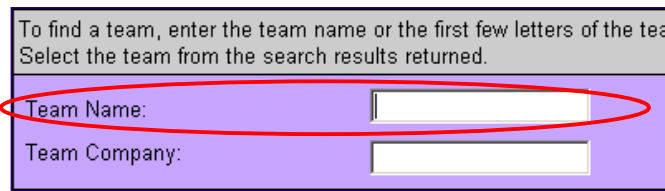


Sign Up - Team Members


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



5. Enter the "Team Name"

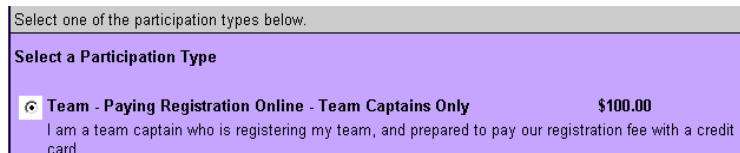


A screenshot of a search form with a purple background. At the top, there is a grey box with the text: "To find a team, enter the team name or the first few letters of the team name. Select the team from the search results returned." Below this are two input fields: "Team Name:" and "Team Company:". The "Team Name:" field is circled in red.

6. Click on 
7. Click on the team name that you would like to join

8. Click on 

9. 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



A screenshot of a form with a purple background. At the top, there is a grey box with the text: "Select one of the participation types below." Below this is a section titled "Select a Participation Type". There are two radio buttons. The first one is selected and is labeled "Team - Paying Registration Online - Team Captains Only" with a price of "\$100.00". Below this is a small text box: "I am a team captain who is registering my team, and prepared to pay our registration fee with a credit card."

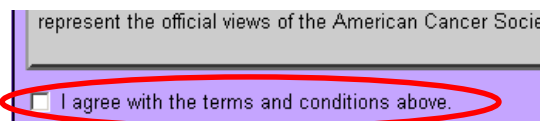
10. Then complete all fields flagged with an astrisk (*)



A screenshot of a registration form with a purple background. At the top, there is a grey box with the text: "Please complete the registration form below". Below this is a section titled "Contact Information". There is a legend: "* = Required Fields". Below this are two fields: "* Name:" and "* Email:". The "Name" field has a dropdown menu for "Title" and a text input for "First Name".

11. Click 

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

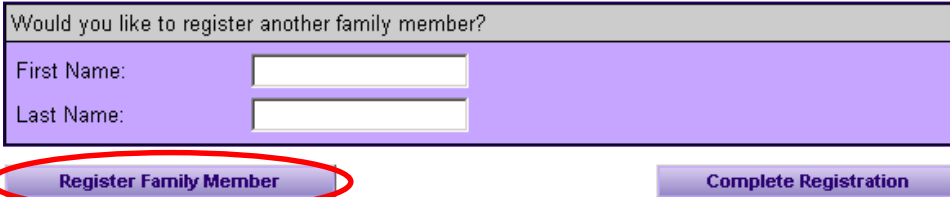


A screenshot of a waiver agreement with a purple background. At the top, there is a grey box with the text: "represent the official views of the American Cancer Society". Below this is a checkbox labeled "I agree with the terms and conditions above." which is circled in red.

13. Click 

14. Click 



15. 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:

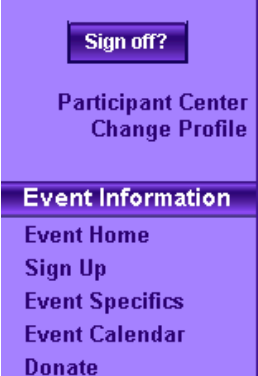
Last Name:


 

16. The computer will automatically take you back to step #7

- a. At this point you can continue the registration process until all of the team members are entered

17. 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 Relay for Life! 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	
Sign Up	
Event Specifics	
Event Calendar	
Donate	You should bookmark your Participant Center of your team.

18. 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 yourself on-line!!

