Instructions for registering for team (Tournament) practice and competition

1. You should already have joined a team. If you haven’t, see to it promptly.

2. Point a web browser to www.capsim.com and click on the Register button in the “Not registered Yet?” section on the left side of the page.

3. Agree to the Terms of Usage at the bottom of the page.

4. Enter the correct sim number according to your earlier web-based signup at www.mysignup.com (linked off of our course materials webpage at http://161.28.224.227/management/mcarthur/)
   - Sim numbers for team practice and competition will always be in the form of CXXXXX.
   - There is never an underscore and zeros after the main number.

5. You’ll not be charged but you will need to create another userid and password combination. In most cases you’ll only need to change one of the two. Please remember to write it down somewhere and to not use any userid / password associated with your banking or private accounts anywhere else.

6. Exit Capsim’s website back out to the home page and sign in with your new (team) userid and password.

7. Once inside in your new identity, click on the industry link, then click (from the “tiles” on the left) on the”Dashboard.” Now click on task 1 inside the task list – “Join a Company.” You should only join the company you’ve agreed to be organized with.