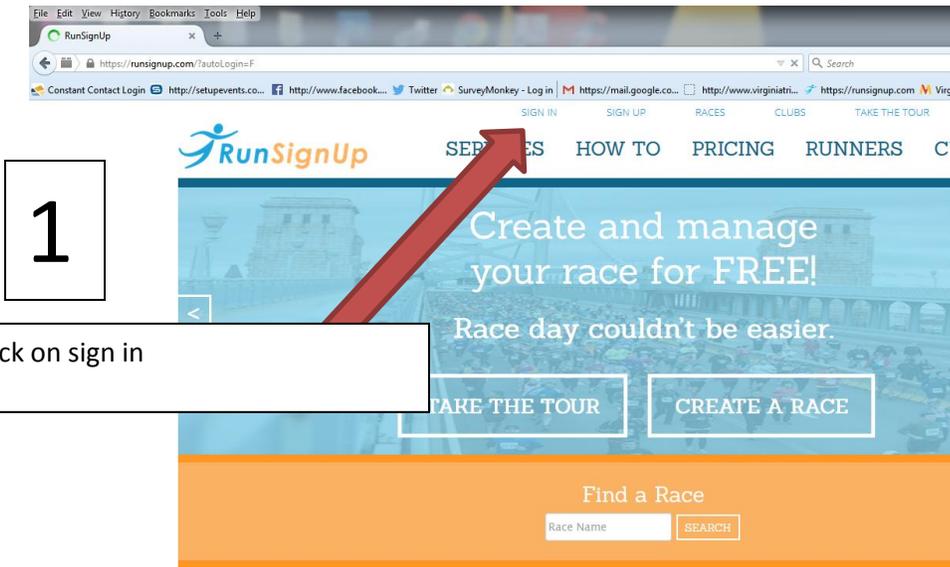
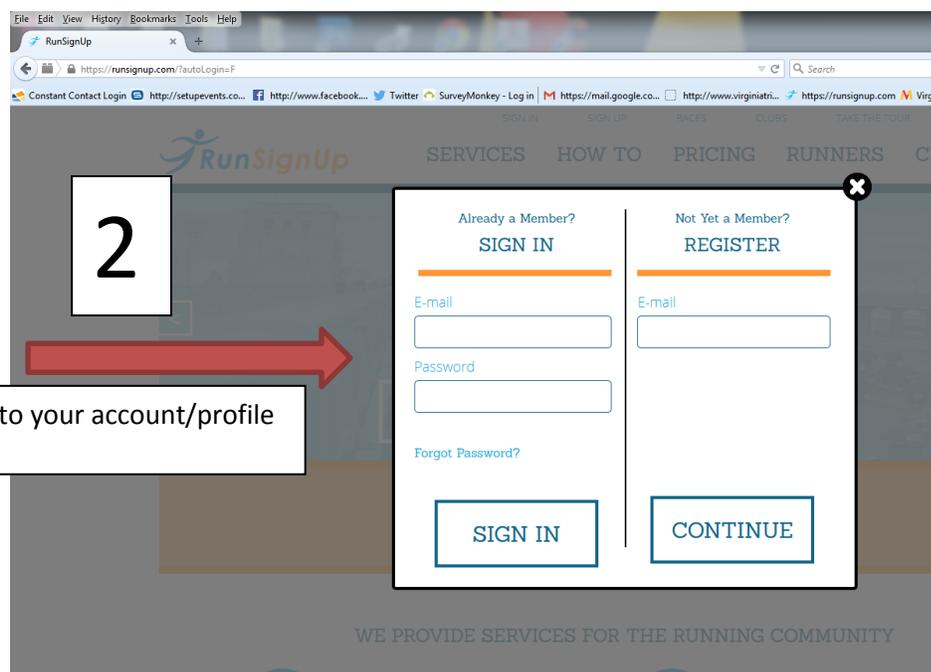


# How to switch Events on [www.vtsmts.com](http://www.vtsmts.com) via [www.runsignup.com](http://www.runsignup.com)

1. Sign into your Run Sign Up Account/Profile



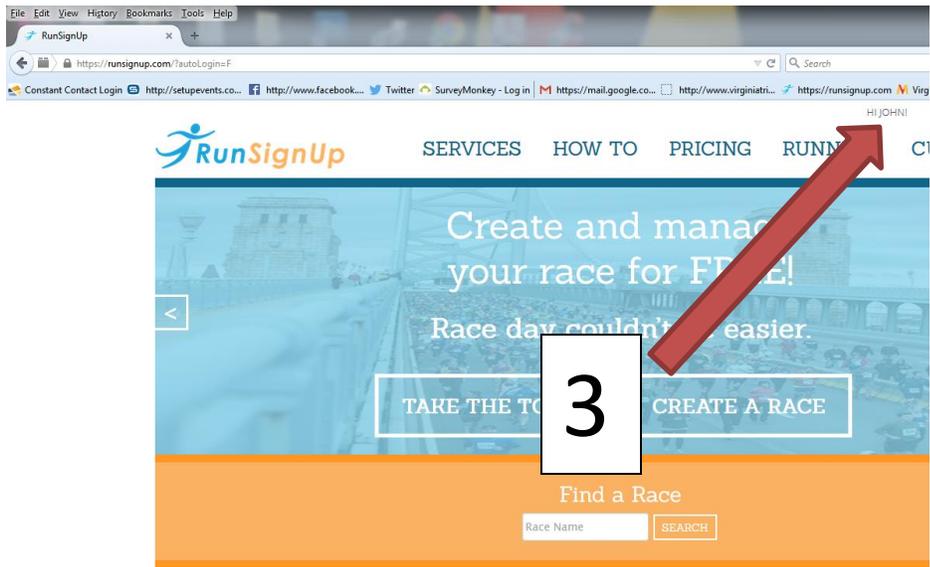
WE PROVIDE SERVICES FOR THE RUNNING COMMUNITY



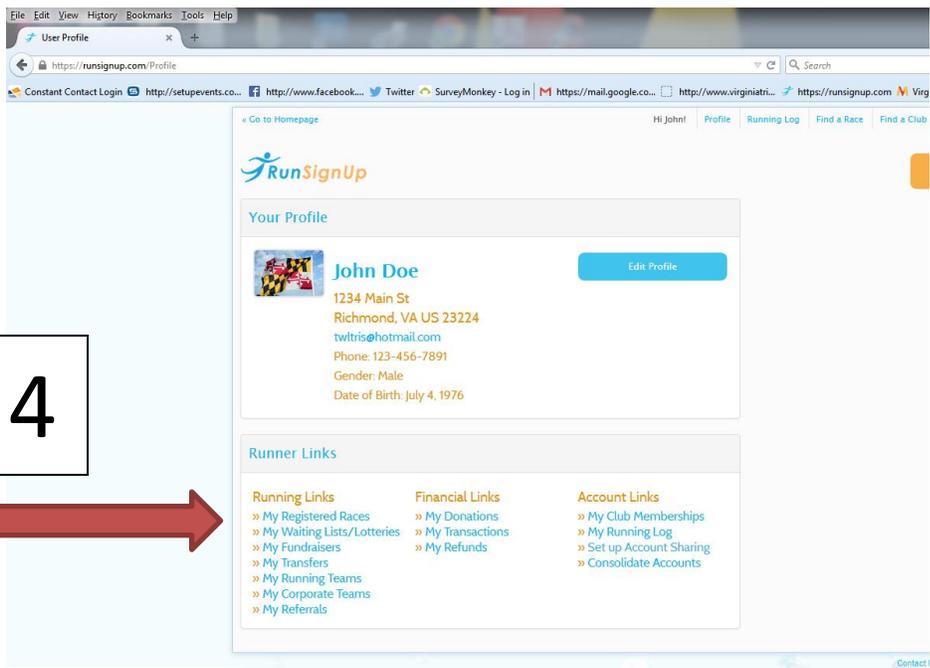
## Step by Step Instructions

1. Click on sign in

2. Sign into your account/profile

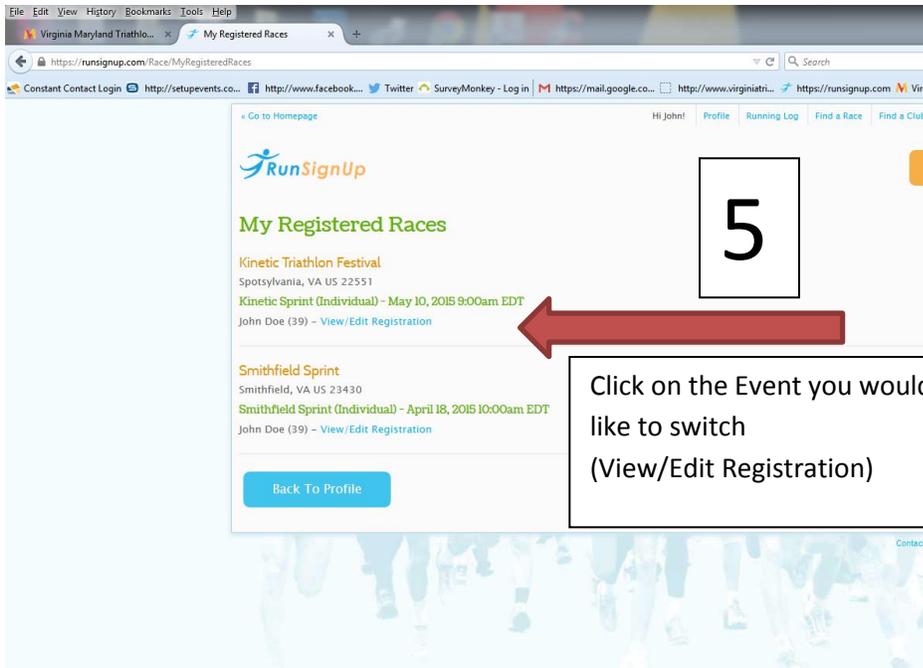


3. Click on Profile

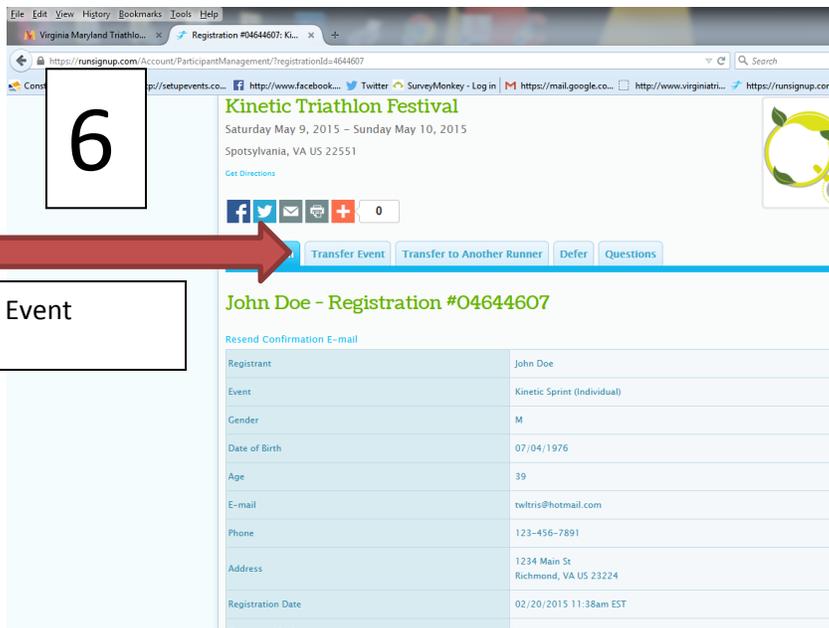


4. Click on My Registered Races

Click on My Registered Races



5. Click on the Event you would like to switch (View/Edit Registration)



6. Click on Transfer Event

Give-Away Option	Large
Total Amount Paid	\$14.50
Transaction ID	2wrsnfr

Contact RunSignUp | Contact This Race | © 2015 f

7

Click on Start Transfer

7. Click on Start Transfer

Transfer

RunSignUp

**Kinetic Triathlon Festival**  
 Saturday May 9, 2015 – Sunday May 10, 2015  
 Spotsylvania, VA US 22551

Registration **Transfer Event** Transfer to Another Runner Defer Questions

**Transfer Registration #04644607**

Registrant	John Doe
Current Event	Kinetic Sprint (Individual)

To transfer this registration, you must go through the registration process for the new event. To get started, click on the button below.

**Start Transfer**

8

Click on the pull down menu  
Choose "New" Event

8. Click on the pull down menu  
Choose "New" Event

John Doe

twltris@hotmail.com  
 1234 Main St  
 Richmond, VA 23224  
 Date of Birth: 07/04/1976  
 Phone: 123-456-7891  
 Gender: M

Update User Information

Choose Your Event(s) \*

(Select a Event) ▼

- (Select a Event)
- Kinetic Half (Individual)
- Kinetic Half (Relay)
- Kinetic Triathlon Festival Race Bundle (Half & Sprint)
- Kinetic Sprint (Individual)
- Kinetic Sprint (Relay)

This is an event transfer registration. You can only register one participant.

**Continue**

File Edit View History Bookmarks Tools Help

Virginia Maryland Triathlo... x Kinetic Triathlon Festival O... x

https://runsignup.com/Race/Register/regToken=bf1ede3c458raecdda:13257#

Constant Contact Login http://setupevents.co... http://www.facebook... Twitter SurveyMonkey - Log in https://mail.google.co... http://www.virginiatri... https://runsignup.com

**John Doe**  
 twltris@hotmail.com  
 1234 Main St  
 Richmond, VA 23224  
 Date of Birth: 07/04/1976  
 Phone: 123-456-7891  
 Gender: M

**Update User Information**

**Choose Your Event(s) \***  
 Kinetic Half (Individual) Kinetic Half (Individual)  
 \$190.00 Event Fee + \$11.40 SignUp Fee  
 Open to ages 12+.

**Relay Team**  
 This person is not registering for any events that support Relay Teams.

This is an event transfer registration. You can only register one participant.

**Continue**

Contact RunSignUp Contact

9

Click on Continue



9. Click on continue

File Edit View History Bookmarks Tools Help

Virginia Maryland Triathlo... x Kinetic Triathlon Festival O... x

https://runsignup.com/Race/Register/regToken=bf1ede3c458raecdda:13257#

Constant Contact Login http://setupevents.co... http://www.facebook... Twitter SurveyMonkey - Log in https://mail.google.co... http://www.virginiatri... https://runsignup.com

Race Info **SignUp** Relay Team Find A Participant Donate

**Waiver**

In consideration of you accepting this entry, I, the participant, intending to be legally bound and hereby waive or release any and all right for damages or injuries that I may have against the Event Director, Kinetic Endeavors, RunSignUp.com, and all of their agents assisting w event, sponsors and their representatives and employees for any and all injuries to me or my personal property. This release includes all and/or damages suffered by me before, during or after the event. I recognize, intend and understand that this release is binding on my executors, administrators, or assignees.

I certify as a material condition to my being permitted to enter this race that I am physically fit and sufficiently trained for the completio event and that my physical condition has been verified by a licensed Medical Doctor. By submitting this entry, I acknowledge (or a paren guardian for all children under 18 years) having read and agreed to the above waiver.

[Open waiver in new window](#)

**Instructions**

Please enter the information **EXACTLY AS SHOWN IN RED TEXT ABOVE THE TEXT BOX** to confirm that you agree to that waiver and older, or have the authority to register the registrant listed.

**Waiver Agreement for John Doe**

**John Doe**  
 John Doe

**Continue** **Back**

10

Sign Waiver



11. Sign Waiver

Select your USAT Status if you bought a 1 day License for the other event you can retrieve the 1 day code from the email USAT sent you and use it for the transfer. This only applies for the same weekend event.

John Doe  
USAT Membership

This is a USAT sanctioned event. All participants must be a USAT member or purchase a one day membership. Please select an option.

I am a Current USAT Member  
 Buy a One-Day USAT License (\$12.00)  
 Buy a New USAT Membership (\$45.00)  
 Renew My USAT Membership (\$45.00)  
 Update My One-Day License to USAT Membership (\$33.00)

If You Already Have a USAT One Day Membership, Enter the License Code  
G13W0DC50B

USAT Waiver  
You MUST read the waiver and enter your name to agree to the waiver. By entering your signature, you confirm that you agree to the waiver.

John Doe's Signature  
[Signature Field]  
 Sign Later

Read USAT Waiver

Continue Back

11

11. Select your USAT Status if you bought a 1 day License for the other event you can retrieve the 1 day code from the email USAT sent you and use it for the transfer. This only applies for the same weekend event.

Welcome to USA Triathlon

USA Triathlon (membership@usatriathlon.org) Add to contacts 2/20/15

**USA Triathlon**

Hello John Doe,  
**One Day License Code: G13W0DC50B**  
Event ID: 223536  
Event: Kinetic Race Weeken  
Email: twltris@hotmail.com  
Welcome to USA Triathlon! You recently purchased an adult one-day license. Please use this One-Day License Code to register for your event.

Want to begin taking advantage of sponsor discounts, receiving the Triathlon Life Magazine, and many more exclusive benefits? [Click here](#) to become an annual member today at a discounted rate of \$33.00 by using this One-Day License Code. You'll automatically receive a \$20.00 (athlete members) or \$30.00 (certified coaches, race directors and elite athletes) gift certificate at [TriSports.com](#).

For more information visit [USATriathlon.org](#). If you have any questions or concerns, please contact our membership team at (719) 955-2807 or [membership@usatriathlon.org](mailto:membership@usatriathlon.org).

Keep Fueling the Multisport Lifestyle!

12

Copy and paste this code into the box above

12. Copy and paste this code into the box above

File Edit View History Bookmarks Tools Help

Kinetic Triathlon Festival O... Outlook.com - twlris@hot... +

https://runsignup.com/Race/Register?regToken=834d0a9fa8racdd=13257#

Constant Contact Login http://setupevents.co... http://www.facebook... Twitter SurveyMonkey - Log in https://mail.google.co... https://www.virginia... https://runsignup.com Virg

Go to Race Page Hi John! Profile Running Log Find a Race Find a Club

RunSignUp

**Kinetic Triathlon Festival**  
Saturday May 9, 2015 - Sunday May 10, 2015  
Spotsylvania, VA US 22551  
Get Directions

f t e + 0

Race Info **SignUp** Relay Team Find A Participant Donate

**13**

John Doe

Please select an option for your Tri-Blend Race Shirt.

Tri-Blend Race Shirt Option \*

Medium

Questions for John Doe

Please select your race category: \*

Age Group

13. Select T-Shirt Size

Athena/Clydesdale

Military

Novice

Aquabike

Age Group: This is most people racing.  
Athena/Clydesdale: Athletes over 165 (Athena/Female) or 220 (Clydesdale/Male)  
Military: Active duty only  
Novice: For new triathletes, this swim wave starts last.

Please list your race day emergency contact: \*

Jane Doe

Note: This cannot be a person racing the event.

Emergency Contact Phone Number \*

123-456-7891

Continue Back

**14**

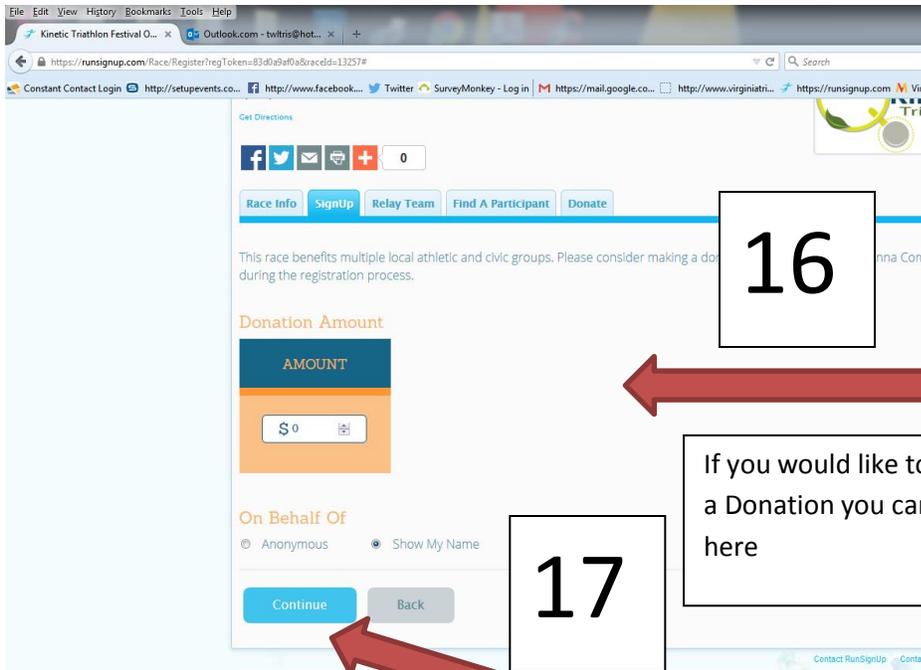
Select Category

**15**

Click Continue

14. Select Category

15. Click Continue

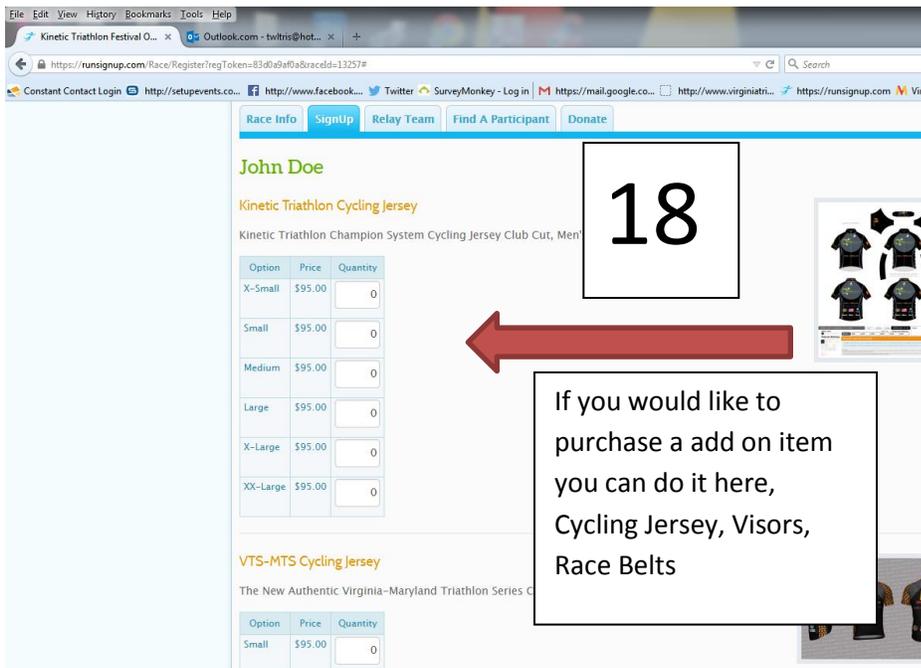


16. If you would like to make a Donation you can do it here

If you would like to make a Donation you can do it here

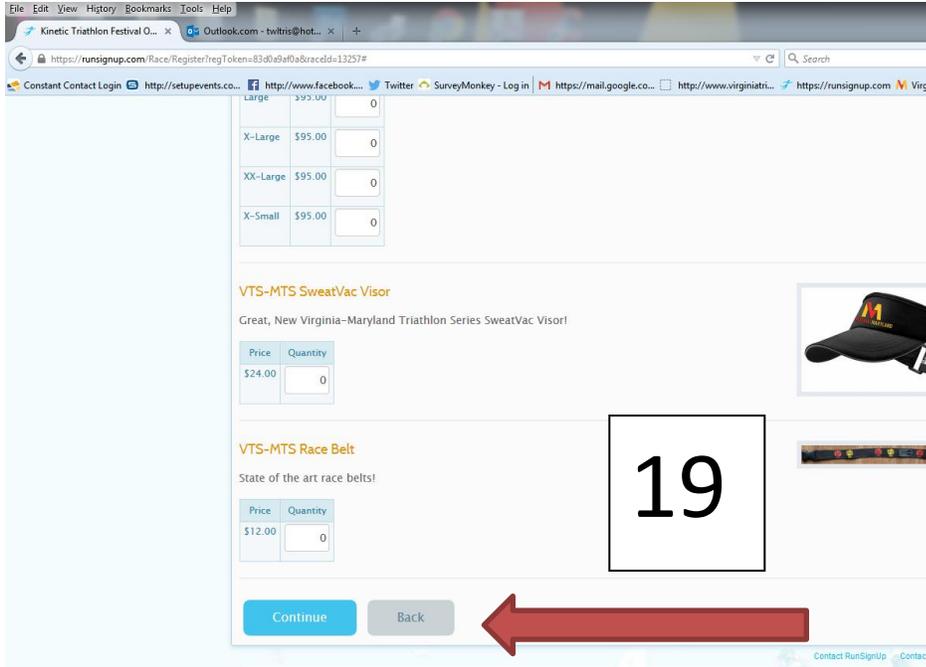
Click on Continue

17. Click Continue



18. If you would like to purchase a add on item you can do it here, Cycling Jersey, Visors, Race Belts

If you would like to purchase a add on item you can do it here, Cycling Jersey, Visors, Race Belts



Click on Continue



19. Click on Continue

File Edit View History Bookmarks Tools Help  
Kinetic Triathlon Festival O... x Outlook.com - twltris@hotmail... x +  
https://runsignup.com/Race/Registe... Tokens83d0a9a0a8raceId=13257# Search  
Constant Contact Login http://setupevents.co... http://www.facebook... Twitter SurveyMonkey - Log in https://mail.google.co... http://www.virginiatri... https://runsignup.com Virginia Mary

Race Info **SignUp** Relay Team Find A Participant Donate

### Review your registration information:

**Race Information** Edit

Race: Kinetic Triathlon Festival

**Registrants**

Name: John Doe Address: 1234 Main St  
E-mail: twltris@hotmail.com City: Richmond  
Date of Birth: July 4, 1976 State: VA US  
Age: 39 (On Race Day) Zip Code: 23224  
Gender: M Phone: 123-456-7891  
Event: Kinetic Half (Individual)  
(Saturday May 9, 2015)  
Tri-Blend Race Shirt: Medium  
USAT One Day Membership: G13W0DC508

Add Another Registrant

### Registration Cart

Kinetic Half (Individual)	\$190.00	\$190.00
■ John Doe		
Tri-Blend Race Shirt	\$0.00	\$0.00
■ Medium		
■ Medium		

Base Cost: \$190.00  
Processing Fee: \$11.40  
**Total: \$201.40**

### Questions for John Doe

Please select your race category:  
■ Age Group

Please list your race day emergency contact:  
■ Jane Doe

Emergency Contact Phone Number  
■ 123-456-7891

### Credit Card Information

First Name \* John Last Name \* Doe  
Address \* 1234 Main St City \* Richmond  
Country \* United States State \* VA - Virginia  
Zip Code \* 23224

20

Fill in your Payment info



Card Number \*  CVV (Card security code) \*

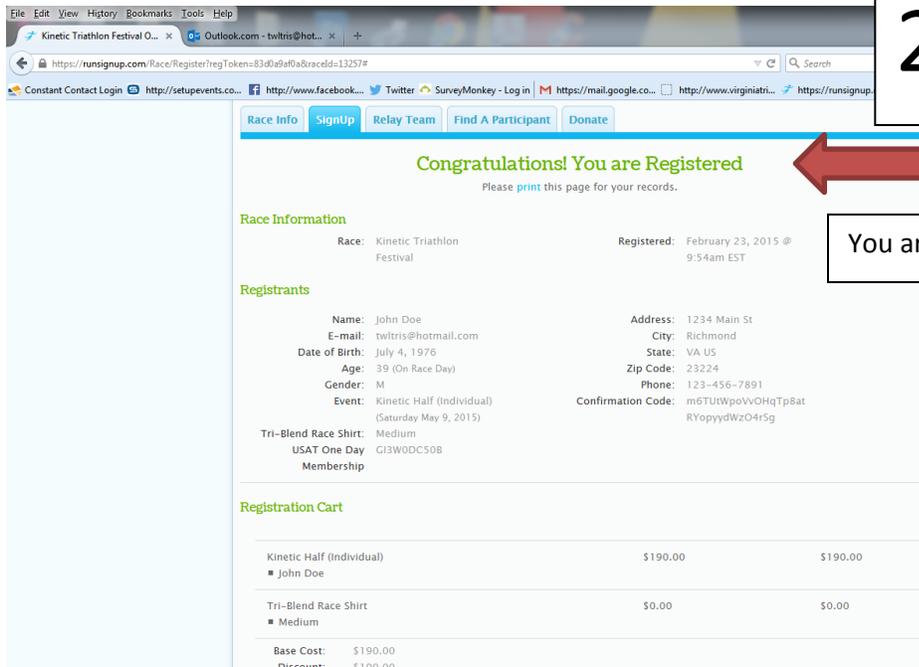
Expiration Date \*

After submitting, your payment is final and there are no refunds unless enabled by the race.

[Confirm Payment: \\$201.40](#) [Back](#)

21. You are now finished

21



**Congratulations! You are Registered**  
Please print this page for your records.

**Race Information**

Race: Kinetic Triathlon Festival      Registered: February 23, 2015 @ 9:54am EST

**Registrants**

<b>Name:</b> John Doe	<b>Address:</b> 1234 Main St
<b>E-mail:</b> twltris@hotmail.com	<b>City:</b> Richmond
<b>Date of Birth:</b> July 4, 1976	<b>State:</b> VA US
<b>Age:</b> 39 (On Race Day)	<b>Zip Code:</b> 23224
<b>Gender:</b> M	<b>Phone:</b> 123-456-7891
<b>Event:</b> Kinetic Half (Individual) (Saturday May 9, 2015)	<b>Confirmation Code:</b> m6TUWpoVVOHqTp8at RYopydWzO4r5g
<b>Tri-Blend Race Shirt:</b> Medium	
<b>USAT One Day Membership:</b> G13W0DC50B	

**Registration Cart**

Kinetic Half (Individual)	\$190.00	\$190.00
■ John Doe		
Tri-Blend Race Shirt	\$0.00	\$0.00
■ Medium		
<b>Base Cost:</b>	\$190.00	
<b>Discount:</b>	\$190.00	

You are now finished