

# 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.”

**To register with Google**, click “Login with Google” ④. Enter your user information, then click “Sign In.”

**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”.

## 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

Please complete the information; in the next step you can join a team, start a team, or participate as an individual.

[Have Promo Code? Click Here](#)

\* denotes required fields

② \* Registration Type

- Team**  
Pay for a team registration. You must sign up at least two people as team members today. (\$200.00)
- Individual**  
Sign up and pay for Individual Bed Race registration (\$40.00)
- Fundraiser**  
Sign up as a fundraising team member but do not race (FREE)

\* Team Type  ③

Business Name

\* Email

\* First Name

\* Last Name

\* Address

\* City

\* Country

\* State

Phone Number

\* Shirt Size

By clicking below, I understand that bed racing is an athletic event and I have chosen to participate in the Furniture Bank of Central Ohio (FBCO) Bed Race. I understand that as a participant, I will not be covered by any medical or other insurance coverage provided by FBCO.

I hereby agree that I will not make claim against FBCO, or any of its affiliated organizations, donors, or either of their officers or directors collectively, individually, or the supplier of any materials or equipment used, or any of the volunteer workers, for the injury or death to me or damage to my property, however caused, arising from my participation. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation. I further consent to the unrestricted use by FBCO and/or person(s) authorized by them of any photographs, recordings, interviews, videotapes, motion pictures, or similar visual recording of me.

I agree that I will abide by all [Bed Building Guidelines](#) and [Team Rules](#). Failure to abide by rules and guidelines will result in my disqualification to participate in the event. I understand that this event is rain or shine and all fees and donations are nonrefundable. I affirm that I am 13 years of age or older, and if under the age of 18 years, a parent/guardian must sign an additional participant waiver.

④  \* I agree to these conditions

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**.

Then, use the “How did you hear about us?” menu to choose how you found out about the event **4**.

To add additional registrants, click the green “Add Another Registrant” button and fill out the requested information **5**. Repeat as needed.

Click “Continue to Cart” **6**.

## 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 profile, see “Managing Your Team Fundraising Page” under the Help tab. For additional support, go to Technical Support under the Help tab.*