

RACE MANAGEMENT – HOW TO CHANGE RACE EVENTS OR WAVES:

We understand that once you've registered for a Monster Dash in-person or virtual race event, you may decide to change from virtual to in-person (or vice versa), OR you may want to change from the 5K race to the Mile, OR you may simply want to change which WAVE you've registered for in the in-person Mile or 5K races. Guess what? YOU CAN DO THAT!

Here's how!

To change to a new WAVE in the same in-person race event (Mile or 5K only):

- Find your **confirmation email** from RunSignup and click on the "**Manage Your Registration**" link in the email.
- Under "Upcoming Events" section at the top, click "**Manage Registration**" in the 2nd column under Time/Date.
- You should be on a page with the little Monster Dash logo at the top, and a menu of choices to the right. (If you're on Mobile, you need to click the little block in the upper left corner for the menu). Click **WAVE** in the menu at the top.
- A Wave window will come up showing the Wave that you're currently registered for. Click the down arrow to the right. The other wave choices will come up – and will tell you how many spots are left in each wave. Click on the wave of your choice.
- Click SAVE CHANGES- your registration details will come up – check that the WAVE now lists you at your new wave time.
- That's it!

To change between Virtual and In-Person events OR change your race event (Mile, 5K, 10K):

- Find your **confirmation email** from RunSignup and click on the "**Manage Your Registration**" link in the email.
- Under "Upcoming Events" section at the top, click "**Manage Registration**" in the 2nd column under Time/Date.
- You should be on a page with the little Monster Dash logo at the top, and a menu of choices to the right. (On Mobile, click the menu block - upper left corner)
- Click **TRANSFER RACE in the menu at the top**.
- Click **START TRANSFER**. This will take you back through the registration process, just as if you were registering for the race again!
 - Choose your **NEW** race event (and Wave if in-person Mile or 5K) and complete the process.

- If you donated the first time, you do not need to do so again. Your donation was received.
- If you ordered a race t-shirt or a Monster Dash hoodie, you DO need to re-order that. You will be credited at the end for your previous purchase. (These instructions are valid through October 17th. After this date, DO NOT reorder your shirt - we will have your final shirt information logged by then.)
- NOTE: If your new race is more expensive than the original, you will be charged the difference between the old race and new race with a small processing fee. There are no refunds for transferring to a cheaper race.
- That's it! Contact us at asf@ashland.k12.or.us if you have trouble.