



Create a Team to Run or Walk in Lawyers Have Heart

Team Setup

Step 1: Create your team (if you had a team last year, it did NOT roll over).

1. Go to www.runlhh.org
2. Click on Register at the top right part of the screen, then click on the *Active* link. This will take you to the [Race Registration site](#).
3. Click the "Create A Team" Button
4. **Login** with your Active.com username and password if you have one, or create an account now.
5. *Please note: All Team Captain's must have a username.
6. Click Continue to be taken to your Team Creation Page
7. Team Creation Page
 - a) Type in your Team Name
 - b) Confirmation Email – Yes, you want a confirmation email
 - c) Click OK
 - d) Once your team is created, you are taken to your Team Captain Homepage

*****You have not yet registered yourself for your team. To do so, continue to the next step*****

Note: If your company/firm is paying for participants, you can have a coupon code set up which acts as your online payment. The company/firm will then be billed the first week in June for anyone who used the code. Payment is due upon receipt. For more information, please contact Hilary Sama at 703.248.1706 or hilary.sama@heart.org.

Step 2: Register for your team.

1. If you have just created your team and are on the Team Summary page, follow the prompt for *Click Here if you have not yet registered for this event and joined your own team*.
2. Select the team member category, agree to all waivers and click continue.
3. Select your team from the drop down box on the registration form. Complete the rest of the form and click continue.
4. Complete registration by submitting payment.
 - a) If using a coupon code, on the check-out page, place your code in the **Coupon Code** field and click **Redeem** to complete registration.

*****You are now registered on your team to run/walk*****

Team Management Lawyers Have Heart 10K Run and Fun Walk

Managing your team of runners/walkers...

From the team center, you will be able to email members, view members, and download data. Just click on the appropriate links. Your dashboard will look like this:

Team Summary

Team Name:

Team Members:

NOTE: [Click Here](#) if you have not yet registered for this event and joined your own team.

Team Captain Tools

▶ [Invite](#) others to join this team

▶ [View](#) team roster

▶ [Email](#) team members

▶ [Update](#) team information

▶ [Download](#) team reports

Register to Run or Walk in Lawyers Have Heart

Be a part of Washington's largest 10K race!

Option 1: Register for your team. If using a coupon code, skip to Option 2.

1. Go to www.runlhh.org
2. Click on *Register* at the top right part of the screen, then click on the *Active* link. This will take you to our [race registration site](#).
3. Click the "register now" button
4. Select the team member category, agree to all waivers and click continue.
5. Select your team from the drop down box on the registration form. Complete the rest of the form and click continue.
6. Complete registration by submitting payment

*****You are now registered to run/walk with your team*****



Note: If your company/firm is paying for participants, you may have a coupon code already set up. Check with your team captain or for more information please contact Hilary Sama at 703.248.1706 or hilary.sama@heart.org.

Option 2: For team members registering by coupon code:

1. Go to www.runlhh.org
2. Click on *Register* at the top right part of the screen, then click on the *Active* link. This will take you to our [race registration site](#).
3. Click the "register now" button.
4. Select team member category, agree to all waivers and click continue.
5. Select your team from the drop down box on the registration form. Complete the rest of the form and click continue.
6. On the check-out page, place your code in the **Coupon Code** field and click **Redeem** to complete registration.

