

## **Setting up your Entrant Profile**

Here are the steps involved in setting up an entrant profile (the first time) and linking family members to that profile. Once this process has been completed once, you will not be required to complete it again.

It is important to note that only ONE EMAIL ADDRESS can be stored in the system against ONE PERSON'S NAME. Therefore, any additional family members who wish to enter an event using the same email address need to be LINKED TO THE PRIMARY PROFILE before they can enter.

This is a new process and it is important that you set up your entrant profile correctly the first time you register, as you will require these login details to register for future events.

1. Click REGISTRATION
2. Select ENTRY TYPE
3. Enter email address & password information.
4. Fill out INFORMATION part of form.
5. Fill out QUESTIONS
6. Add MERCHANDISE (if required)
7. Complete CHARITY SECTION (if required)
8. Once complete and BEFORE MAKING PAYMENT, please select ADD ANOTHER REGISTRATION.
9. Complete payment.