



Team Captain Registration Guide

Please follow the steps below as you register for the Burst Your Thirst challenge. If you have questions at any time, please contact Live Healthy Iowa at (888)777.8881 or info@livehealthyiowa.org.

1. Go to www.livehealthyiowa.org and click the orange 'Join Today' button, located just below the challenge banner.
2. Challenge Registration - Team Setup
 - Enter your company's assigned **Group ID**.
 - Enter **Team Name** and the **Number of Members** you are registering at this time. (Roster additions can be made by the team captain at a later date.)
3. Challenge Registration - Captain
 - Enter the **Team Captain's First Name, Last Name, Email Address** and a complete **Mailing Address** where the team packet will be sent.
 - Select '**Yes**' if the captain will be a participating member of the team. If the Captain will not participate on this team, select 'No'. (A person can be the captain of multiple teams but may only participate on one.)
4. Challenge Registration - Team Members
 - Enter the **First Name, Last Name** and **Email Address** for each team member.
 - If a team member does not have an email address, or is sharing an email address with another participant, leave this field blank. The email address entered here will be used as the username and may not be shared with another person.
5. Challenge Registration - Subsidy
 - If you do not have a Subsidy Code, click '**Skip**'.
 - If you have a Subsidy Code, enter the assigned code and select '**Yes**' for each team member that the subsidy applies to. Click '**Next**'.
6. Registration Payment
 - Review your team information for accuracy.
 - Enter credit card information if a Subsidy Code was not used, or a balance remains.
 - Click '**Submit**'.

Congratulations! You are now registered for the challenge! You should receive a confirmation email shortly. All members of your team will receive a confirmation email as well with the instructions to access their Live Healthy Iowa dashboard. If an email address was not entered for team members, please contact Live Healthy Iowa to receive the needed login information.