



2009 ABB Team Challenge

ABB, one of the world's leading engineering companies, has teamed up with the Chevron Houston Marathon to present the 2009 ABB Team Challenge.

About the ABB Team Challenge

Participants in the 2009 Chevron Houston Marathon, Aramco Houston Half Marathon and EP5K will be able to register teams to compete against one another in the 2009 ABB Team Challenge.

Where can I sign up to create a team?

To create a team for the ABB Team Challenge:

- Visit www.chevronhoustonmarathon.com
- Scroll over the one of the following tabs: Marathon, Half Marathon, or 5K and select "ABB Team Challenge"
- Carefully read the registration instructions
- Select "Click here to create a new team..."
- Select ABB Team Challenge category and complete online registration form.

Who can be on a team?

- Each team may consist of 3-6 participants.
- There are 3 categories of teams that will be scored:
 - o All marathon participants,
 - o All half marathon participants, and
 - o A mixed category (at least one runner in all three events: marathon, half marathon, and 5K).

How are teams scored?

- Points will be awarded based on individual team members' placement within their age groups. The formula for determining an individual's score is as follows:

$$(\text{Place within age group}) \div (\# \text{ of people in age group}) \times 1000 = \text{individual score}$$

Example:

$$\begin{array}{r} 30 \text{ (place in age group)} \\ \div 400 \text{ (\# of people in age group)} \\ \hline \times 1000 \\ \hline 75 \text{ (individual score)} \end{array}$$

- The best (lowest) three individual scores for each team will then be added together to determine the team's total score. For example, a team with individual scores of 90, 165, 140, 210, 170 and 120 would have a total team score of $90+120+140= 350$.



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Registration Details:

- Team registration is \$100.
- All participants who are on a team must also register individually online for the event in which they plan to participate.
- Teams will consist of a minimum of 3 members and maximum of 6 members.
- Each team will have a team captain that will create and manage the team roster.
- The marathon office will provide captains with:
 - o An online team registration roster management tool through Active.com.
 - o A post-race meeting area.
 - o Final results once they become available.
- Once a team name has been registered, there will be two ways in which the individual will be added to a team:
 1. **Participants who are already registered for an event:**

If a participant is already registered for the marathon, half marathon, or 5K, the team captain will be able to select the registered individual's name from a drop down list of registered participants. If an individual is added to a team in this manner, they will be sent a notification email informing them they have been added to a team.
 2. **Participants who are not yet registered for an event:**

If a participant is NOT yet registered for the marathon, half marathon or 5K, the individual will have the opportunity to select the team they are interested in joining during the online registration process. There will be a drop down list of team names on the registration page. Once the team has been selected, the participant will enter the password created by the team captain, complete the registration form and click submit.



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Team Captain Information:

Anyone may be a team captain. The main goal of the captain is to recruit participants. Complete captain responsibilities include:

- Register their team online. The team registration fee of \$100 is due at the time of registration.
- Determine a team password and provide it to those who you wish to be on your team. Participants will be able to select your team while registering if they have the password.
- Team captains will receive the login and password information needed to manage their teams via email on the Wednesday after submitting the team registration form.
- Team captains will maintain contact with team members and will be responsible for managing their team rosters online. Roster changes will be accepted until December 12, 2008.
- Although it is not required, team captains may arrange for team members to meet before and after the races. The Houston Marathon Committee will not have a designated meeting area before the race for teams.
- No roster changes will be made on race weekend.



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Team Captains -- Managing Your Team:

1. Visit www.active.com and select the green login button.
2. Enter your team captain username and password to login.
3. On the left under Event Directors & Organizers, select "Manage your teams."
4. You should see your team roster page. Only team captains have access to this page, and you have the ability to add or drop players, email team members, invite others to join and view your roster.

To manage your team, use the tools on the team page.

The first step is to add yourself to the team. If you have already registered for an event, search for your registration by selecting "add a registered participant." Once you have found your name, check the "add" box and select "add members." If you have not yet registered for the event, under the "Team Summary" section of the page go to the registration page by selecting "click here if you have not yet registered..." Complete the registration form, and be sure to select your team from the drop-down list and enter the password so that you are added to your team.

Once you are added to the team, you may invite or add others to the team. To invite participants to join your team, select "invite others to join this team." You may personalize the email and tell runners that they may register for the 2009 events and join your team in the process of registering. To join your team during the marathon, half marathon or 5K registration process, participants need to select the team name from a drop down list on the registration form and enter the team password. When they submit their registration they will be added to the team.

If you would like to add participants who have already registered, you may do so by selecting "Add a registered participant" and searching for them in the registration database. Once you have found people to add, check the "add" box and select "add members." Once a team member has been added to a team, they will receive an email informing them of their addition to the team.

To remove members from your team, select "drop team members" and follow the instructions.

You may also send group emails to team members by selecting "email team members." To view or change team account information, including the team name and password, select "update information."

For all other questions regarding the team captain tools, please contact the marathon office at marathon@chevronhoustonmarathon.com.