

Quick-Start

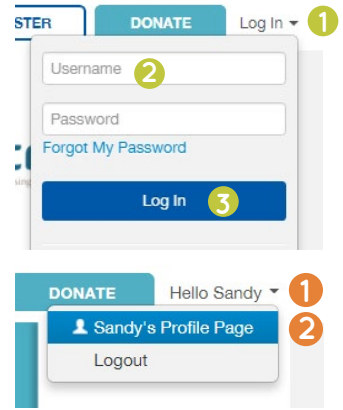
Adding Members to Your Team

Logging In

To add members to your team, you'll need to sign in using the login info provided in an email at the end of your initial registration. Your username and password will be at the bottom of the email with the subject "[Your Name], Thank you for registering!"

If you've lost the email, you can contact your event administrator and recover your username and password using the contact info at the bottom of your event website.

To log in, click "Log In," the rightmost item on the menu bar **1**. Enter your username and password **2** and click Log In **3** or hit Enter.



Your Dashboard

Your dashboard is displayed when you sign in. If you've navigated away, you can pull up your dashboard by clicking the Hello tab **1**, then the Profile Page option **2**.

To add team members, click Register New Team Member **3**.



You will be redirected to Step 2 of registration: Account Info **4**. Enter the registration info for the first person you want to add to your team **5**, agree to the waiver **6**, and hit the blue "Continue" button **7**.

*Note: you can use your email address again with a different name.

Please note:

The option “Join an Existing Team” and team name will already be selected.

Fill out the “Relationship” and “How did you hear about us?” boxes **8**.

From this page you can add more team members who are paying with the same credit card with the green “Add Another Registrant” button **9**. When finished adding team members, select the blue “Continue to Cart” **10** button to check out.

Complete the “Billing Information” **11** form. If your event has a processing fee, choose whether or not to cover it **12**. Click “Finalize Registration” **13**.

For additional support, see the other help guides or email ds-connex at support@ds-connex.org.