



10K & 5K  
PRESENTED BY  
PAMAKID RUNNERS



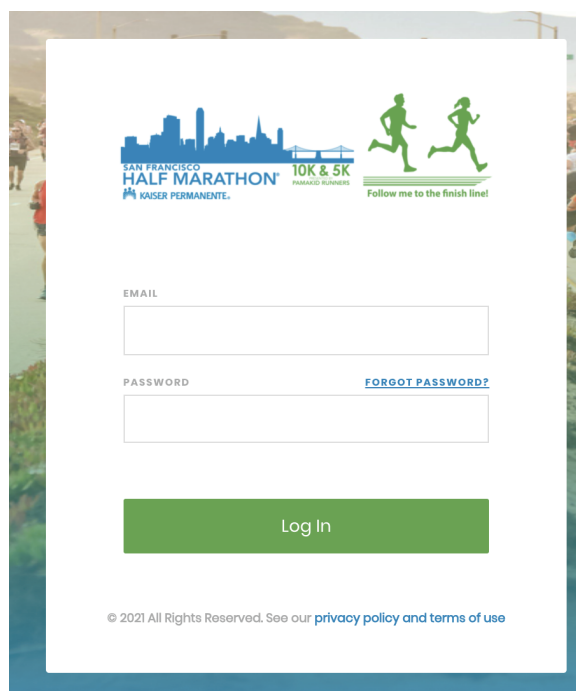
# How To Guide Switch Categories or Transfer Your Registration.

POWERED BY *haku*

# How To Switch Categories or Transfer Your Registration

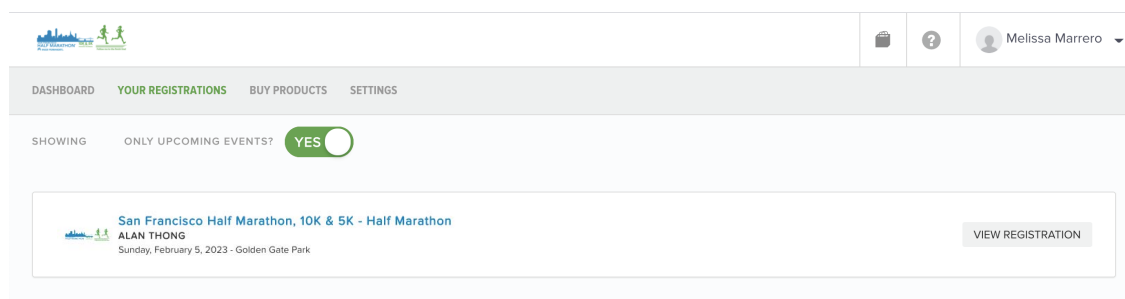
## 01 Log in to your participant account

Inside your participant account you will have access to your registration, event products, and more. To log in to your participant account please visit: <http://haku.ly/KPSF>



## 02 Click on “Your Registrations”

Once logged in, click on the menu item “Your Registrations”. In this tab you will have access to all the information you entered on the registration form.

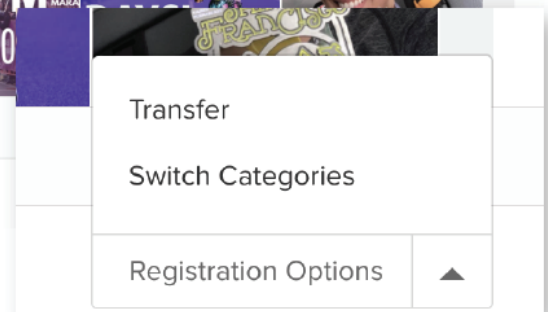


### 03 Click on “Registration Options”

Scroll to the bottom to find the “Registration Options”  
Inside this tab, you will have access to make changes to your registration, such as switching categories and transferring your registration.



I, Lester Jones, have read and agree to the [Terms and Registration & Participant Waiver](#)



### 04 Select Your Registration Change Option

Then select the option you want:

- Transfer
- Switch Categories

## 05 Categories: Upgrade

If you are upgrading, you will be charged the difference from what you originally paid for that category. You will be charged a fee. The last date to make changes is: January 8, 2023.

SWITCH CATEGORIES ×

SELECT NEW CATEGORY

Half Marathon ▾

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There's a \$44.20 charge to switch to this category. Select a payment method i

THERE ARE CUSTOM QUESTIONS FOR THIS NEW CATEGORY. PLEASE ANSWER THEM ACCORDINGLY.

## 06 Categories: Downgrade

If you are downgrading, you will be charged a fee. The last date to make changes is: January 8, 2023.

SWITCH CATEGORIES ×

SELECT NEW CATEGORY

5K ▾

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There's a \$11.00 charge to switch to this category. Select a payment method i

THERE ARE CUSTOM QUESTIONS FOR THIS NEW CATEGORY. PLEASE ANSWER THEM ACCORDINGLY.

# 07

## Transfer

If you choose to transfer your registration to another person, you will have the option to pay for the transfer fee or have the new participant pay the fee. Please fill out the new participant name and email. The last date to make change is January 8, 2023.

### TRANSFER REGISTRATION x

Can't make it? Don't worry, you can transfer this registration to someone else. Just enter their name and email address and we'll take care of the rest. It won't be officially transferred until they accept and register.

#### NAME

<i>First Name</i>	<i>MI</i>	<i>Last Name</i>
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#### EMAIL ADDRESS

<i>Email Address</i>
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There is a \$28.00 fee to transfer registration to a new person. Please select a payment preference

Pay the fee       Pass on the fee

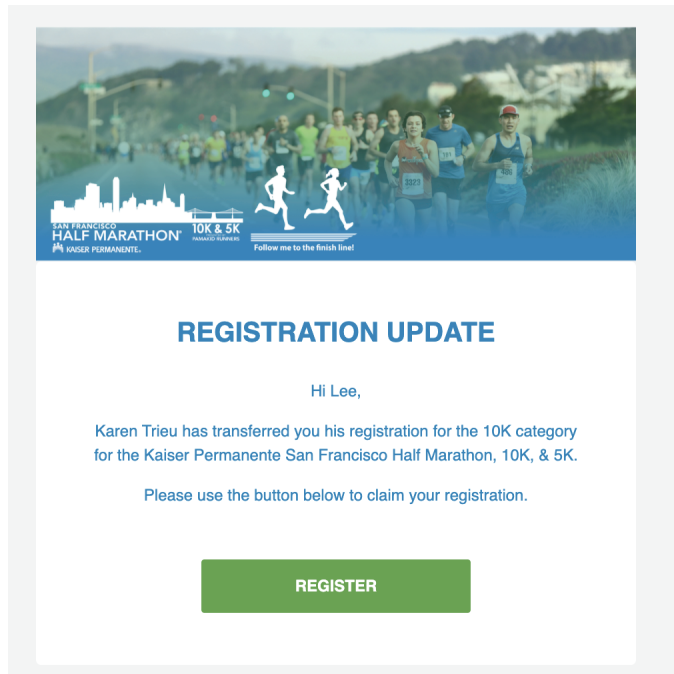
#### PAYMENT METHOD

Visa ending in *4242 <span style="float: right;">▲▼</span>
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08

Once you have successfully made the transfer, the new participant will receive an email to finish registering for the event.

**Note:** If the new participant does not register for the event, the transfer will not count as registered.



09

Once you've successfully completed your registration change, you will receive a confirmation email of the change.

