

Section 4: Teams

- A. Frequently Asked Questions**
- B. Team Captain Report**
- C. Monitoring Your Teams**

A. Frequently Asked Questions About Teams

1) How do Participants sign up for a team?

- Go to the registration form, choose team registration category and pick a team from the drop-down menu.

2) Where does a team captain create a team?

- Go to registration form, choose “Team Captains-Create your team here”; it is a yellow button under the “Register Now” button. If that button is not available please have team captains choose category within registration that allows them to create their team. There will be text that specifies what category they can create a team under.
- Complete the form.
- Team Captains need to make sure that team members are aware that they need to register individually unless the captain was prompted to fill out team member information to register each team member.

3) Where can team captains go to view their team and see which team members have joined the team?

- www.active.com/teams and login with the user id that was created or used during the time of team creation.

4) What if a team is not in the drop down menu on the registration form?

- The team has not been created or it has reached the maximum number of participants.

B. Generating a Team Captain Report

This will give you a report that shows the team captain & team info information.

1. Go to www.active.com/myevent
2. Go to the Yellow box titled **Registration Center Login** and type in your username and password, click log in
3. When the page refreshes go to the same Registration Center yellow box and click on the link titled **Click here to access the Registration Center**
4. When the page refreshes go to the “**Select Listing ->**” drop down bar located in the top left – pull the bar down to select which listing you would like to access
5. Go to your team registration categories
6. Select “team registration”
7. Click on “download team report” at top of page listed in blue
8. Pop up box will appear asking you to save file
 - To save file: under file name write title of file then .xls
 - Save as type should be switched to “all files”
 - Click save
9. Find the file on your computer & open it

- The file format needs to be changed, to do this:
 - Highlight column A
 - Go to “data” then select “text to columns”
 - A box pops up – choose “delimited” & push next
 - Checkbox the “comma” box and click next & finish

C. Monitoring The Progress of Your Teams

This will give you a report that shows the team captain & team info information.

1. Go to www.active.com/myevent

2. Go to the Yellow box titled **Registration Center Login** and type in your username and password, click log in

3. When the page refreshes go to the same Registration Center yellow box and click on the link titled **Click here to access the Registration Center**

4. When the page refreshes go to the “**Select Listing ->**” drop down bar located in the top left – pull the bar down to select which listing you would like to access

5. Go to your team registration categories

6. Select “team registration”
 - This page will list out all of your teams

- You can see how many teams you have & how many people have joined each team
- Click “team captain questionnaire” at the top of the page’
 - This will let you add questions for the team captain and/or view existing team captain questions
- Click the “home” button next to a team name and it will show you the Team’s Team Center
 - This team center is available to each team captain and gives up to date information on the team
 - Number of team members on team
 - List of team member names