Relay Team Instructions

To change your team name or join a team for your Age Group Draft-Legal Mixed Relay Triathlon or Duathlon at the 2024 Multisport National Championships Festival Presented by Mutual of Omaha, follow these steps:

Step 1: Log into your Registration Account

- Website: USA Triathlon Registration
- Click on "Have an account?" or "My Account" in the top right-hand corner.

Step 2: Access Your Orders

 Navigate to the left-hand side of the page and click on the Orders tab (represented by a shopping cart icon).

ń	My Account
X	Orders
θ	My Info
<u></u>	Teams
ń	Home

Step 3: Modify Your Order

- Find your 2024 Multisport National Championships Festival Order in **Your Orders** and click on the **Settings** button next to it (represented by a gear icon).
 - 1. Select "Change Order."
 - 2. Click on "Change Information."
 - 3. Choose "Edit."

Your orders			Recent All
#166662 Completed	t Receipt		↓
April 30th, 2024 at 12:51PM \$0.00 Date placed Order total	**** Payment method	Waivers ✓ Waivers	
 rder Details nange Order int Receipt rint Ticket(s) How would you li Change informa Upgrade tickets Switch to a diffe 	ke to change your order? tion rent event		
Transfer ticket(s) to a friend		\
	#1 Age Grou Championsh	ip Draft-Legal Mixed Ro iips	elay Triathlon National
	ter de la constante de la cons	Event name 2024 Multisport National C	hampionships Festival Pres

Step 4: Update Team Information

- Scroll to the section labeled "Select Team to Join":
 - Type in the new name of the team you wish to join.
 - Re-enter your USAT membership ID number, agree to the waiver by checking the appropriate box, and sign your name digitally before selecting **"Update Information."**

te Information

Select a Team Option		
Join Team Create Team		\geq
Select Team to Join *	Cancel	Upda
Free Agent		<u> </u>

Final Steps:

- Click "Update Information."
- Proceed to "Pay"; the balance should be \$0.00.

Complete your changes	2048-bit super security 😯				
You're about to change 1 ticket(s).					
ê Pay \$0.00					
By submitting this request, you agree to the Terms and Conditions.					
Thank you, your ticke Back to M	ets have been updated! My Account				

Once completed, you will have successfully updated your team name. Return to your account to verify the changes under the Teams tab or make further modifications if necessary.

If you have any further questions, please email <u>nationalevents@usatriathlon.org</u>.

Find a teammate <u>here</u>!