

RACE AGAINST



HOW TO CREATE A TEAM

One person must serve as team captain and create your team on [active.com](https://www.active.com). Once the captain creates the team then other team members can go in and register. **Only one person needs to create a team.** If your team has already been created then you can go directly to the registration page and select your team from the drop down menu during the registration process.

- Step 1* Go to the raceagainstph.org and click on the "Click to Register" button or www.active.com (Keyword search: Race Against PH)
- Step 2* Once on the Race Against PH registration page on [active.com](https://www.active.com), click on the link titled "Create your team".
- Step 3* A new page will appear titled, "Online Registration."
- Step 4* You will be asked to log into [active.com](https://www.active.com) or create an [active.com](https://www.active.com) account
Please remember your login and password as you will need it to access your team information center to view your roster, email your teammates and so on.
- Step 5* Once you have created your Active Account and saved it, or you have logged in with your existing Active Account, the "Team Creation" page will appear.
- Step 6* Please enter in the information requested.
- Step 7* Click on save.
- Step 8* Your "Team Center" will then appear. You have the ability to
- Invite others to join your team
 - View your team roster
 - Email team members
 - Update your team information
- Step 9* **Remember to register yourself after you create the team.**

If you have any questions or issues, please contact Active's Customer Support Team at: givingsupport@active.com or 877.228.4881.