

# HOW TO MANAGE MY TEAM

1. Go to <https://event.racereach.com/vancouver-sun-run-2022/>



## Manage My Team

You must sign in to access this page

Sign In

2. Team Captains will be prompted to *Create a Profile* the first time they log in here (1st screenshot); then afterwards they can log in normally (2nd screenshot)

**Create a Profile**  
or, [Sign In](#) with a different email

EMAIL \*

FIRST NAME \*

LAST NAME \*

VALIDATE CODE \*

CREATE PASSWORD \*

United States

ZIP/POSTAL CODE \* V3K6W6

I agree to the [Terms of Service and Privacy Policy](#)

**Create Profile / Sign In**

Email Address

or, [sign in with Facebook](#)

You must sign in to access this page

3. You will be taken to this page. Just click on the magnifying glass to go into your team list.

## Manage My Team

[Sign Out](#) |

Search

#	Team Name	Registrations	Team Contact	Members
1	<input type="text" value="Test Team"/>	1 Member	Jane	Jane

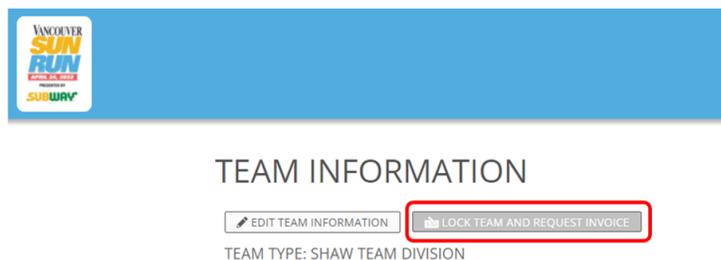
showing 1 rows

4. Once logged in, the team captain can:

- **See the list of people registered on the team.** Within each member, they can see the person's finish time and shirt size. Team Captains can update the member's shirt size if need be.
- View/Update the **Team Name/Logo** and **Shipping Info** under the EDIT button. After March 4th, team captains will not be able to make any further edits so please send any changes to teams@vancouver.sunrun.com

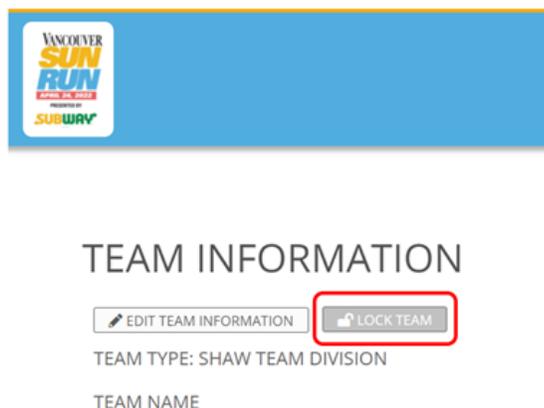


5. For those in the Shaw Team Division and on Invoice, team captains can see the amount total, as well Lock & Request the team's **INVOICE and PAY** when they are ready to. All invoices must be paid by March 25th.



**6. Teams NOT ON INVOICE will still need to LOCK TEAM** when they are done with all the registrations. All Oasis Youth Teams need to do this.

**TEAM CAPTAINS - Please ensure to review your team list before you LOCK. Once a team is locked, NO ONE else can join the team any longer.**



7. Teams who do not meet the minimum requirements will NOT be able to lock their team and will be disbanded (moved to Individual Category):

- Oasis Youth Teams must have a minimum of 14 members (one youth for every adult). Final Team Deadline is Friday, March 11, 2022.
- Shaw Team Division teams must have a minimum of 8 members. Final Team Deadline is Friday, March 18, 2022.

**\*\* Please contact [teams@vancouver.sunrun.com](mailto:teams@vancouver.sunrun.com) or call 604-428-1151 should you have any further questions. \*\***