

## Detailed Instructions for Managing TCRC Membership on RunSignUp.com

If you already have a RunSignUp account and are a TCRC member, it is easy to renew your TCRC membership. The first set of instructions handle the simplest case where your RunSignUp account email and TCRC email are the same.

1. Go to <https://runsignup.com/profile>
2. Sign in
3. Click on "My Club Memberships" at the bottom of the page
4. This should show you a list of your memberships
5. Click on the current one based on the date
6. Click on the "Renew Now" Button.

Some of you may have more than one account with RunSignUp. The steps below deal with these more complex cases to allow you to successfully, claim, update, or renew your Triple Cities Runners Club membership on RunSignUp.

Click on the link <http://runsignup.com/ClaimAccounts>

### Claim Accounts

You can claim all accounts that use your E-mail address by entering your E-mail address here. If there are any claimable accounts for the E-mail address, you will receive an E-mail with claiming instructions shortly after submitting this form.

E-mail Address

[Mobile Site](#) [Tablet Site](#) [Contact RunSignUp](#) © 2014 RunSignUp, LLC

Enter your email address in the text box and click the blue Claim button.

Please wait for an E-mail with further instructions. This may take a few minutes. If you do not see an E-mail, try your spam folder.

You should then see a green confirmation that the claim instructions have been sent to your email address. Next, click on the Claim Account link in the email you just received to complete the claim process. There are a couple of options, so choose the one that applies.

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### Claim Account

#### Option 1: Create New Account

E-mail Address

Password

Confirm Password

Create New Account

**Option 1:** If you do not have an account on RunSignUp, then you can create and claim your account all in one step. Enter a password for your new account, confirm the password and click on the blue Create New Account button. If you already have an account on RunSignUp, then skip to Option 2 below!

Account successfully claimed.

This will bring you right to your new profile on RunSignUp. At the bottom of the profile page under the Account Links section, there is a link for My Club Memberships. Click on that link to view your Triple Cities Runners Club Membership.

Running Links	Financial Links	Account Links
<ul style="list-style-type: none"><li>» My Registered Races</li><li>» My Fundraisers</li><li>» My Transfers</li><li>» My Running Teams</li><li>» My Corporate Teams</li></ul>	<ul style="list-style-type: none"><li>» My Donations</li><li>» My Transactions</li><li>» My Refunds</li></ul>	<ul style="list-style-type: none"><li>» My Club Memberships</li><li>» My Running Log</li><li>» Set up Account Sharing</li></ul>

**Next Steps:** If your membership is current and you don't need to make any changes, then you are done! If your membership has expired or you want to renew for next year, you will click on the blue Renew Now button. If you need to make changes to your membership (such as adding family members or upgrading to a family membership), click the blue Manage button.

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Club	Membership No.	Membership Level	Membership Dates	Registration Date	Manage	Renew
Orlando Runners Club 	██████████ <a href="#">Membership Card</a>	Senior Membership (55+)	Jun 17, 2013 – Jun 30, 2014	Oct 6, 2013	<a href="#">Manage</a>	<a href="#">Renew Now</a>

Clicking Renew Now brings us to the registration page of the Triple Cities Runners Club. Choose your Membership Level and then enter the Membership Start Date. This will be the day after your current membership expires.

### Choose Your Membership Level \*

#### Individual

Limit 1 member.

- 12 Month Membership (\$20.00 Membership Fee)
- 24 Month Membership (\$35.00 Membership Fee)
- 36 Month Membership (\$50.00 Membership Fee)

#### Family

Limit 10 members.

- 12 Month Membership (\$30.00 Membership Fee)
- 24 Month Membership (\$50.00 Membership Fee)
- 36 Month Membership (\$75.00 Membership Fee)

#### Student

Limit 1 member.

- 12 Month Membership (\$15.00 Membership Fee)
- 24 Month Membership (\$25.00 Membership Fee)
- 36 Month Membership (\$35.00 Membership Fee)

Membership Start Date

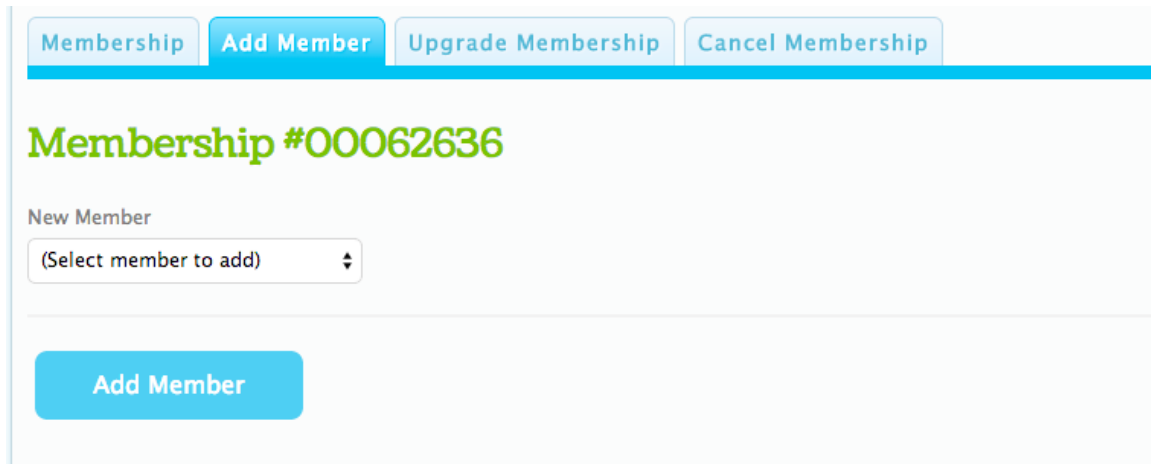


If you are renewing a membership, set this to the day after your current membership expires. Changing this date may change any prorated membership costs.

Then proceed through registration as normal and you are done!

If you need to make changes to your membership, click Manage. You will have the option to Add Member, if applicable, Upgrade Membership, or Cancel Membership.

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Membership #00062636

New Member

(Select member to add)

Add Member

Select a member to add or choose New Member from the drop down menu and fill out the information. Click on the Add Member button when you are done.

**Option 2:** If you already have an account on RunSignUp, you can merge your account that has the Club Membership into your main account. If you signed up for a race that used RunSignUp, then you will already have an account and will want to use this method.

### Option 2: Merge with Existing Account

[Please Login First](#)

Begin by clicking on the Please Login First link. When you log in, it will allow you to merge the accounts. Choose the correct information you want for your account by selecting the appropriate radio button option and then click the blue Merge with Current User button.

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### Option 2: Merge with Existing Account

The information for these two accounts will be merged into your current account. Please select the correct fields to use when merging. These changes will be reflected in all registered events for both accounts.


Field	Your Account	Other Account
First Name	<input checked="" type="radio"/> Matt	<input type="radio"/> Matt
Last Name	<input checked="" type="radio"/> Sinclair	<input type="radio"/> Sinclair
E-mail Address	<input checked="" type="radio"/> matt@runsignup.com	<input type="radio"/> matt@runsignup.com
Address	<input checked="" type="radio"/> [REDACTED]	<input type="radio"/>
City	<input checked="" type="radio"/> Glen Allen	<input type="radio"/>
State	<input checked="" type="radio"/> VA	<input type="radio"/>
Zip Code	<input checked="" type="radio"/> 23060	<input type="radio"/>
Country	<input checked="" type="radio"/> US	<input type="radio"/>
Date of Birth	<input checked="" type="radio"/> [REDACTED]	<input type="radio"/>
Phone	<input checked="" type="radio"/> [REDACTED]	<input type="radio"/>
Gender	<input checked="" type="radio"/> M	<input type="radio"/>

Merge with Current User

This will merge your Club Membership into your profile. Now you can view your Triple Cities Runners Club Membership Info by clicking on the My Club Memberships link under the Account Links section at the bottom of your profile.

#### Runner Links

<b>Running Links</b> <ul style="list-style-type: none"><li>» My Registered Races</li><li>» My Fundraisers</li><li>» My Transfers</li><li>» My Running Teams</li><li>» My Corporate Teams</li></ul>	<b>Financial Links</b> <ul style="list-style-type: none"><li>» My Donations</li><li>» My Transactions</li><li>» My Refunds</li></ul>	<b>Account Links</b> <ul style="list-style-type: none"><li>» My Club Memberships</li><li>» My Running Log</li><li>» Set up Account Sharing</li></ul>
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If you need to make any changes, you can refer to the Next Steps section on page 2 of this document.