



### [How to claim your Tri-Cities Runners Club membership on RunSignUp.](#)

Members will receive an email from RunSignUp titled "Claim Account for Tri-Cities Runners Club" that will include a blue **Claim Account** button. Click on that button to start the Claim Account process. Additionally, you can go directly to the Tri-Cities Runners Club page at <https://www.RunSignUp.com/TCRR> and click on the **Renew** tab to send the claim instructions.

Here is our How-To Claim an Account video to help walk members through the process: <https://runsignup.com/How-To/Claim-an-Account>

There are 2 scenarios – members that do not have an account on RunSignUp and members that do have an account on RunSignUp. Follow the steps below to successfully claim your membership:

- 1) If you do not already have a RunSignUp user account, you can register your account and create one:

#### Claim Account

##### Option 1: Register Your Account

This option lets you register an existing account for the user you selected, by adding a password. To do this, first make sure that the email address you want associated and hit the button for "Register New Account".

E-mail Address

Password

Confirm Password

**REGISTER YOUR ACCOUNT**

- 2) If you already have a RunSignUp user account, you can merge the membership with your current account by confirming your user information and selecting "Merge with Current User" under Option 2 (you may need to click on the Please Login First link).

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#### Option 2: Merge with Existing Account

[Please Login First](#)

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Once you have claimed the membership, you will see it appear in your profile under the **My Club Memberships** link at the bottom of your RunSignUp profile page: <https://runsignup.com/MyClubMemberships>.

Now that you have successfully claimed your Tri-Cities Runners Club membership on RunSignUp you will be able to receive an automatic club discount when registering for any Tri-Cities Runners Club races.

**Family Memberships** – If you have a Family Membership with Tri-Cities Runners Club then you will want to **Manage** your Club Membership and add the additional family members so they can also receive the Tri-Cities Runners Club discount on club races (if applicable).

- 1) From your RunSignUp profile click on the **My Club Memberships** link at the bottom of the page: <https://runsignup.com/MyClubMemberships>.
- 2) Click on the blue **Manage** button for your Tri-Cities Runners Club Membership.
- 3) On the left-hand side click on **Add Member** and then select New Member to add additional family members. Do this for each family member.