## How do I transfer my registration?

- 1. Go to the Race Roster event registration page.
- 2. Sign-in to your Race Roster account.
- 3. On the right-hand side or left-hand, click the **Transfer** button.



You will be taken to a new page where you can select if you want to **Transfer to a new sub-event** or **Transfer to a new participant**. *Please note: not all events have both options.* 

a) To **transfer to a new sub-event**, you will be prompted to select the new sub-event and then to **start the transfer**. From there you will be asked to fill out the form and proceed with the new registration as normal.

b) To **transfer to a new participant**, you will be prompted to enter the email of the **new participant**. Once you initiate this transfer, the new participant will receive an email with a link to complete the transfer.



4. When completing the new transfer, the user will be prompted to re-complete their registration form under the new sub-event/participant's name. When completing the new transfer, the user must re-select any products that they selected or paid for during their original registration. Product purchases will not automatically carry over to the new registration during a transfer, and must be re-selected if they were initially paid for in the original registration.

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5. After completing payment for the new transfer, the original registration will be made inactive on the event, and the newly completed transfer will take its place.