



Returning Participants FAQs

Help Getting Reconnected with R4A5K 2018

- [What if I don't remember my user name and password?](#)
- [TEAM CAPTAIN: Can I re-create my team from last year? / Can I create a new team?](#)
- [TEAM PARTICIPANT: How do I join my previous / new team?](#)
- [How do I find my Participant home page?](#)
- [How do I update my \(team or personal\) fundraising goal?](#)
- [How do I update my team name? \(Team Captain only\).](#)

USER NAME / PASSWORD RECALL

- Click the blue LOGIN button at the top of the screen.
- Click FORGOT USER NAME OR PASSWORD and enter the email address you used last year.
- An email will prompt you how to proceed.

TEAM CAPTAIN TEAM RECALL / TEAM CREATE

You can either renew your old team or start a new one!

- If you've LOGGED IN, the system will recognize you when you register, and give you the option of recalling your team from last year.
- To create a new team, just ignore that option and proceed with registration and team creation.
- EITHER WAY: Returning team members and new members for this year will not be able to join until you create this year's team. REMEMBER TO GIVE THEM THE NAME THIS YEAR'S TEAM SO THEY CAN JOIN.

TEAM PARTICIPANT JOIN TEAM

- Once your team captain has created your team for this year, you can join up.
- Click the blue JOIN A TEAM button on the home page and search for your team name.

FINDING MY PARTICIPANT HOME PAGE

There are two ways:

- Search on the race Home page. Put first name or last name or both in the Search Participants field on the left of the page. (This is how people will find you to donate to your run.)
- LOG IN, then click the Participant Center button at the top of the page. From the Participant Center you can edit your personal page and send emails to team members and donors. To view your Personal Page from the Participant Center, click the Personal page tab, and click the link for View Personal Page.

CHANGE FUNDRAISING GOAL

LOGIN and click the link for your Participant Center.

- To update Individual goal:
 - On the Home tab, click the Change link under My Goal.
- To update Team goal (team captains only):
 - Click the Progress tab, then click TEAM on the right side column.
 - Click the Change link under your team goal.

CHANGE TEAM NAME

- LOGIN and click the link for your Participant Center.
 - Click the Team Page tab.
 - In the Team Name box on the right of the page, click Edit.
 - Enter your new team name.