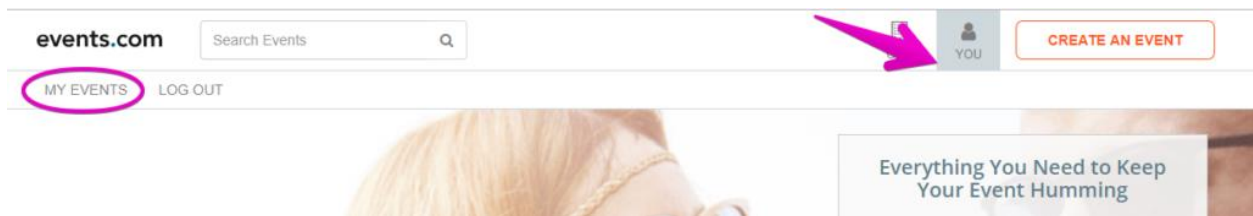




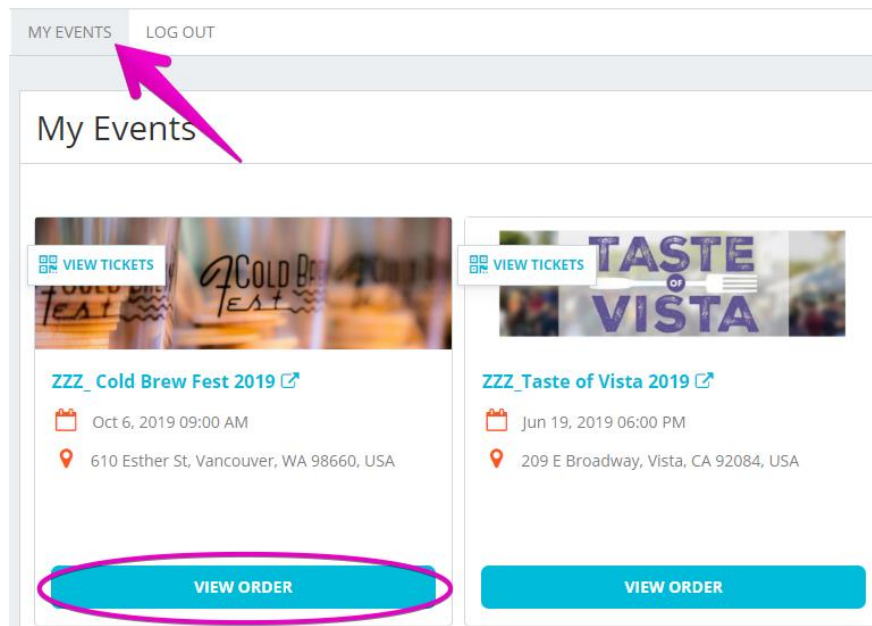
## REGISTRATION CHANGE INSTRUCTIONS

HOW TO DEFER REGISTRATION, SWITCH RACES, AND MORE

1. **Log In** to your [Events.com](https://www.events.com) account. [Click here](#) if you still need to setup your account.
2. Click on your username in the top right-hand corner of the page and select **MY EVENTS** from the left menu.



3. Find the event you are attending and click on **VIEW ORDER**.





4. Find the registration that you would like to change. Select **MANAGE REGISTRATION** and **Change Registration** (or **Ticket**).

TESTING NAME TESTING NAME - TEAM CAPTAIN  
TEAM: THE CHAMPIONS  
POSITION: SELECT  
REGISTRATION #R-GE4TK-MBQGU-3Q

1 Price Tier Example 1  
*CANTBELIEVEITSNOTBUTTER*

MANAGE REGISTRATION ▼

- Change Registration
- Transfer Registration
- Edit Information
- Resend Confirmation Email

\$0.00 USD

5. Next, you will be able to **select the new category** you want. **Note:** You will only be able to select categories that have space available, are open for registration/purchase. Select the one you want and **Continue**.

MY EVENTS MY ACCOUNT LOG OUT

Steamboat Marathon, Half & 10K

### Change Registration: Steamboat Joe

Note: No refunds will be processed if the new total is less than the amount paid. ⓘ

Change Marathon

To

- ✓ Marathon - Virtual
- Half Marathon
- 10K
- 10K - Virtual
- Deferral to 2022

CONTINUE CANCEL

events.com

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CREATE AN EVENT





6. You will now need to complete the information required such waivers and more. Any **Required Items** from your previous entry will also be cancelled and require addition to your new order.

7. **Submit Order** and *voilà* you're all set! You will receive a confirmation email and be able to manage the new registration category.