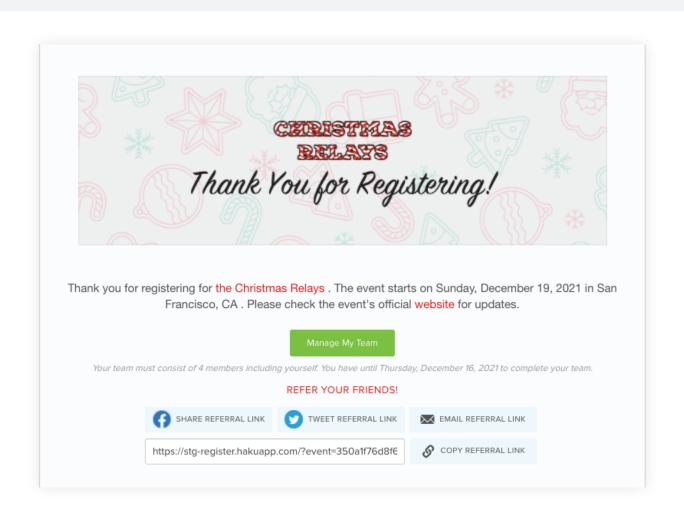




## **CREATING YOUR TEAM**

- 1. On the registration form, select a 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 prompted to the thank you page. The Manage My Team button will take you to your team captain account.







## **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 Christmas Relay team captain account and choose your team captain account.

https://manage.hakuapp.com/login/christmas-relays

- 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.

