



## TIPS FOR THE ONLINE REGISTRATION PROCESS

If you are a returning participant from 2019, simply log in with your user name and password. Click on the “forgot my password” button if you need a reminder. You will be sent an email to reset your password. If you do not see an email in your inbox, please check your spam folder.

If you are a new participant, select “New Participant” registration and create a user name and password on the account information section of the form.

You have the option to register multiple people as “guest participants.” Each guest participant will receive an email asking them to complete the set up for their individual fundraising page. Guest registrants will not appear in the search results or on team lists until their fundraising page has been set up. In order to track their fundraising efforts, they will need to complete the process. If they do not receive an email, please call our office with the number below and we can help them through the process. You can also register each person individually if you prefer to avoid this process.

**CREATING A TEAM: TEAM CAPTAINS:** We made some changes to make this process easier. Simply complete the first page of the registration form and click the brown “NEXT” button. The next page allows you to join as an individual, join a team or create a new team. The first person registering a team defaults to team captain status. If you need to change your team captain, give us a call and we will be happy to help.

Team Captains have the option of inviting people to join their team through our website. On your personal dashboard that you see upon logging in, click the “MY TEAM” button. This will take you to the team dashboard. Under the “TO DO” section click and add new team members. This will send them an email inviting them to register for your team. Until they complete the registration process, they will not show up on your team roster.

OFFLINE DONATIONS should be sent to our office for processing and recording towards your ultimate fundraising goal.

Att: Liz Fay  
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