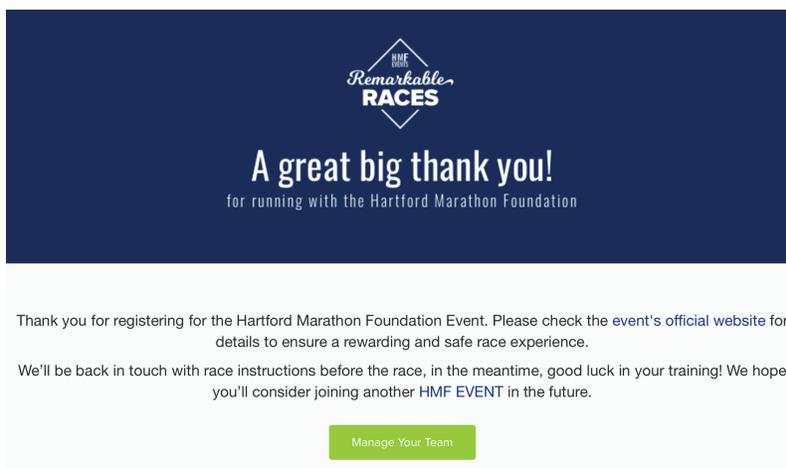


### CREATING YOUR TEAM

1. On the registration form, select a relay category
2. Fill out all the necessary personal information and click “Next Step”
3. Enter the information to create an account to manage the relay team
4. Enter Payment Information. The participant who pays for the team will be the team captain
5. After successfully paying for the team’s registration, the team captain will be brought to 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 for the HMF Organization and your team captain account for the Relay.



#### SELECT AN ACCOUNT

Looks like you have access to multiple accounts. Choose from the options below to buy products, edit registration info, view results and much more!



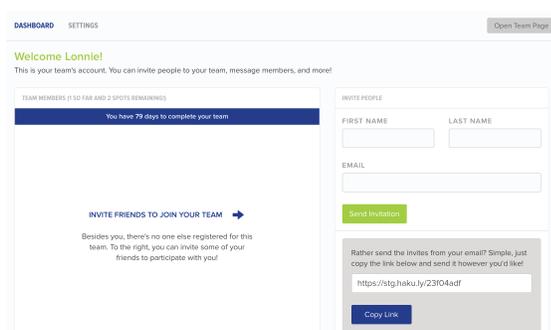
# HOW TO GUIDE

## BUILD A RELAY TEAM

### INVITING YOUR TEAM MEMBERS

Inside the team captain account the captain will be able to see who has or has not registered for their team, send email invites to register for the team, and the direct link to the team's registration form. The captain can access their team's registration link at anytime from this space.

1. Log into your Hartford Marathon Foundation account and choose your team captain account. <https://manage.hakuapp.com/login/hartford-marathon-foundation>
2. Invite your team members through either the "Invite People" form or send your members your personal team 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.



DASHBOARD SETTINGS Open Team Page

Welcome Lonnie!  
This is your team's account. You can invite people to your team, message members, and more!

TEAM MEMBERS (1 GO FAR AND 2 SPOTS REMAINING)

You have 79 days to complete your team

INVITE FRIENDS TO JOIN YOUR TEAM →

Besides you, there's no one else registered for this team. To the right, you can invite some of your friends to participate with you!

WRITE PEOPLE

FIRST NAME LAST NAME

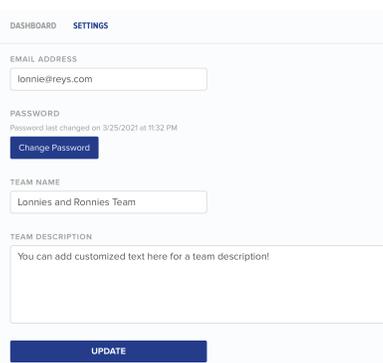
EMAIL

Send Invitation

Rather send the invites from your email? Simple, just copy the link below and send it however you'd like!

<https://stg.haku.ly/23f04adf>

Copy Link



DASHBOARD SETTINGS

EMAIL ADDRESS

lonnie@reys.com

PASSWORD

Password last changed on 3/25/2021 at 11:32 PM

Change Password

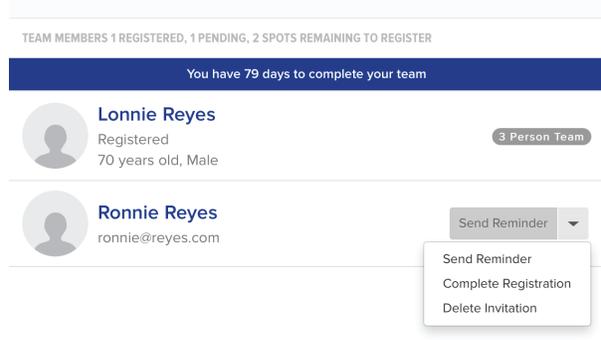
TEAM NAME

Lonnies and Ronnies Team

TEAM DESCRIPTION

You can add customized text here for a team description!

UPDATE



TEAM MEMBERS 1 REGISTERED, 1 PENDING, 2 SPOTS REMAINING TO REGISTER

You have 79 days to complete your team

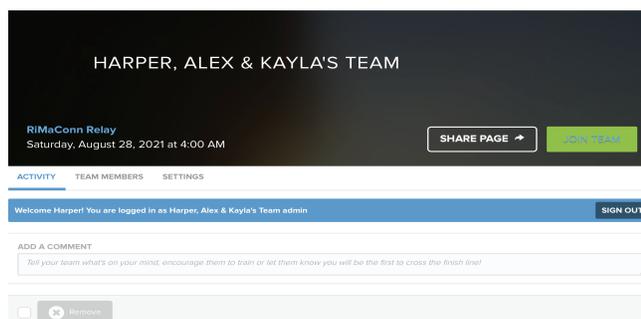
3 Person Team

Lonnie Reyes  
Registered  
70 years old, Male

Ronnie Reyes  
ronnie@reys.com

Send Reminder

Send Reminder  
Complete Registration  
Delete Invitation



HARPER, ALEX & KAYLA'S TEAM

RiMaConn Relay  
Saturday, August 28, 2021 at 4:00 AM

SHARE PAGE → JOIN TEAM

ACTIVITY TEAM MEMBERS SETTINGS

Welcome Harper! You are logged in as Harper, Alex & Kayla's Team admin

SIGN OUT

ADD A COMMENT

Tell your team what's on your mind, encourage them to train or let them know you will be the first to cross the finish line!

Remove