

Quick-Start

Starting a Team

Step 1: Your Account

Click on "Register" ①.

To register with Facebook, click on "Login with Facebook" ②. Enter your user information, then click "Log In." Click "Okay" to allow ms-stride 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+" ③. Enter your user information, then click "Sign In." Click "Accept" to allow ms-stride to see your information.

Otherwise, click "New Account" ④ 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 ⑤ 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.

The screenshot shows the registration page for the Stride 5K Fun Race at Crew Stadium on Saturday, September 15, 2018. At the top right, there is a "REGISTER" button (1) and a "DONATE" button. Below the event title, there is a navigation bar with links for "EVENT", "TEAMS/PEOPLE", "HELP", "SPONSORS", and "TEAM CAPTAIN". The main heading is "Stride 5K Fun Race Registration". Underneath, it says "Step 1: Your Account". The section is titled "New Registrants" and asks the user to "Please choose a login method:". There are three options: "Log In with Facebook" (2), "Log In with Google+" (3), and "New Account" (4). Below these options, there is a text input field for a "Registration Code:" (5) with a "Continue" button next to it. A note says: "Have you already started your registration? In the box below, please enter the registration code that was emailed to you."

The screenshot shows the "Step 2: Account Info" page. It asks the user to "Please select one of the following:" with three radio button options: "Start a Team" (1), "Join an Existing Team", and "Participate Without a Team". Below this, there is a note: "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." There is a link: "Have Promo Code? Click Here". A note says: "* denotes required fields". There are two registration type options: "Adult Participant" (2) with a checkmark and "Youth Participant" (Ages 12 thru 17 (FREE)). Below these are several required fields: "Email" (3), "First Name", "Last Name", "Address", "City", "State" (dropdown), "Zip", "Phone Number", and "Shirt Size" (dropdown). At the bottom, there is a waiver text: "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." Below the waiver is a checkbox (4) labeled "* I agree to these conditions". At the very bottom, there is a "Continue" button (5).

Step 3: Registrants

“Start New Team” has been selected 1.

Enter your team name 2.

Use the drop-down to choose how many years your team has existed 3.

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 4.

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 5.

To add additional registrants, click the green “Add Another Registrant” button and fill out the requested information 6. Repeat as needed.

Click “Continue to Cart” 7.

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 the “Managing Your Team Fundraising Page” Quick Start Guide. For additional support, email us at support@ms-stride.org.

Stride 5K Fun Race Registration

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 Name: 2

* Team Years: 3

Employer Matches My Donation: 4

* How did you hear about us: 5

6 **Add Another Registrant** **Continue to Cart** 7

Total Registrants	
Name	Over 18?
John Miller	Yes

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.

1 **Add Donation to Cart**

Additional Items

Description	Price	
 Water Bottle: Water Bottle with race logo	\$10.00	Add to Cart 2

[Walk signs available - click here](#)

Cart

Item	Qty	Price
1 Adult Participant	1	\$0.00
1 Adult Medium	1	\$0.00

Total: \$0.00

Billing Information 3

* Email:

* Phone:

* Name on Card:


* Billing Address:

City:

United States

Zip:

* Card Type:



* Card Number:

* Card Expiration Date:

* Card CVV:

* Cover Processing Fee % 3 Yes No 4

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.

5 **Finalize Registration**