



Race Registration for Lawyers Have Heart

Team Setup

Step 1: Create your team (if you had a team last year it should have rolled 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 our [Race Registration site](#).
3. Click the “Create A Team” Button
4. **Login** with your Active.com username & password if you have one, or create an account now.
*Please note: All Team Captain’s must have a username.
5. Click Continue to be taken to your Team Creation Page
6. 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 now created your team*****

Step 2: Register for your team.

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 for your team*****

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

Step 3: For team members who are paying individually. Skip to Step 4 if using a coupon code.

1. Your team members will need to go to www.runlhh.org
2. They will click on Register at the top right part of the screen, then click on the Active link. This will take them 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. Complete registration by submitting payment.
*****Each team member needs to register and pay to be part of your team.*****

Step 4: For team members registering by coupon code.

1. Your team members will need to go to www.runlhh.org
2. They will click on Register at the top right part of the screen, then click on the Active link. This will take them 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.



Team Management Lawyers Have Heart 10K Run and Fun Walk

Managing your team...

From the team center, you will be able to email members, view members, and download data. Just click on the appropriate links.

Team Captain Tools

- ▶ Invite others to join this team
- ▶ View team roster
- ▶ Email team members
- ▶ Update team information
- ▶ Download team reports

How to Access your Team Center:

1. Go to www.active.com/active and log in with your username and password.
2. Click on "Team Center" at the top of the page.
*****You are now in your Team Center*****

How to Download Team Reports:

1. Go to your TEAM CENTER
2. Under TEAM CAPTAIN TOOLS, choose DOWNLOAD TEAM REPORTS
3. You will get a pop up that says DO YOU WANT TO SAVE THIS FILE?
4. Choose SAVE
5. Name your file and save it to your desk top
6. You will get another pop up that says DOWNLOAD COMPLETE
7. Choose OPEN
8. You will get another pop up that says CHOOSE THE PROGRAM YOU WANT TO USE TO OPEN THIS FILE
9. Choose EXCEL
10. Then choose OPEN

Excel will open the file in a comma delimited format. To change the format, do the following:

1. Highlight column A entirely
2. Go to DATA then TEXT TO COLUMNS
3. You will now be walked through a wizard
4. Choose DELIMITED and click NEXT
5. On the next screen, choose TAB and COMMA and click NEXT
6. Finally click FINISH

LAW FIRM REGISTRATION USING COUPON CODES

Lawyers Have Heart 10K Run and Fun Walk

1. Notify Hilary at hilary.sama@heart.org or 703.248.1706 that you would like a coupon code created. This takes about two business days to set up.
2. Go to www.runlh.org
3. 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](#).
4. Click on the REGISTER NOW button
5. Select a category and agree to the waiver
6. Complete the entry form
7. On the check-out page place your code in the Coupon Code field and click Redeem