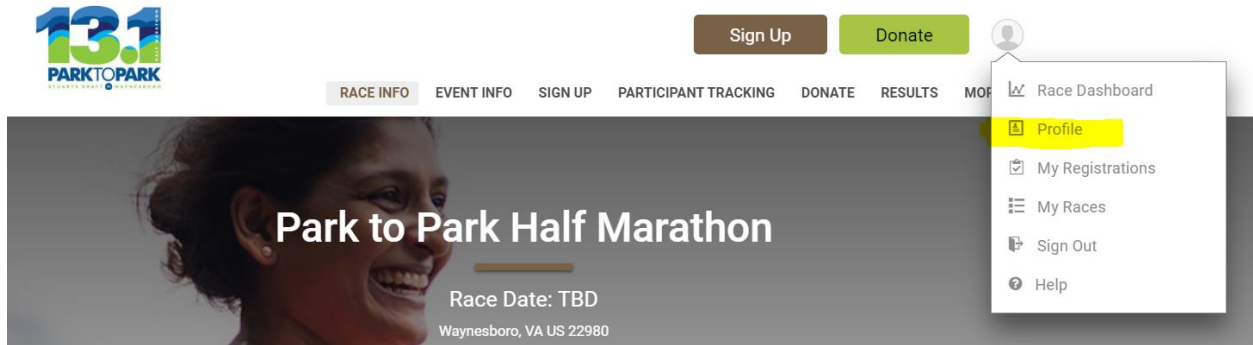


## Guide to your Run Sign Up Account

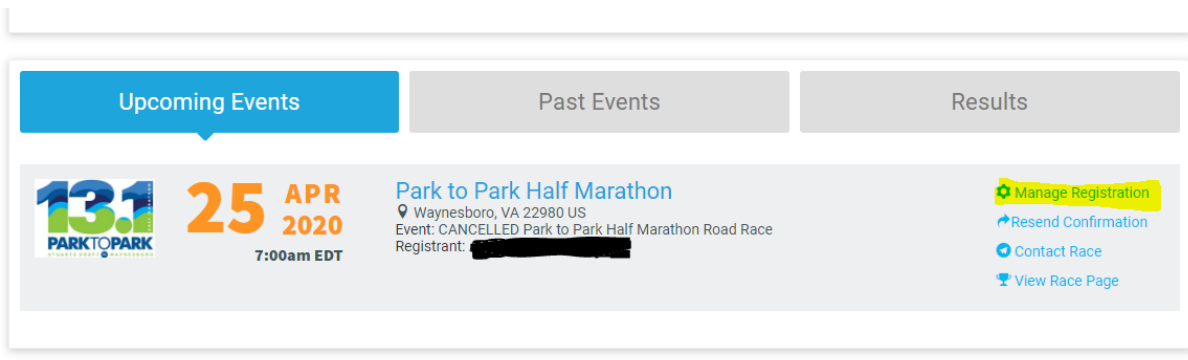
### TRANSFER TO THE VIRTUAL PARK TO PARK ½ MARATHON

To **TRANSFER** your current Park to Park ½ Marathon registration to the VIRTUAL RACE you will first need to log into your Run Sign Up account. [www.runsignup.com](http://www.runsignup.com)

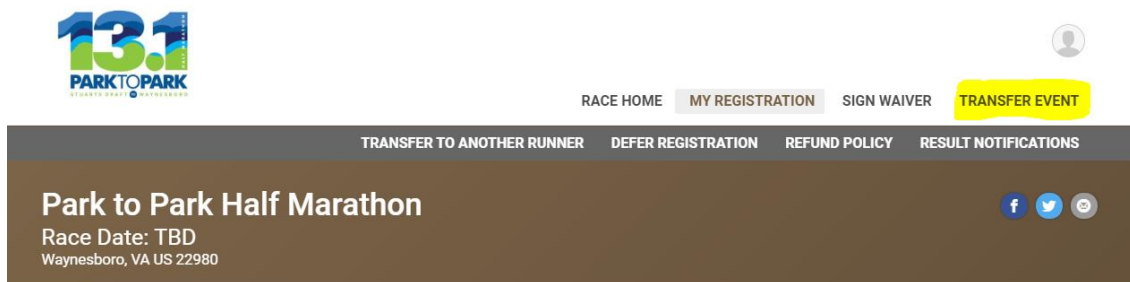
- 1) Once logged into your account select the dropdown in the top, right corner and select **PROFILE** (see yellow highlight).



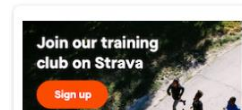
- 2) You will then be taken to a list of all Run Sign Up races for which you are registered. Select **MANAGE REGISTRATION** for the Park to Park ½ Marathon (see yellow highlight).



- 3) To transfer your registration from the cancelled Park to Park ½ Marathon road race event select **TRANSFER EVENT** in the top, right corner (see yellow highlight)



Amanda [REDACTED]  
Registration # [REDACTED]  
If you registered other people under this account for this race, you can find their registration by clicking here.



4) Click on the green START TRANSFER button (see yellow highlight).

The screenshot shows the registration transfer interface. At the top, it says "Park to Park Half Marathon" with "Race Date: TBD" and "Waynesboro, VA US 22980". Below this, the "Transfer Registration #" is partially obscured. A table shows the registrant's name as "Amanda" and the current event as "CANCELLED Park to Park Half Marathon Road Race". A blue link states: "To transfer this registration, you must go through the registration process for the new event. To get started, click on the button below." A green "Start Transfer" button is highlighted with a yellow border. On the right, there are two promotional banners: one for "Join our training club on Strava" with a "Sign up" button, and another for "DuPont Community CREDIT UNION".

5) On the next screen you will see **VIRTUAL Park to Park Half Marathon** selected, click the green **CONTINUE** button in the bottom, left corner.

To complete your transfer, continue on until you get to the final confirmation page. You did it! Look for more details in the coming days.

## DEFERRAL

To **DEFER** your current Park to Park ½ Marathon registration to the April 24, 2021 race you will first need to log into your Run Sign Up account. [www.runsignup.com](http://www.runsignup.com)

1) Once logged into your account select the dropdown in the top, right corner and select **PROFILE** (see yellow highlight).

The screenshot shows the top navigation bar of the Run Sign Up website. It includes the "13.1 PARKTOPARK" logo on the left, and "Sign Up" and "Donate" buttons on the right. A user profile dropdown menu is open, showing options: "Race Dashboard", "Profile" (highlighted in yellow), "My Registrations", "My Races", "Sign Out", and "Help". Below the navigation bar is a banner for the "Park to Park Half Marathon" with "Race Date: TBD" and "Waynesboro, VA US 22980".

2) You will then be taken to a list of all Run Sign Up races for which you are registered. Select **MANAGE REGISTRATION** for the Park to Park ½ Marathon (see yellow highlight).

- 3) To defer your registration, look for the **DEFER REGISTRATION** text in the grey bar toward the top of your screen (see yellow highlight).

- 4) Once you have selected the DEFER REGISTRATION option follow the directions to complete the deferral. This information will be recorded on both your account and in the Run the Valley Park to Park ½ Marathon account for next year's event.