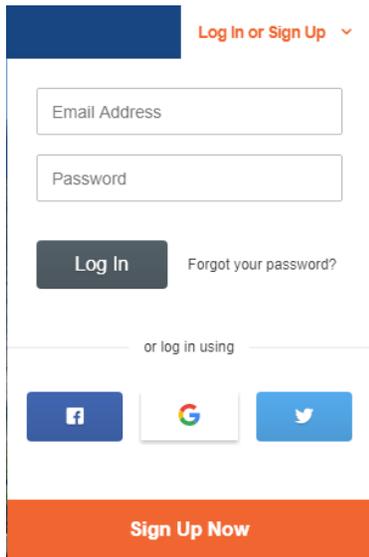


PARTICIPANT REGISTRATION GUIDE

Registering for an event is quick and easy!

You can hover over **Log In or Sign Up** located in the upper right-hand corner of the Event Home Page. A drop-down window will appear where you'll click on **Sign Up Now**.



The screenshot shows a dark blue navigation bar at the top with the text "Log In or Sign Up" in white, followed by a small downward arrow. Below this is a white dropdown menu containing a "Email Address" input field, a "Password" input field, a dark grey "Log In" button, and a link "Forgot your password?". Below these is the text "or log in using" followed by three social media icons: Facebook, Google, and Twitter. At the bottom of the dropdown is a prominent orange button with the text "Sign Up Now" in white.

There's also a **Start or Join a Team** option in the navigation bar along the top of the Event Home Page.

You may also be able to register by clicking the **Start or Join a Team** button below the thermometer displayed on the Event Home Page, an individual fundraiser's page, a team fundraising page, or a classification fundraising page.

Clicking any of these choices will take you to the first step of registration, where you'll choose if you want to register as a **Fundraising Participant** and have your own fundraising page, or as a Non-Fundraising Participant, who will still take part in the event, but won't have a fundraising page. We'll be registering as a fundraiser for this example.

[Registration Details](#) → [Review and Billing](#) → [Thank You](#)

1 How would you like to participate?

Register as a Fundraising Participant

Create a fundraising page you share to help reach your fundraising goal. You'll also be able to join a team or create your own.

Register as a Non-Fundraising Participant

You don't need to fundraise to participate in the event! Select this option to register without creating a fundraising page.

Cancel

Next, you'll see a place to enter your email address.

Your Email Address

Continue

If you haven't created an account in the past, you'll be presented with the following:

Click **Create Account** to fill out your details.

Create a New Account

Set up your account so you can log in to manage and share your fundraising page.

Create Account

Create an Account

 **Log in with Facebook**



Sign in with Google

or

Create My Account

By creating an account, you agree to our [Acceptable Use Policy](#).

Already have an account? [Log in now](#)

You can register using your email address, **Facebook**, or **Google**. If you use Facebook, the email address you used to sign up for Facebook will be the email on file for your registration. The email you used to sign up for Google will be used if you choose to register using Google. When you log in, your Facebook or Google credentials will automatically log you in; you won't have to enter an email address or password. You'll also follow the same steps for registration outlined below.

- **Create a Team** This option registers you for an event and allows you to create a team. You'll have a team fundraising page where you'll be able to set a team fundraising goal and customize content. You'll still have your own personal fundraising page and goal.
- **Join a Team** To register for an event and join a team that has already been created, choose this option. For your convenience, a searchable drop-down menu of existing teams will display. You'll receive an individual fundraising page and set a personal goal. You'll also have access to your team's fundraising page, where you can monitor progress towards the team fundraising goal.

3 Would you like to:

Join a Team

Join a team and raise more money by fundraising as a group!

Create a Team

Take the lead and create a team to supercharge your fundraising!

Continue

Personal Information

Now you'll enter your personal information. If an emergency contact is required, you'll enter that information here, as well.

5 **Personal Information**

First Name required Last Name required

Address required

City required State required Zip Code required

Country required Phone Number required

Fundraising Goal

Here, you'll set a goal for how much you want to raise for an event. This will be displayed on your personal fundraising page on a thermometer that tracks your progress.

Fundraising Goal

Your Personal Fundraising Goal

Optional Donation

You may choose to make an optional donation.

Optional Donation

Optional Donation Amount

You can start your fundraising efforts today by making an optional donation that will be applied toward your fundraising goal.

Additional Questions

Sometimes an organization would like to collect additional information about their participants, such as t-shirt size. You'll see those questions in this section.

Waiver

If enabled by the organization, you may be asked to agree to a waiver before participating in an event. Be sure to read through it carefully and make sure you agree with all stipulations before checking the box indicating you accept the terms!

Waiver

I agree and accept the terms and conditions.

I am aware that these activities are potentially hazardous and that I could be seriously injured. I am voluntarily participating in these activities with knowledge of the danger involved, and agree to assume any and all risks of bodily injury, illness, or property damage, whether those risks are known or unknown.

Next, you'll hit the **Continue** button at the bottom of the screen. You also have the option to **Cancel** the registration process.

Continue

Cancel

Review and Billing

If you clicked **Continue Registration**, you'll land on a **Review and Billing** Page. You may see the option to add an additional registrant.

You can register friends and family for an event easily. Just click **+Add Additional Registrant** and use the available options to choose a registration type. In the **Personal Information** section, there's a **Registrant Resides at My Address** toggle for your convenience.



Review your personal information, enter your billing info, and click **Add Additional Registrant**. You may also choose to **Cancel** if you decide you don't want to proceed with adding an additional registrant.



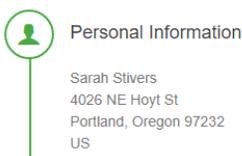
Your **Registrations** and **Total** will update to show your additional registrant and any associated registration fees. If you'd like to edit registration details for yourself or your additional registrant, click the pencil icon. To delete an additional registrant, click the red X next to the registrant you'd like to delete.

Registrations	Fees	Donation	Total	
Johnnie DeHuff Subregistrant	\$10.00	\$0.00	\$10.00	 
Janet DeHuff Individual	\$25.00	\$0.00	\$25.00	
+ Add Additional Registrant				

TOTAL **\$45.00**

If you're not adding an additional registrant, just skip this step.

Next, you'll see an area to confirm your personal and shipping information (if applicable). By default, a checkbox is selected shipping information is the same as your personal information.





Payment Information

Billing Information Same As Personal Information



Card Number required

Expiration Date required

CVV required

Save payment for future use

If you're paying by eCheck, you'll need your bank account and routing numbers.



Routing Number required

Account Number required

When you've entered your payment information, click **Complete Registration**. You may also select **Go Back** if you need to make any changes, or **Cancel** if you do not wish to complete the registration process. If you hit cancel, your registration will be saved in the system as pending. If you come back later to finish registering, you'll see that the details you entered are still there. If you added merchandise to your cart, you'll need to add it again, as that information is not saved.

If you're registering for an event that does not have a registration fee, all you need to do is click the Complete Registration button to finish up.

Complete Registration

Go Back

Cancel

When your registration is complete, you'll be taken to your registration receipt. In the top portion of the receipt, you'll see a Welcome Quest and the option to view your fundraising dashboard. Remember, you won't see these options if you registered as a non-fundraising participant.

Your Registration (#371607) is Complete!

Now complete your profile!

Make the most of your fundraising efforts by completing your profile. The Welcome Quest will guide you through some of the most important features of your fundraising page and help raise more donations!

Complete Your Profile

20% Complete

- Upload Your Avatar
- Update Your Personal Page
- Send a Fundraising Email
- Raise Your First Donation
- Schedule a Post on Facebook / Twitter

[or view your Fundraising Dashboard](#)

\$1,040.00 TOTAL AMOUNT CHARGED

Transaction ID: 371607
 Date: July 25, 2017 11:36:00 AM
 Payment Type: Visa ending in XX11

Personal Information

Sarah Stivers
 4026 NE Hoyt St
 Portland, Oregon 97232 US
 sarahst@example.com

Shipping Information

Sarah Stivers
 4026 NE Hoyt St
 Portland, Oregon 97232 US

Billing Information

Sarah Stivers
 4026 NE Hoyt St
 Portland, Oregon 97232 US

Registrations	Registration Date	Fees	Donation	Total
Sarah Stivers Individual	Jul 25, 2017, 11:36 AM	\$25.00	\$1,000.00	\$1,025.00
Total Registration Cost: \$1,025.00				

Product Name	Qty	Price
Tee Shirt	1	\$10.00
Subtotal:		\$10.00
Shipping:		\$5.00
Total Store Cost: \$15.00		

TOTAL **\$1,040.00**

You also have the option to share the event on your social media pages by clicking the social media sharing buttons at the bottom of your receipt. You may print your receipt by clicking **Print This Page**.

Congratulations on Registering for 5K Outdoor Fun Run!

Now that you've registered, make sure you share this event with friends and family and recruit them to your team!

 [Share on Facebook](#)

 [Share on Twitter](#)

 [Print This Page](#)

You'll receive a copy of your receipt via the email address you entered during registration.

You're registered! Now you can start customizing your personal fundraising page!