

Longmynd Hike 2017 - Creating or joining a team

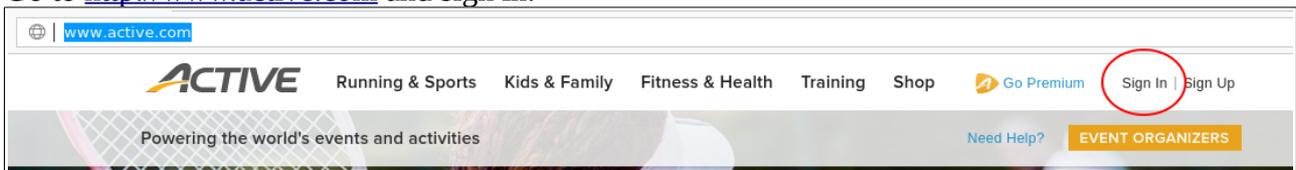
Please note that this does not work using Internet Explorer 11 (and I assume older versions too). Please use a modern browser like Firefox, Opera, Google Chrome or Safari. This is due to Active Events and is nothing the Hike has control over.

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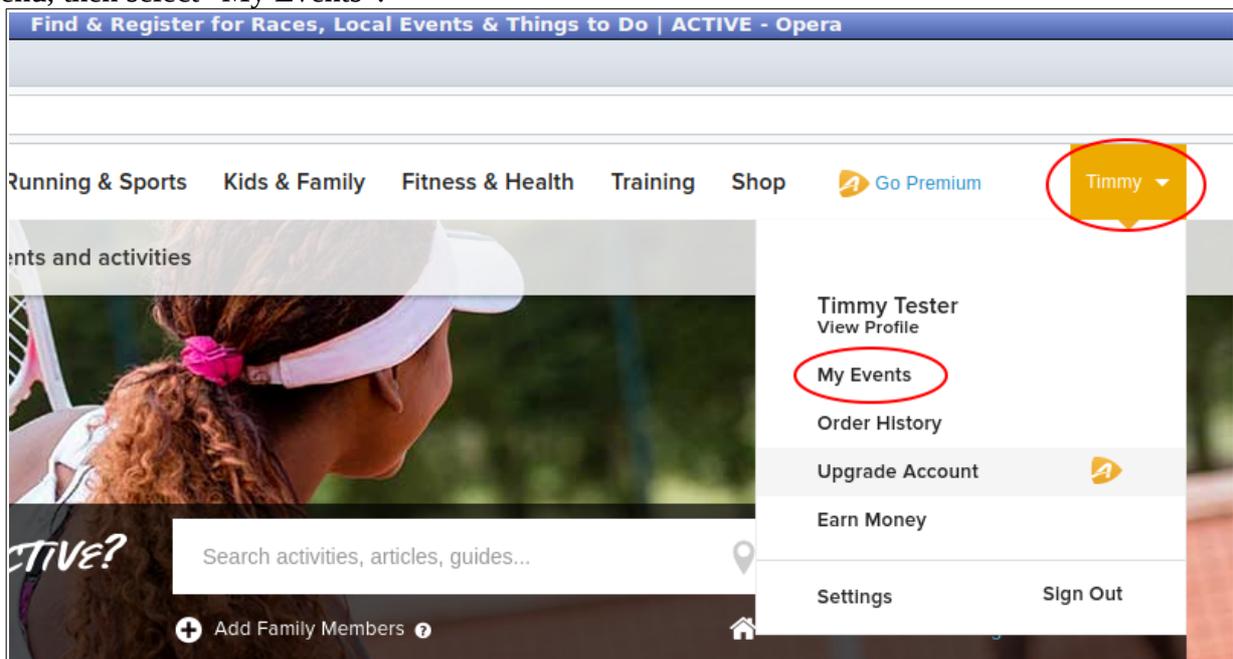
Logging in to Active Events

Go to <http://www.active.com> and sign in:



Enter the email address and password you used when you registered for the hike.

Once logged in find your name at the top right of the screen, hover your mouse over it to open the menu, then select “My Events”:



On the My Events screen you have the option to [join an existing team](#) or to [create a new team](#):

MY EVENTS

THE LONGMYND HIKE 2017 **INDIVIDUAL** 

ACTIVE

Date 7 October 2017 - 8 October 2017

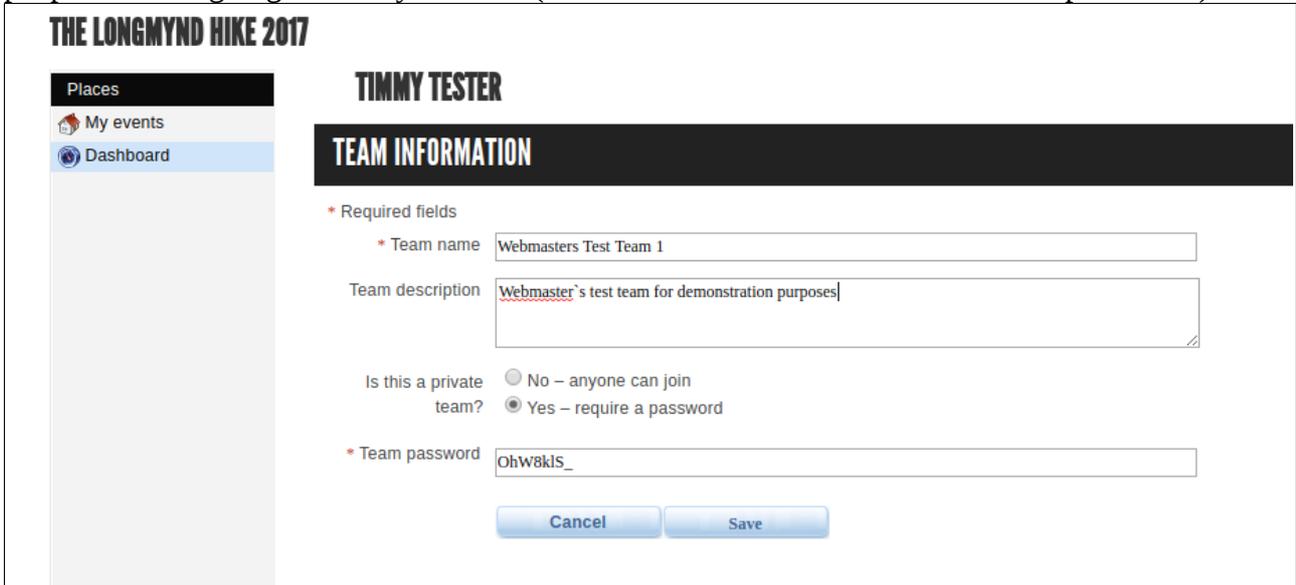
Category Walking-50 miles - Individual

- [➔\] View my registration](#)
- [➔\] Edit registration information](#)
- [➔\] Change event category](#)
- [➔\] Create a team](#)
- [➔\] Join team](#)

Creating a new team

Click on “Create a team”

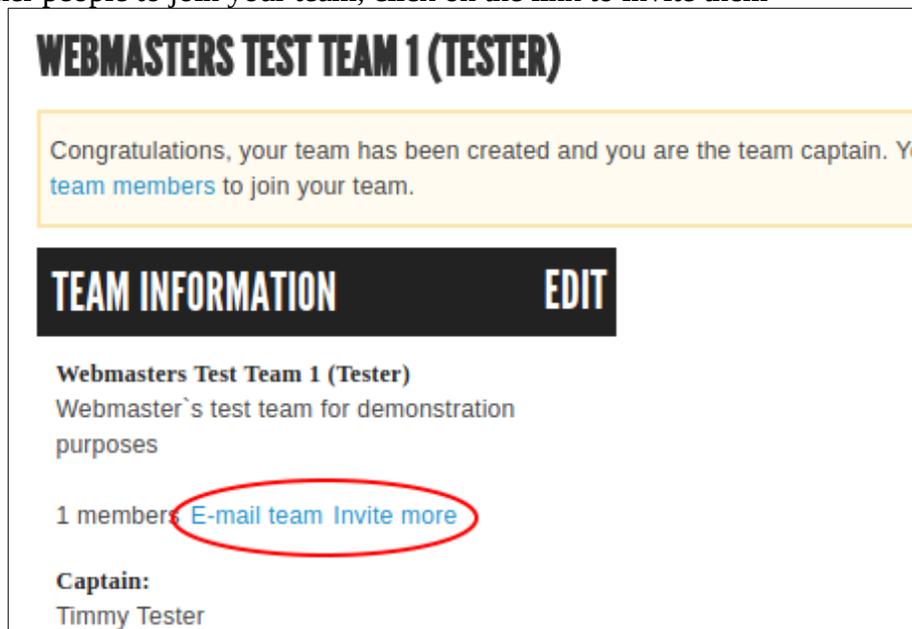
At the next screen enter the team name and a description. If you want to keep it private select “yes – require a password” and enter a suitable password, **make a note of this** and give it to the other people who are going to enter your team (the Hike administrators can’t reset team passwords).



The screenshot shows a web interface for creating a team. On the left is a sidebar with 'Places', 'My events', and 'Dashboard'. The main content area is titled 'THE LONGMYND HIKE 2017' and 'TIMMY TESTER'. Below this is a 'TEAM INFORMATION' form. The form has the following fields: 'Team name' (Webmasters Test Team 1), 'Team description' (Webmaster's test team for demonstration purposes), 'Is this a private team?' (radio buttons for 'No - anyone can join' and 'Yes - require a password', with 'Yes' selected), and 'Team password' (OhW8k1S_). At the bottom are 'Cancel' and 'Save' buttons.

Click on the “Save” button

Now invite other people to join your team, click on the link to invite them



The screenshot shows the team page for 'WEBMASTERS TEST TEAM 1 (TESTER)'. It features a yellow banner with the message: 'Congratulations, your team has been created and you are the team captain. You can now invite [team members](#) to join your team.' Below this is a 'TEAM INFORMATION' section with an 'EDIT' button. The team name is 'Webmasters Test Team 1 (Tester)' and the description is 'Webmaster's test team for demonstration purposes'. It shows '1 member' and a red circle around the links 'E-mail team' and 'Invite more'. The 'Captain' is listed as 'Timmy Tester'.

This displays a second screen:

Invitation from captain Timmy Tester

From: Active Support <noreply@awntx3.email.active.com>

Reply to: Timmy.Tester@SomeEmailAddress.com

To: Tiffany.Tester@SomeEmailAddress.com

Template: Team invite request

Category: Select which category to invite team members to

Subject: Invitation from captain Timmy Tester

Dear friend,

I've created a team called Webmasters Test Team 1 for *Walking-50 miles Individual* in The Longmynd Hike 2017, and registration is open now.

If you haven't registered yet, you can register and join the team here:
<https://endurancecui.active.com/event-reg/select-race?e=46273554&i=ea3dea73-1503-4dd3-9489-8fb0b543e937>

If you've already registered, you can join the team here:
<https://myevents.active.com/>

You can also find more information at the event website:
<http://www.active.com/church-stretton-shropshire/walking/the-longmynd-hike-2017>

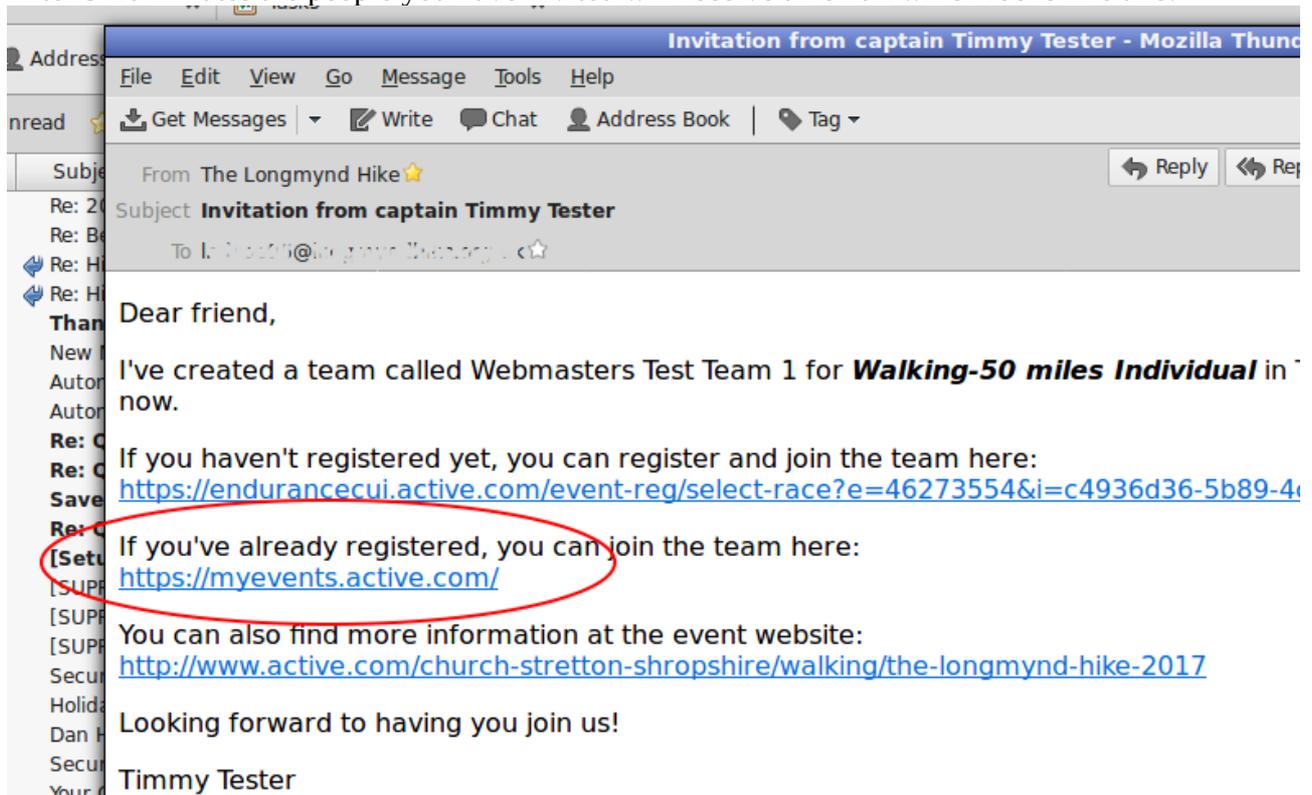
Send **Cancel**

Enter the email address of the person you are going to invite to join the team and in “Category” select “Any”. Then click on the “Send” button.

The person you are inviting must have already registered for the 2017 Hike and have a confirmed place. If you try to invite anybody else they won't be able to register as the Hike is full.

Repeat to invite more people, a team consists of 3 -5 members in total. If the team you created was a private team you must supply them separately with the password you assigned for the team

After 5-10 minutes the people you have invited will receive an email which looks like this:



As mentioned previously they must already have a confirmed place on the 2017 Longmynd Hike, they won't be able to register from scratch as the Hike is full.

They must click on the second link in the email and log in at that screen using the email address (and password they created when they registered for the Hike). That takes them to the "My Events" screen.

From this point onwards they should follow the instructions in this document in the "Join an existing team" section

Joining an existing team

At the “My Events” page select “Join a team”:

MY EVENTS

THE LONGMYND HIKE 2017

ACTIVE

Date 7 October 2017 - 8 October 2017

Category Walking -50 miles - Individual

- ➔ View my registration
- ➔ Edit registration information
- ➔ Change event category
- ➔ Create a team
- ➔ **Join team**

This displays a list of all the teams, select the team you are going to join:

TINA TESTER

JOIN A TEAM

Select a team from the list below.

1 - 12 of 12

	Teams (Team captain last name)	Maximum capacity	Available space	Private/public
<input type="radio"/>	Bayston Hill Salad Dodgers (Tozer)	5	4	Public
<input type="radio"/>	Chocolate Teapots (Marriott)	5	3	Private
<input type="radio"/>	EGV (galliers)	5	1	Private
<input type="radio"/>	GoodGym Race Team (Garnett)	5	4	Public
<input type="radio"/>	Huncote Harriers (butcher)	5	2	Public
<input type="radio"/>	M3 (Wells)	5	3	Public
<input checked="" type="radio"/>	Mercia fell runners (Price)	5	0	Private
<input type="radio"/>	Old Ravens (Felton)	5	2	Public
<input type="radio"/>	peaky blinders (Arnold)	5	3	Private
<input type="radio"/>	RAS (Magill)	5	2	Private
<input type="radio"/>	Super Heroes In Training (Biggin)	5	4	Private
<input type="radio"/>	Webmasters Test Team 1 (Tester)	5	4	Private

If it's a private team you will be prompted to enter the password which the team captain will have supplied to you separately. Then click on the "Join" button

You will then be taken back to the "My Events" page, but this will now show you as a member of the team you have just joined:

MY EVENTS

THE LONGMYND HIKE 2017 **TEAM** 

ACTIVE

Date	7 October 2017 - 8 October 2017
Category	Walking - 50 miles - Individual
Team	Webmasters Test Team 1

- ➔ [View my registration](#)
- ➔ [Edit registration information](#)
- ➔ [Change event category](#)