

Quick-Start

Starting a Team

Step 1: Your Account

Click on “Register” **1**.

Choose whether or not you are a returning registrant from a previous year **2**. Follow the steps below for either returning registrants or new registrants.

Returning Registrants:

If you are a returning registrant, enter your username **3** and password **4**. Then click “Start Registration” **5**.

If you don't remember your username and password, enter the email used to register last year and click “Send” **6**. You will receive an email shortly with your login information.

New Registrants:

If you are a new registrant, choose from one of the registration options below:

To register with Facebook, click on “Login with Facebook” **3**. 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+” **4**. Enter your user information, then click “Sign In.” Click “Accept” to allow ds-connex to see your information.

Otherwise, click “New Account” **5** 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 **6** and click “Continue”.

The screenshot shows the top navigation bar with a 'REGISTER' button (1), 'DONATE', and 'Log In'. Below is a banner for the 'Annual Walk & Festival Event' on October 6, 2018, at Crew Stadium | 1-5 pm, featuring the 'ds-connex' and 'stride' logos. A blue navigation bar contains links for 'EVENT', 'TEAMS/PEOPLE', 'HELP', 'SPONSORS', 'TEAM CAPTAIN', and 'VOLUNTEER'. The main heading is 'Annual Walk & Festival Event Registration'. Below this is a grey bar with 'Step 1: Your Account'. The question 'Are you a returning registrant from a previous year?' is followed by 'Yes' and 'No' buttons (2).

This screenshot shows the 'Returning Registrants' section. It asks 'Are you a returning registrant from a previous year?' with 'Yes' and 'No' buttons. Below, it prompts the user to enter their previous Username and Password. There are input fields for Username (3) and Password (4), and a 'Send' button (6) for email recovery. A 'Start Registration' button (5) is at the bottom.

This screenshot shows the 'New Registrants' section. It asks 'Are you a returning registrant from a previous year?' with 'Yes' and 'No' buttons. Below, it prompts the user to choose a login method: 'Log In with Facebook' (3), 'Log In with Google+' (4), or 'New Account' (5). At the bottom, there is a yellow box for a 'Registration Code' (6) with a 'Continue' button.

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.

Step 2: Account Info

Please select one of the following:

① Start a Team Join an Existing Team Participate Without a Team

Please complete the information below and check the waiver to continue. In the next step you can join a team or participate as an individual. You can also add other family and friends as part of your registration.

[Have Promo Code? Click Here](#)

* denotes required fields

② * Registration Type

- Participant age 13 or over**
Includes T-shirt, breakfast, all kids activities & live entertainment for \$15 thru 10/7 (\$10.00)
- Walk Participant - no shirt**
Walk Participant without a shirt - free (FREE)
- Walker with Down syndrome**
Individual with Down syndrome Includes T-shirt (FREE)

* Email ③

* First Name

* Last Name

Years Of Participation

Address

City

Country

State Zip

Phone Number

Shirt Size

* Are you over 18 years old?

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.

④ * I agree to these conditions

⑤ [Continue](#)

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.

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 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 the “Managing Your Team Fundraising Page” 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.

The screenshot shows the 'Step 3: Registrants' 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 input fields: 'Team Name' (text input), 'Team Years' (dropdown menu set to '1'), 'Relationship To Individual with DS, Team or Participant:' (dropdown menu set to 'Family'), 'Employer Matches My Donation:' (checkbox), and 'How did you hear about us:' (dropdown menu set to '-- Select --'). At the bottom of this section are two buttons: a green 'Add Another Registrant' button and a blue 'Continue to Cart' button. The right section, titled 'Total Registrants', contains a table with two columns: 'Name' and 'Over 18?'. The table has one row with the name 'Joy Miller' and 'Yes'.

The screenshot shows the 'Step 4: Checkout' 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 set to '\$' and an 'Add Donation to Cart' button. Below this is an 'Additional Items' section with a table:

Description	Price	
Water Bottle: Water Bottle	\$5.00	Add to Cart
Sack lunch : Sandwich, fruit & cookie	\$2.00	Add to Cart

Below the table is a link: 'Raffle Tickets - click here'. The right side of the form features a 'Cart' section with a table:

Item	Qty	Price
Participant age 13 or over	1	\$10.00
Adult Medium	1	\$0.00

Total: \$10.00

The bottom section is titled 'Billing Information' and contains several input fields: 'Email', 'Phone', 'Name on Card' (two fields), 'Billing Address' (two fields), a country dropdown menu set to 'United States', a state dropdown menu set to 'Ohio', a 'Card Type' dropdown menu with icons for American Express, MasterCard, VISA, and Discover, 'Card Number', 'Card Expiration Date' (two dropdown menus), and 'Card CW'. At the bottom of this section is a checkbox for 'Cover Processing Fee' with a value of '4.25' and radio buttons for 'Yes' and 'No'. At the very bottom of the form is a green 'Finalize Registration' button.