MANAGE MY TEAM

1. Go to https://vsrrun.com/myteam
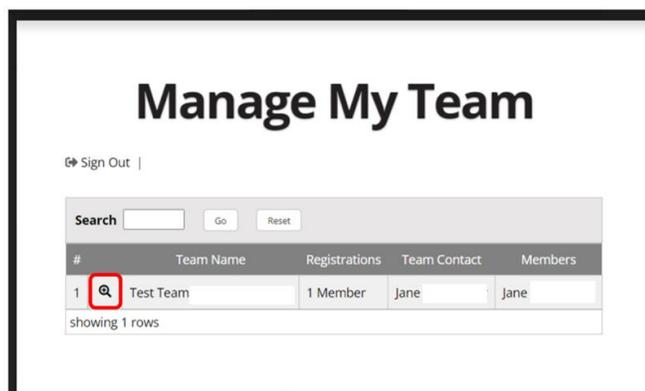

2. Team Captains will be prompted to *Create a Profile* the first time they log in (1st screenshot); then afterwards they can log in normally (2nd screenshot)
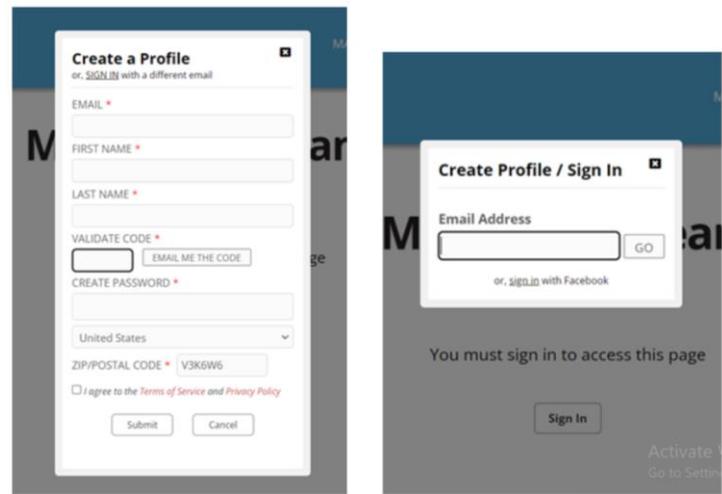
3. You will be taken to this page. Just click on the magnifying glass to go into your team list.

3. Once logged in, the team captain will see the following:

- **Team Size Requirement** summarizes how many people in your team. Shaw Teams will need 8 members. Oasis Youth Teams need 14 members.

- **Lock Team** tab (teams whose members are paying for themselves and not on invoiced) and **Lock Team & Request Invoice** tab (for those Shaw teams who are on invoice). Once you meet the minimum requirement, this tab will activate. This should only be pressed when you are fully done with your team registrations and no longer will add anyone. Once this is locked (and you pay the invoice), your team is completely closed, and we cannot reopen or add anyone to it.

- **View Team Information** tab is a summary of your info when you filled out the Create a Team form, while the **Edit Team Information** tab allows you to edit some information. For ones you cannot edit, you must contact the office at teams@vancouversunrun.com

- *Manage Team Members* tab lists of people registered on the team, shirt size and their 10K estimated finish time (for those registered in Shaw Mini 2.5K, this section will be blank as that race is NOT timed)

MANAGE A TEAM

TEAM SIZE REQUIREMENT NOT MET - **2 / 8**   [LOCK TEAM AND REQUEST INVOICE]

[VIEW TEAM INFORMATION]   [EDIT TEAM INFORMATION]   [MANAGE TEAM MEMBERS]

[EXPORT ALL RECORDS]   [EXPORT FILTERED RECORDS]

Team Members

Name [   ]   [Go]   [Reset]

#	Reg. Date	Name	Email	Category	Disc. Code	Invoice	Adult Size	Est. Finish Time	ID

4. 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 Team Challenge teams must have a minimum of 14 members (half the team must be youths). Final Team Deadline is Friday, March 3, 2023.
- Shaw Team Division teams must have a minimum of 8 members. Final Team Deadline is Friday, March 10, 2023.

** Please contact teams@vancouversunrun.com should you have any further questions. **