



TEAM REGISTRATION INSTRUCTIONS

Below is a list of instructions for registering a team for the Safeway Father's Day Walk/Run for Prostate Cancer (Do it for Dad):

TO SET UP YOUR TEAM: First you must set up your team and then have other members of your team join you. To set up a team:

1. Click on "Register as an individual or team now!"
2. This will take you to the **online registration page**
3. Select the following button:
Start a Team
4. Click "Next"
5. This will take you to a page to enter your team name and goals.
6. Enter your Team Name
7. Enter your Team Fundraising Goals
8. Enter your Team Recruitment Goals (it is defaulted to 8 as that is the number people used when calculating your total team pledges to qualify for top collector prizes)
9. Click "Next"
10. **You will now be at the Waiver/Release form.** Please read over and if you accept it then click "I accept" button
11. **You are now in the Registration Options page**
12. Select the registration fee that applies to you:
 - Registration Fee - Adult
 - Registration Fee - Youth (12+Under Participate for Free)
 - I will collect donations but will not participate in the walk/run
13. Click "Next"
14. **You are now in the Personal Information Page**
15. Fill out your personal information. You must include your email and create a password (such as your own name).
16. You will also be asked to set Your Fundraising Goal. **REMEMBER**, collect \$100 in pledges and your registration fee can be donated to the Prostate Centre or be refunded back to you.

17. Click "Next"
18. **You are now in the Donation page**
19. Fill out the page if you want to make a personal donation or become a monthly donor. This is an optional page. If you do not want to do either of these then click "Next"
20. **You are now in the Additional Information page.** Here you will fill out the following essential information:
 - Your Event - the event you want to participate in. Options include:
 - 8km Run
 - 8km Walk
 - 3km Walk
 - I will not participate in the Walk/Run
 - I am volunteering
 - Your gender
 - Your age on event day
 - Your T-shirt size (t-shirt is free with registration)
 - Are you a cancer survivor - you can then choose to have a cancer survivor shirt or not
21. Click "Next"
22. **You are now at the Payment - Review/Confirm page**
23. Click "Next" if everything looks correct. If not click "change details" or "back" button
24. **You are now at the Payment page where you enter your credit card information.** Once you have entered the information then click "Submit Order". Please note Registrations are non-refundable and non-transferable.
25. A confirmation email will be sent to you.

TO JOIN A TEAM: First you must set up your team and then have other members of your team join you. If your team is already set up then:

1. Click on "Register as an individual or team now!"
2. This will take you to the **online registration page**
3. Select the following button:
 - Join a Team
4. Click "Next"
5. Type in your "Team Name" and "Team Leader" and click "Search" or click "View All Teams"
6. You will see a list of teams come up. Click the "Join Team" button beside your team name.
7. **You will now be at the Waiver/Release form.** Please read over and if you accept it then click "I accept" button
8. **You are now in the Registration Options page**
9. Select the registration fee that applies to you:
 - Registration Fee - Adult
 - Registration Fee - Youth (12+Under Participate for Free)
 - I will collect donations but will not participate in the walk/run
10. Click "Next"
11. **You are now in the Personal Information Page**
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13. You will also be asked to set Your Fundraising Goal. REMEMBER, collect \$100 in pledges and your registration fee can be donated to the Prostate Centre or be refunded back to you.
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 - Your Event - the event you want to participate in. Options include:
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If you require assistance with registering, please contact:

The Race Hotline at 1 888 788 4645 or the Prostate Centre at 250 388 0214

Race Email: doitfordad@theprostatecentre.info

Race Website: www.theprostatecentre.info