

1. Transfer registration

1. Log in to **ACTIVE.com**
2. Click your name in upper right side and choose **My Events**
3. Click **Transfer registration to another athlete**
4. Enter recipient email address in **Email address field**
5. Enter recipient email address in **Confirm email address**
6. Click **Submit**
7. Confirmation email sent verifying transfer process initiated to transferring participant and to new participant

2. Accept registration

1. The new registrant opens email notification of transfer
 - *Note: the email subject is Claim your registration for {event name} from {original participant}*
2. Click **Claim registration within message**
3. Log in to ACTIVE.com
4. Complete registration form
5. Click **Continue**
6. Click **Check out**