

# Starting a Team

## 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."

**To register with Google**, click "Login with Google" ③. Enter your user information, then click "Sign In."

**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 or enter the code in the yellow box ⑤ and click "Continue".

The screenshot shows the registration page with the following elements:

- Top right: REGISTER button (1), DONATE button, and Log In dropdown.
- Section: Step 1: Your Account
- Section: New Registrants
- Text: Please choose a login method:
- Buttons: Log In with Facebook (2), Log In with Google+ (3), New Account (4).
- Text: Have you already started your registration? In the box below, please enter the registration code that was emailed to you.
- Form: Registration Code: [input field] Continue button (5).

## Step 2: Account Info

Choose "Start a Team" ① from the icons at the top of the page.

Choose your registration type ②.

Fill out your account information ③ and agree to the waiver ④.

Click Continue ⑤.

The screenshot shows the account info page with the following elements:

- Section: Step 2: Account Info
- Text: Please select one of the following:
- Options: Start a Team (1), Join an Existing Team, Participate Without a Team.
- Text: Please complete the information below and check the waiver to continue. In the next step you can join a team, start a team or participate as an individual. You can also add other family and friends as part of your registration.
- Text: Have Promo Code? Click Here
- Text: \* denotes required fields
- Registration Type (2): Participant age 13 or over (checked), Walk Participant - no shirt.
- Form (3): Email, First Name, Last Name, Address, City, State, Zip, Phone Number, Shirt Size.
- Text: I hereby waive all claims against the Stride, 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.
- Text: I agree to these conditions (4)
- Text: Continue button (5)

## Step 3: Registrants

“Start a Team” has been selected **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**. Repeat as needed.

Click “Continue to Cart” **8**.

The screenshot shows the 'Step 3: Registrants' registration form. At the top right, the registration code is 'JMILE387'. The form is divided into two main sections. The left section, titled 'Please select an option below:', contains three radio button options: 'Start a Team' (selected), 'Join an Existing Team', and 'Participate Without a Team'. Below these are several form fields: 'Team Name' (text input), 'Team Years' (dropdown menu), 'Relationship To Individual with DS, Team or Participant:' (dropdown menu), 'Employer Matches My Donation:' (checkbox), and 'How did you hear about us:' (dropdown menu). The right section, titled 'Total Registrants', contains a table with columns 'Name' and 'Over 18?'. The table has one row with 'Joy Miller' and 'Yes'. At the bottom of the form, there are two buttons: a green 'Add Another Registrant' button and a blue 'Continue to Cart' button.

## Step 4: Checkout

Next, you can designate an additional donation **1**, and if there are items in the store that you would like 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 which will allow you to log into your page next time you visit the site.

*For information on next steps like setting up and sharing your page, see “Managing Your Team Fundraising Page” under the Help tab and check out the Team Captain section of your site for more information. For additional support, go to Technical Support under the Help tab.*

The screenshot shows the 'Step 4: Checkout' registration form. At the top right, the registration code is 'JMILE387'. The form is divided into several sections. The top section, titled 'Please review the items in your cart, enter payment information and click on the “Finalize Registration” button to complete your registration.', contains a 'Starting Donation' section with a dollar sign input field and an 'Add Donation to Cart' button. Below this is an 'Additional Items' section with a table of items: 'Water Bottle: Water Bottle' (\$5.00) and 'Sack lunch : Sandwich, fruit & cookie' (\$2.00). The 'Cart' section on the right shows a table with columns 'Item', 'Qty', and 'Price', listing 'Participant age 13 or over' (1, \$10.00) and 'Adult Medium' (1, \$0.00), with a total of \$10.00. The 'Billing Information' section (3) contains several form fields: 'Email', 'Phone', 'Name on Card', 'Billing Address', 'Address 2', a country dropdown (United States), a state dropdown (Ohio), 'Card Type' (with icons for American Express, MasterCard, Visa, and Discover), 'Card Number', 'Card Expiration Date', and 'Card CW'. At the bottom, there is a 'Cover Processing Fee' section (4) with a percentage input field (4.25%) and radio buttons for 'Yes' and 'No'. At the very bottom, there is a green 'Finalize Registration' button (5). The bottom right corner shows 'Tax Deductible: \$0.00' and 'Total Charges: \$21.00'.