

## Quick-Start

# Adding Members to Your Team

## Logging In

To add members to your team, you'll need to sign in using the login info provided in an email at the end of your initial registration. Your username and password will be at the bottom of the email with the subject "[Your Name], Thank you for registering!"

If you've lost the email, you can contact your event administrator and recover your username and password using the contact info at the bottom of your event website.

To log in, click "Log In," the rightmost item on the menu bar **1**. Enter your username and password **2** and click Log In **3** or hit Enter.

REGISTER DONATE Log In **1**

Username **2**

Password

Forgot My Password

Log In **3**

REGISTER DONATE Hello Susan **1**

Susan's Profile Page **2**

Logout

## Your Dashboard

Your dashboard is displayed when you sign in. If you've navigated away, you can pull up your dashboard by clicking the Hello tab **1**, then the Profile Page option **2**.

To add team members, click Register New Team Member **3**.

**Team Page**  
Delaware Running Club  
Team Years: 1  
Team Donations: \$280.00  
Team Goal: \$2,500.00

My Team Goal: 11.20%

**Team Donors**

Recognition Name	Amount	Comments	Date
Abby Phillips	\$25.00		01-08-2018
Sarah Smith	\$75.00		01-08-2018
Emma Jones	\$100.00	Good luck Matt!	01-08-2018
Matt Jones	\$40.00		
John Smith	\$40.00		

View & Share Team Page

Edit Team Page

Register New Team Member **3**

You will be redirected to Step 2 of registration: Account Info **4**. Enter the registration info for the first person you want to add to your team **5**, agree to the waiver **6**, and hit the black "Continue" button **7**.

\*Note: you can use your email address again with a different name.

**4 Step 2: Account Info**

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.

Have Promo Code? Click Here

\* denotes required fields

\* Registration Type  **Adult Participant**  
Adult ages 18 and over (FREE)

**Youth Participant**  
Ages 12 thru 17 (FREE)

\* Email  **5**

\* First Name

\* Last Name

\* Address

\* City

\* Country

\* State  Zip

Phone Number

\* Shirt Size

\* Are you over 18 years old?

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.

**6**  \* I agree to these conditions

Continue **7**

Please note:

The option "Join Existing Team" and team name will already be selected.

Fill out the "How did you hear about us?" box **8**.

From this page you can add more team members who are paying with the same credit card with the green "Add Another Registrant" button **9**. When finished adding team members, select the black "Continue to Cart" **10** button to check out.

← **Step 3: Registrants** Registration Code: **JMIL0BAE**

**Please select an option below:**

- Start a Team**  
Become a team captain and start a team. You will have the opportunity to raise funds and ask others to join your team.
- Join an Existing Team**  
You have been invited to join a team that is already formed. You can participate as a team member and raise funds for the team.
- Participate Without a Team**  
Participate and raise funds as an individual.

Team: **Main Street Run Club** **Change**

Welcome to our Stride 5K Fun Run and Walk **stride** team fundraising page! We are walking to show our support for individuals in our community. Every dollar we raise brings us one step closer to ensuring that our child and every individual will have the opportunity to reach their potential.

Make your tax-deductible donation today and take the first step toward helping us achieve [Read More ...](#)

Employer Matches My Donation:

\* How did you hear about us: **Facebook** **8**

**9** **Add Another Registrant** **Continue to Cart** **10**


Name	Over 18?
John Miller	Yes

Complete the "Billing Information" **11** form. If your event has a processing fee, choose whether or not to cover it **12**. Click "Finalize Registration" **13**.

← **Step 4: Checkout** Registration Code: **JMIL0BAE**

Please review the items in your cart, enter payment information and click on the "Finalize Registration" button to complete your registration.

**Starting Donation**  
You may add a donation to your registration here.

 \$  **Add Donation to Cart**

Item	Qty	Price
<b>1</b> Adult Participant	1	\$0.00
<b>1</b> Adult Medium	1	\$0.00

Total: \$0.00

**Billing Information** **11**

\* Email

\* Phone

\* Name on Card  First Name  Last Name


\* Billing Address  Address 1  Address 2

City

United States

Zip

\* Card Type



\* Card Number  Credit Card Number

\* Card Expiration Date

\* Card CVV

\* Cover Processing Fee  %  3  Yes  No **12**

**Tax Deductible: \$0.00**  
**Total Charges: \$22.00**

**PLEASE NOTE:** Before finalizing your registration, confirm the Registration Type(s), t-shirt size(s) (if applicable), and your donation amount. If everything is correct, please proceed by clicking the green Finalize Registration button.

**Finalize Registration** **13**