



## MAKING CHANGES TO YOUR REGISTRATION

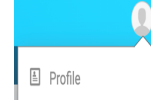
### Step-by-step Guide

**Step 1** – Sign in to your RunSignUp account. <https://runsignup.com/Profile>.

**Step 2** – Click on the 'profile' icon in the upper right corner to sign in.



**Step 3** – Once signed in, click on 'profile' (also in a dropdown when clicking on your profile icon) Any event you have registered for using RunSignUp will be seen in your list of events.



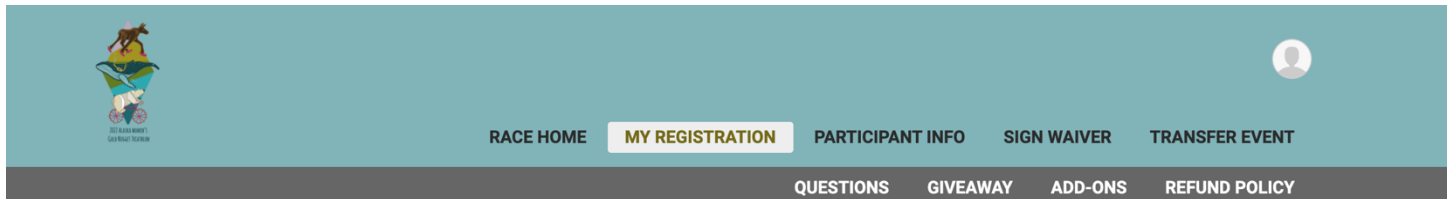
**Step 4** – Locate the Gold Nugget Triathlon 2024 event you are registered for. Click on 'Manage Registration'.

The screenshot shows the registration details for the Gold Nugget Triathlon 2024. On the left, there is a logo for GNT24 and the date '19 MAY 2024' at '11:00am MDT'. The event name is 'Gold Nugget Triathlon' with the location 'Anchorage, AK 99504 US'. The registrant is 'Melissa Roberts (Age 67)'. On the right, there is a menu with the following options: 'Manage Registration' (highlighted with a red box), 'Resend Confirmation', 'Contact Race', and 'View Race Page'.

**Step 5** – Select what you would like to change.

From the menu bar at the top of the page (see below) you can make your own updates and changes to your registration.

See list below of everything you can make changes to.....and more!



### Here are Other Items You May Want to Change/Update:

- **MY REGISTRATION** – Select this if you would like a copy of your race confirmation email resent to you.
- **PARTICIPANT TRACKING** – Track your family and friends by selecting 'Participant Tracking.'
- **DONATE TO THE 2024 GNT CHARITY, HEALTHY FUTURES** – Select the 'donate' tab.
- **TRANSFER EVENT** – **Switching** your event FROM IN-PERSON TO VIRTUAL or VIRTUAL TO IN-PERSON?
- **QUESTIONS** – all questions can only be updated through **4/10/24**.
  - **SWIM TIME CHANGES?** Updating your estimated swim time.
  - **MOTHER/DAUGHTER OR TRI-GEN TEAM UPDATES** – Updating your team, mother/daughter, or tri-gen team name.
  - **T-SHIRT SIZES** – Change your t-shirt size (this is limited to the inventory available in the system).
  - **EMERGENCY CONTACT** – Change emergency contact (make sure you have chosen a person that is available on the day and time of the event).
  - **TEAMS** – update your team name and type.
- **VIRTUAL RACE RESULTS** – Submit your Virtual Race Results. Select 'Results' and then 'Submit Virtual Results'. You can submit results from 5/10 – 5/26 @ 8:00 p.m. (this will not be available in the menu bar until 5/10/24).

Still have Questions? Email [info@goldnuggettriathlon.com](mailto:info@goldnuggettriathlon.com).