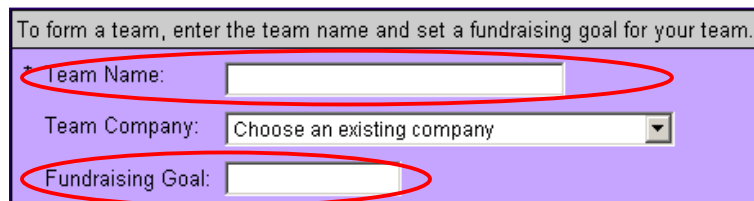


Sign Up - Team Captain

1. Log onto www.relayforlifecarrollcountyia.org
2. Click on the "Team Information" button
3. Click on the  button
4. Click on "Start a Team"



5. Enter your "Team Name" as well your "Fundraising Goal"




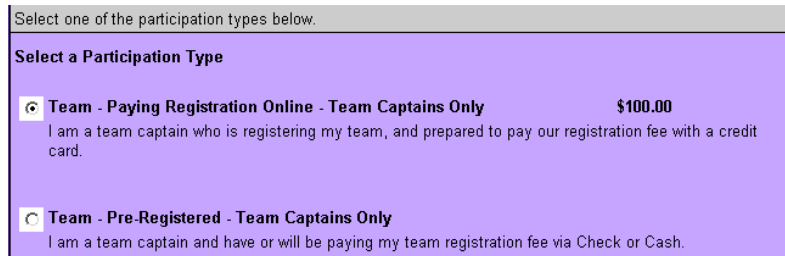
To form a team, enter the team name and set a fundraising goal for your team.

* Team Name:

Team Company:

Fundraising Goal:

6. Click 
7. Select a Participation Type by clicking on the radio button on how you want to pay:
 - a. By credit card on line or cash/check at a later time



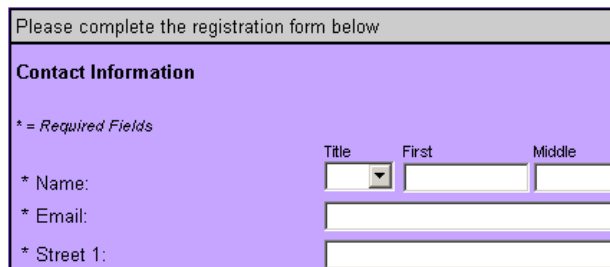
Select one of the participation types below.

Select a Participation Type

Team - Paying Registration Online - Team Captains Only \$100.00
I am a team captain who is registering my team, and prepared to pay our registration fee with a credit card.

Team - Pre-Registered - Team Captains Only
I am a team captain and have or will be paying my team registration fee via Check or Cash.

8. Then complete all fields flagged with an astrick (*)




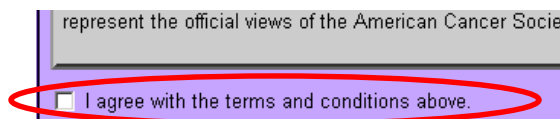
Please complete the registration form below

Contact Information

* = Required Fields

	Title	First	Middle
* Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email:	<input type="text"/>		
* Street 1:	<input type="text"/>		



9. Click 
10. After reading the Waiver click the box next to the line "I agree with the terms and conditions above"





represent the official views of the American Cancer Society


I agree with the terms and conditions above.



11. Click 
12. Click 
13. At this point you can choose to register family members or friends. Type their first and last name in the appropriate field and then click on the "Register Family Member" button

Would you like to register another family member?	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
	

14. The computer will automatically take you back to step #7
 - a. At this point you can continue the registration process until all of your team members are entered
15. If you click on "Complete Registration" you will be directed to your registration summary along with direct access to your **Participant Center**. Click on any of the **Participant Center** links to get there

	Thank you for registering for the American Cancer Society! We know that you will have an incredible experience.
Participant Center Change Profile	When you register as part of a team (team captain), we will help you in your fundraising efforts. When you log in to your personal page by adding your own images.
Event Information	We also encourage you to visit your Participant Center involved by joining your team and/or making a donation to your Participant Center . We have also sent you a summary of your team's fundraising progress.
Event Home	You should bookmark your Participant Center of your team.
Sign Up	
Event Specifics	
Event Calendar	
Donate	

16. At your **Participant Center** you can:
 - a. Edit your web page
 - i. Upload pictures
 - ii. Updated team information
 - iii. Update your message board
 - iv. Make a personal URL
 - b. Email your friends and family members
 - c. Add e-mail address's to your Address Book
 - d. Check your fundraising progress
 - e. Check your Team's fundraising progress

Congratulations!!
You have successfully registered your team on-line!!

