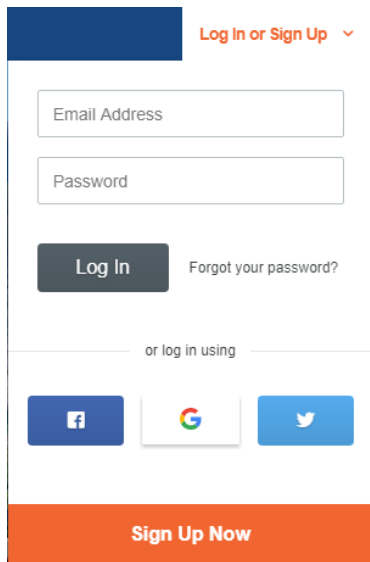# PARTICIPANT REGISTRATION GUIDE

> **Please note: This guide talks about standard configurations. All events are different and you may not see all the options we discuss within the event in which you're participating.**

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**.
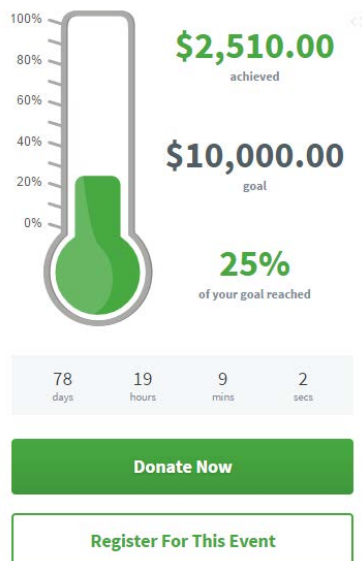

There's also a **Register** option in the navigation bar along the top of the Event Home Page.

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

There may also be a registration button along the bottom of the Event Home Page content area in the footer.

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.

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

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.

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.

First, you may be asked to choose a classification. A classification defines how you'll be participating in an even. Click the button next to your desired classification.

② Select a Location

- ○ Lakeland
- ○ Miami
- ○ Orlando
- ○ Tampa
- ○ Tallahassee

Once you choose your **Classification** (sometimes named differently), or if the event isn't configured with them, you'll be presented with the following registration options, depending on the event configuration:

- **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.
- **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.
- **Continue as an Individual Fundraiser** This option will automatically create a personal fundraising page where you'll be able to customize content and set a fundraising goal, but you won't be on a team.

③ Would you like to:

Join a Team	Create a Team	Continue as an Individual Fundraiser
Join a team and raise more money by fundraising as a group!	Take the lead and create a team to supercharge your fundraising!	Create a fundraising page without joining or creating a team.

Continue

Next, you'll be asked to select a category. Categories segment participants into different groups.

Personal Information

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

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.

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.
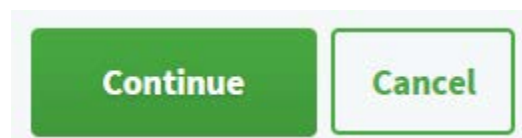
Waiver

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 acitivites 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 unkown.

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

If your organization has enabled certain settings, you may be taken to an **Optional Event Merchandise** page. If you do not see this option, just skip ahead to the next section!

Optional Event Merchandise

If certain settings are enabled, you may purchase event merchandise during this portion of the registration process. The cost of merchandise will be added to your registration total.
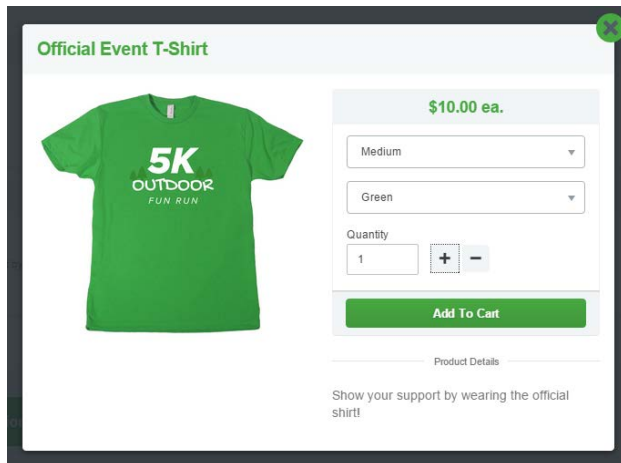
To add an item to your cart, click the item to display a pop-up window, where you'll select attributes (if applicable) such as size, color, quantity, etc. Click **Add to Cart** when you've made your selection.
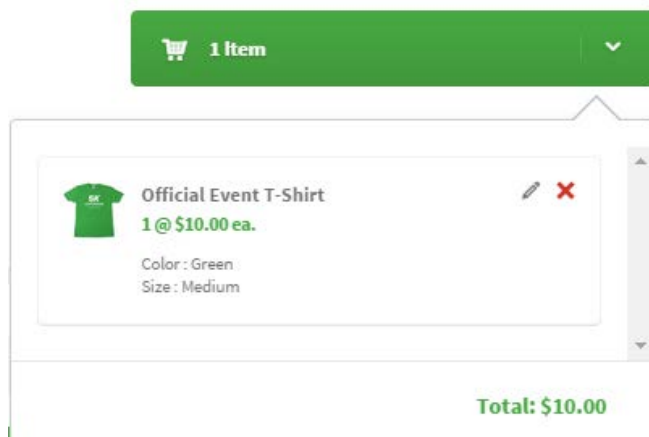
When you add an item to your cart, it will automatically update in the upper right-hand corner of the screen, as shown. You can click the down arrow to view the contents of your cart. If you'd like to make changes to the items in your cart, click the pencil icon. To remove an item from your cart, click the red X next to the item you'd like to remove.

When you're done adding items, or if you don't want to purchase anything at this time, click the **Continue Registration** button located at the bottom of the screen. You can also choose to **Go Back** to the previous screen if you need to make any changes to your registration details before moving on.

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.

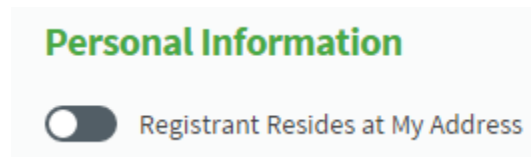Review your personal information, enter your billing info, and click **Add Additional Registrant.** You may also choose to **Cancel** if you decide you don't want to proceed with adding an additional registrant.
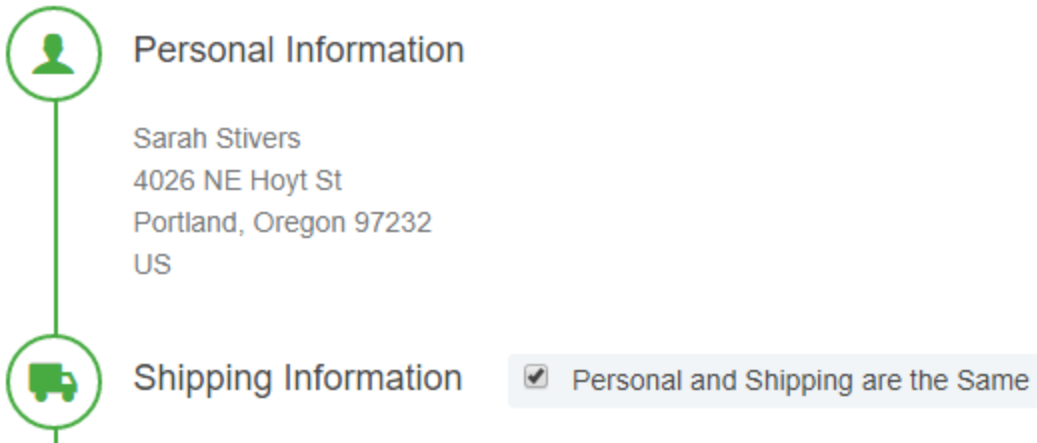
Your **Registrations** and **Total** will update to show your additional registrant and any associated registration fees. If you'd like to edit registration details for yourself or your additional registrant, click the pencil icon. To delete an additional registrant, click the red X next to the registrant 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.
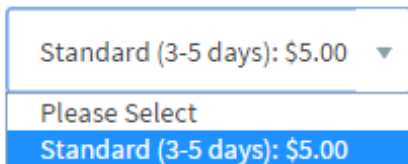
If you need to enter a different address, click the checkbox to deselect it. An area will appear for you to enter the correct information.

Below the **Shipping Information** area, you'll see a drop-down menu prompting you to **Choose a Shipping Option**. If you're purchasing merchandise that requires shipment to your home, go ahead and select an option here, if provided by the organization running the event. Shipping costs will vary depending upon the details entered by the organization.

Keep in mind, you may be picking up your merchandise at the time of your event. If you're unclear about whether items will be shipped to you, consider contacting someone associated with the event.

Before completing your registration, you'll need to enter your **Payment Information**. Payment options are dependent upon the organization's settings, so you may or may not see all options shown below. If your **Billing Information** differs from the personal information you've entered, deselect the checkbox and enter the correct information.

You have the option to save your payment type for future use, as well. Simply check the box!

Payment Information

Billing Information ☑ Same As Personal Information

○ VISA / MasterCard / AMERICAN EXPRESS / DISCOVER   ○ eCheck

Card Number required

[   ]

Expiration Date required   CVV required

[07 - July ▼] [2017 ▼]   [⑦]

☐ Save payment for future use

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

○ VISA / MasterCard / AMERICAN EXPRESS / DISCOVER   ● eCheck

Routing Number required   Account Number required

[⑦]   [⑦]

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

f 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!