



One4One Registration Guide

Session Starts Week of: February 22, 2016. Race Day: April 10, 2016.

Complete Coach Registration by **11/20/2015**.

1. Electronically sign the Coach Agreement. Check all the boxes on the PDF and sign at the bottom.
2. Register yourself as a coach online through Eventbrite using the following link:
<http://santacruz2016.eventbrite.com>
 - a. Click "Join a Group". Your group name is **Happy Valley Elementary**
 - b. Search for your group name and select it.
 - c. Enter your password: **Happy1516**
 - d. Enter promotional code: **coach**
 - e. Select REGISTER
 - f. Complete all required questions and submit registration.
3. Email or Mail copies/images of your Driver's License and Proof of Auto Insurance.
 - a. For email, send to reg@minimermaidrunningclub.org
 - b. For mail, send to: Mini Mermaid Running Club Headquarters (464 Hampstead Way, Santa Cruz, CA 95062). Note: The postmark date must ensure that delivery will be before the Coach Registration deadline.
4. If you are not a current employee of the School District, please complete a background check through Intellicorp. Instructions are included further on in the Registration Guide.
5. Print and sign a copy of the attached Race Release to send in to the MMRC office.

Complete Mini Mermaid Registration by **12/18/2015**.

Note: All steps must be completed before this deadline. We cannot offer programming to anyone registered after this date.

1. Distribute the attached Information Flyer/Recruitment Email and Mini Mermaid Registration link to parents/guardians of Mini Mermaids.
2. Parent/guardian must register their child online using the following link:
<http://santacruz2016.eventbrite.com>
 - a. group name and password are the same as above.
 - b. Enter Mini Mermaid promotional code: **mini**
 - c. Complete all required questions and submit registration.
Coaches: To view all completed registrations for your site, use the following link:
<https://www.eventbrite.com/teams/1426637/>
3. Print and distribute the 5k race release for a parent/guardian to sign and return. Note: Race releases must be postmarked to arrive on or before the Mini Mermaid Registration deadline.