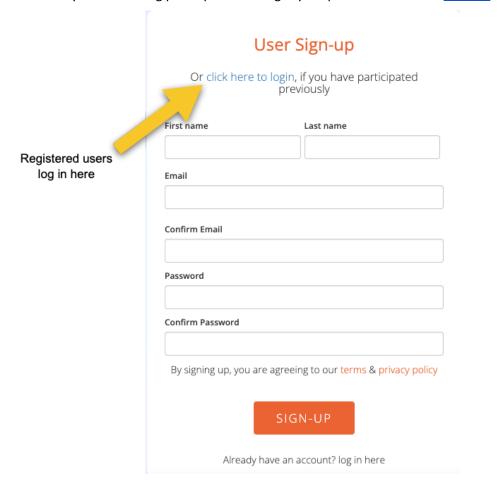


How do I sign up for a virtual race?

1. From the event home page, click on any of the "Register" buttons to get started.

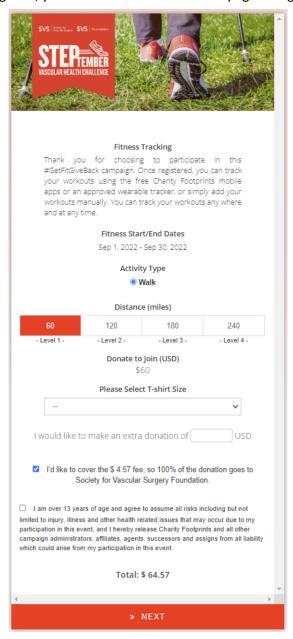


- 2. If you are joining a Charity Footprints virtual race for the first time, you will need to sign up as a user on the site by creating an account. If you are a returning participant, you can directly log in to your existing account using the registered email and password.
 - * Are you a returning participant but forgot your password? Click on this link to reset it.





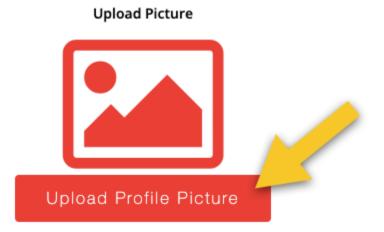
3. Once signed up or logged in, you will be directed to the first page of registration.



- 1. Activity Type- you will be walking throughout this campaign.
- **2. Distance** select the distance goal you will be striving to achieve by the end of the race. You will have the ability to change the goal you select later in case you would like to increase or decrease it.
- 3. Donate to Join- select the donation level you would like to purchase.
- 4. T-shirt Size- select your preferred STEPtember T-shirt size.
- **5. Participant Waiver-** participants must sign a liability waiver document in order to participate in the race.
- **6. Next-** proceed to the next page of registration.



4. On the next page, you will have the option to add a profile picture to your fundraising page. Click "Upload Profile Picture" to choose a file from your device, or continue to the next page to skip this step.



- 5. Proceed to the payment screen. You will be asked to enter your payment information.
- 6. Congratulations, you are now registered for the race! There are still a few more steps to set up your fundraising page before you get started.
- 7. Set your fundraising goal and customize your "Appeal to Potential Donors". Your fundraising goal would default to the amount that the administrators of the race have decided, but you can edit your goals if you'd like. Customize your "Appeal to Potential Donors" and tell about why you are participating in the event and raising money for the cause.

Click "Next" to continue or skip this step (you can always customize your fundraising goal and appeal at a later time).

	Fundraising Target (Min. 25 USD)
150	
	Appeal To Potential Donors
	fi fi
	» NEXT



8. Team up! You have the option to compete as an individual, join an existing team, or create a new team. Note: SVS Members -- be sure to join your regional team; Northeast, West, South, or Midwest.



9. Invite donors to visit your fundraising page and make contributions towards your fundraising goal. Simply enter the email address of the person you would like to invite, separated by a comma (,) and a space for multiple email addresses. You can personalize your message to better appeal to donors.

Click "Next" to continue or skip this step (you can always send a message to invite donors at a later time).

user1@email.com, user2@email.com...

Your personal message to the invitees



Invite Donors



10. Invite friends! Virtual racing and fundraising is always more fun with friends. Simply enter the email address of the person you would like to invite, separated by a comma (,) and a space for multiple email addresses. You can personalize your message to those you're inviting.

Click "Go to My Fundraising Page" to continue or skip this step (you can always send a message to invite friends to join you at a later time).

Your personal message to the invitees Hi there, I'm inviting you to join me in this event by participating in Stan out and #JoinThoEight for Kids to Share Campaign GO TO MY FUNDRAISING PAGE

11. You are all set! You can now make changes to your fundraiser, <u>connect a device</u>, and get started toward your fitness and fundraising goals!

Note: for certain campaigns, the official fitness tracking date may be in the future and the steps/miles might not be updated on the site immediately. Please check with the nonprofit administrators or email us at support@charityfootprints.zendesk.com if you'd like to discuss any specific details or have any questions regarding your registrations.