

1. Sign-up as a race director under “Race Director’s Link”.
2. Log-in to your race director account.
3. Select “Add Races” from menu bar under the top picture.
4. Select date, day, and time of your race.
5. In “Name” type name of your race.
6. In “Distance” type race distance(s).
7. In “Address” type location of race.
8. In “City” type city where race is being held.
9. In “State” type state where race is being held.
10. In “Zip” leave blank (optional).
11. In “Country” leave blank (optional).
12. In “Heading” type “Results”.
13. “Attachment” is where you add your results later (must be in .pdf format).
14. In “Description” type additional info, such as contact phone number and/or email address. If you have a website, you can add it here.
15. If you have a brochure to attach, please email it to: [info@runwichita.org](mailto:info@runwichita.org) .
16. Click “Submit” at the bottom.
17. Email [info@runwichita.org](mailto:info@runwichita.org) when you are finished so that we can activate your listing.