

Golden Gate Relay - Volunteer Duties at Exchanges

Managing exchange

- Think safety (wear provided reflective vest). Expect distracted driving.
- Instruct participants to stay off road and away from Exchange.
- With no road closures, traffic control or aid stations, participants and drivers must obey the CA Vehicle Code. Volunteers may not direct traffic.
- Record rule/safety violations on phone (see below).
- Assist Active Vans (waiting for incoming runner/walker) to exchange parking. Do not allow vehicles to obstruct road shoulders forcing participants into traffic.
- Resting Vans (no active runners) may only park in Exchanges 6, 12, 18, 24, 30.
- Request quiet at night near residential areas.
- Clean Exchange. Encourage Trashing the Competition, Not the Course.
- Be safe, make it fun. Thanks for volunteering.

Entering data on phone

- 1. After being checked-in by GGR staff, login to www.TheRelay.com/app**
 - a. If newly registered, select link in recent email, create password/enter user data.
 - b. You will be directed to **Time Result** page.
- 2. To enter Time Results** (baton exchange time - first 3 and last 3 teams only):
 - a. Select **Time Result** from top menu.
 - b. Select Bib Number from dropdown (team names also provided).
 - c. Select **Submit** at time of baton hand-off. Time entered will show.
 - d. Mistakes may be corrected by manually entering another time using military (24-hour) time (1:30pm = 1330) in hh/mm/ss field.
- 3. To enter comments/rule violations**
 - a. Select **Comment** from top menu.
 - b. Enter comments in description box. Select **violation check box** if a rule violation (may document with photo to ggr@goldengaterelay.com).
 - c. Select Team from dropdown or [Team] if no team affiliation. Select **Submit**.
- 4. Select Logout from top menu. Thanks for volunteering.**



570 El Camino Real, Suite 150, Redwood City, CA 94063
ggr@goldengaterelay.com 650.508.9700