

# 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."

**To register with Google**, click "Login with Google" 3. Enter your user information, then click "Sign In."

**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".

The screenshot shows the 'Step 1: Your Account' registration page. At the top right, there are buttons for 'SIGN UP' (with a red circle 1), 'DONATE', and 'Log In'. Below the header, the page title is 'Step 1: Your Account'. The main content area is titled 'New Registrants' and asks the user to 'Please choose a login method:'. There are three buttons: 'Log In with Facebook' (with a red circle 2), 'Log In with Google' (with a red circle 3), and 'New Account' (with a red circle 4). At the bottom, there is a yellow box with the text 'Registration Code:' followed by an input field and a 'Continue' button (with a red circle 5). A note above the box says: 'Have you already started your registration? In the box below, please enter the registration code that was emailed to you.'

## 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 'Step 2: Account Info' registration page. At the top, there is a back arrow and the title 'Step 2: Account Info'. Below the title, it says 'Please select one of the following:'. There are three icons with radio buttons: 'Start a Team' (with a red circle 1), 'Join an Existing Team', and 'Individual Participant'. Below this, there is a paragraph of text: 'Please select the Registration Type by clicking the appropriate box. Enter your contact information, other required information and check the waiver to accept. In the next step, you will enter team information and register others participants as needed.' Below this is a red box with a checkmark and the text 'Level 1 - Raise \$250 Receive \$50 in race reimbursement (FREE)'. Below this are four more boxes: 'Level 2 - Raise \$500 Receive \$85 in race reimbursement (FREE)', 'Level 3 - Raise \$750 Receive \$150 in race reimbursement and a cycling jersey when goal is met (FREE)', 'Level 4 - Raise \$1500 Receive \$500 in race reimbursement and a cycling jersey when goal is met (FREE)', and 'Level 5 - Raise \$3000 Receive \$800 in race reimbursement and a cycling jersey when goal is met (FREE)'. Below these boxes are several input fields: 'Email' (with a red circle 3), 'First Name', 'Last Name', 'Address', 'City', 'Country' (set to 'United States'), 'State', 'Zip', and 'Phone Number'. At the bottom, there is a checkbox with the text '\* I agree to these conditions' (with a red circle 4) and a 'Continue' button (with a red circle 5). A waiver text is visible at the bottom of the page: 'I hereby waive all claims against the Rampy MS Research Foundation, 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.'

## 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.

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 3: Registrants

Registration Code: JH1LDC6F

Please select an option below:

- ① **Start a Team** I want to start a team. As the team captain I can create a fundraising page, ask others to join my team and collect donations from family, friends, and co-workers.
- Join an Existing Team I want to join a team. As the team member I can participate in the event. I will also have the opportunity to set up a personal fundraising page to collect donations from family, friends, and co-workers.
- Individual Participant I want to participate without a team. As an individual I can participate in the event. I will also have the opportunity to set up a personal fundraising page to collect donations from family, friends, and co-workers.

\* Team Name: Team Name ②

\* Team Years: 1 ③

Employer Matches My Donation:  ④

\* How did you hear about us: -- Select -- ⑤

⑥ Add Another Registrant

Continue to Cart ⑦

Total Registrants

Name: Jason Miller

## Step 4: Checkout

Next, you can designate an additional donation ①.

Click “Finalize Registration” ②.

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 page, see “Managing Your Team Fundraising Page” under the Help tab and check out the Team Captain section of your site for more information. For additional support, go to Technical Support under the Help tab.*

Step 4: Checkout

Registration Code: JH1LDC6F

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

You can provide additional support by making a donation!

Donation Amount: 0.00

\$25 \$50 \$100 \$250 ①

Keep donation amount private

I want to donate anonymously

Show My Name As (optional): Ex: Smith Family

Add Donation to Cart

Cart

Item	Qty	Price
Level 1 - Raise \$250	1	\$0.00

Total: \$0.00

Finalize Registration ②