

Step 1: Your Account

Click on "Register" ①.

To register with Facebook, click on "Login with Facebook" ②. Enter your user information, then click "Log In." Click "Okay" to allow ds-connex to see your information. Click "Okay" to allow yourself to post to Facebook through your event site.

To register with Google, click "Login with Google+" ③. Enter your user information, then click "Sign In." Click "Accept" to allow ds-connex to see your information.

Otherwise, click "New Account" ④ to begin registration.

If you already started registration, you can click the registration code link in your welcome email to continue where you left off.

Step 2: Account Info

Fill out your account information ① and agree to the waiver ②.

Click Continue ③.

The screenshot shows the top navigation bar with 'REGISTER' (1), 'DONATE', and 'Log In'. Below is a banner for the 'Down Syndrome Walk' on Saturday, October 7, 2017, at Crew Stadium | 1-5 pm. The event is organized by ds-connex and stride. A blue navigation bar contains links for 'EVENT', 'TEAMS/PEOPLE', 'HELP', 'SPONSORS', and 'TEAM CAPTAIN'. The main heading is '3rd Annual Down Syndrome Walk Registration'. A progress bar shows '1. Account' selected, followed by '2. Account Info', '3. Registrants', and '4. Checkout'. The section is titled 'Step 1: Your Account' and asks the user to choose a login method. Three options are shown: 'Log In with Facebook' (2), 'Log In with Google+' (3), and 'New account' (4). Below this is a question: 'Have you already started your registration? In the box below, please enter the registration code that was emailed to you.' with a 'Registration Code' input field and a 'Continue' button.

The screenshot shows the 'Step 2: Account Info' section. It asks the user to complete information and check a waiver. The form includes several fields: '* Registration Type' (dropdown menu with 'Child under 12' selected, 1), '* Email' (input field), '* First Name' (input field), '* Last Name' (input field), 'Years Of Participation' (input field with '0'), 'Address' (input field), 'City' (input field), 'Country' (dropdown menu with 'United States'), 'State' (dropdown menu), 'Zip' (input field), 'Phone Number' (input field), 'Shirt Size' (dropdown menu with 'No Shirt'), and '* Are you over 18 years old?' (dropdown menu with 'Yes'). A waiver text is displayed: 'I hereby waive all claims against ds-connex team, sponsors, vendors, volunteers and any personnel for any injury that I or my family member might suffer from this event. I attest that I and my family members are physically fit and prepared for this event. I grant full permission for organizers to use photographs, videos and quotations of me and my family member in legitimate accounts and promotions of this event.' Below the waiver is a checkbox (2) for '* I agree to these conditions'. At the bottom is a 'Continue' button (3).

Step 3: Registrants

Click "Start New Team" ①.

Enter your team name ②.

Use the drop-down to choose how many years your team has existed ③.

Next, use the drop-down menu to choose your relationship to the team or participant that encouraged you to register ④.

If your employer matches donations and this field is visible, check the box and enter the name of your place of employment in the field that pops up ⑤.

Note: It is the participant's responsibility to secure the matching funds.

Then, use the "How did you hear about us?" menu to choose how you found out about the event ⑥.

To add additional registrants, click the green "Add Another Registrant" button and fill out the requested information ⑦.

Click "Continue to Cart" ⑧.

Step 4: Checkout

Next, you can designate an additional donation ①, and if your organization has made items available to purchase, you can add them to your cart ②.

Complete the "Billing Information" form ③. If your event has a processing fee, you can choose whether or not you'd like to help cover it ④. Click "Finalize Registration" ⑤.

Click on "Print Receipt" to print. A receipt will also be sent to your email.

After your registration is finalized, you will receive an email welcoming you to your event. This email will contain a username and password. You can now log into your profile on the event page.

For information on next steps like setting up and sharing your profile, see the "Managing Your Personal Profile" Quick Start Guide. Check out the Team Captain section of your site for more information. For additional support, email ds-connex at support@ds-connex.org.

Registration Code: **JPAR2E8A**

Step 3: Registrants

*** Registration Type**

Please select an option below:

Register as an individual
I want to participate as an individual. As an individual participant I can collect donations from my family and friends.

Start new team ①
I want to start a team. As the team captain I will spread the word and work to collect donations from family, friends and co-workers.

Join existing team
I want to join a team. As the team member, I will help to collect donations from family, friends and co-workers.

Team Name ②

Team Walk Years ③

* Relationship To Individual with DS, Team or Participant:
 ④

Does employer match donations? ⑤

* How did you hear about us:
 ⑥

⑦ **Add Another Registrant** **Continue to Cart** ⑧

Total Registrants

Name	Over 18?
Jess Parker	Yes

Registration Code: **JPAR2E8A**

Step 4: Checkout

Please review the items in your cart, enter payment information and click on the "Finalize Registration" button to complete your registration.

Starting Donation

You may add a donation to your registration here.

①

Cart

Item	Qty	Price
① Participant 12 and older	1	\$21.00
② Adult Medium	1	\$0.00

Total: \$21.00

Additional Items

Description	Price	
Pin: Metal Down Syndrome Awareness Pin	\$7.00	<input type="button" value="Add to Cart"/> ②
Sack Lunch: Sandwich, fruit & cookie	\$6.00	<input type="button" value="Add to Cart"/>

Billing Information

* Email ③

* Phone

* Name on Card

* Billing Address Address 2

United States

Ohio

* Card Type

* Card Number

* Card Expiration Date

* Card CW

* Cover Processing Fee % | 4.25 Yes No ④

Tax Deductible: \$0.00
Total Charges: \$21.00

⑤ **Finalize Registration**