REGISTER YOUR TEAM

We have put together a quick guide to walk you through the process of STARTING A TEAM for the DownRight ExtraOrdinary Walk. Are you ready? Let’s do this!


2. Click the REGISTER NOW button

3. Select your registration type and enter your personal fundraising goal (not your Team goal.)

4. Select “Create a Team”, enter your Team Name and your team's fundraising goal.

5. Choose the appropriate team type from the drop down

6. Select your t-shirt size

7. Read and agree to the terms and conditions of the Event Waiver

8. Click "CONTINUE TO NEXT STEP" for Step 2 of the registration process where you will enter your contact information and create your user name and password (NOTE: Your user name is your e-mail address and your password must be at least 6 characters long.)
9. Click “CONTINUE TO NEXT STEP” for Step 3 of the registration process where you will enter your billing information. If you would like to make an additional donation towards your fundraising goal, you may do so on this screen. There is a box you can select yes to save your credit card information, if you say yes you will only have to enter it once throughout the registration process.

10. Click “CONTINUE TO NEXT STEP” for Step 4 of the registration process where you will confirm the information you entered is correct. If so, click the “COMPLETE REGISTRATION” button.

11. Once your registration is CONFIRMED, you can:
   - Register an additional person
   - Access your DownRight ExtraOrdinary Fundraising Portal where you can edit your personal and team fundraising pages, email friends and family to ask for support, or register other participants at a later time.

IF YOU WILL BE REGISTERING ADDITIONAL MEMBERS OF YOUR FAMILY

- Click on the “Register Another Person” button
- Follow the instructions for STEP 1, the team to join will be pre-selected
- In STEP 2, enter the participants name and their relationship to you.
  - You will have two choices for account access:
    - You will manage the participant’s account
    - Enter your e-mail address for the username for each person you register
    - Later, you can “hide” the page so no one can donate to it
  - The registrant will manage their own account
    - You will need a different e-mail address for each person you register
Later, they will be able to “hide” their page so no one can donate to it.

- In STEP 3, your billing information is saved. Enter an additional donation if desired, and continue.
- In STEP 4, confirm the registration.
- Repeat until everyone has been registered.

**Once you have registered everyone:**

- You are now logged into your event headquarters for the DownRight ExtraOrdinary Walk. If you exit this page, just login with your email address and password when you return to the DownRight ExtraOrdinary event site. There are links for you to create your pages, register others to participate and ask donors for their support.
- Personalize your fundraising page.
- As the Team Captain, you will need to customize both your personal page AND your team page. We encourage you to add photos and a story to make it compelling. These are the pages that potential team members and donors will be visiting!
- Make sure you look at other areas of your profile for additional tools (importing contact lists, sending messages to donors or team members, etc.

Questions? Contact Corinne Pike at 561-752-3383