

Team Captain: How to Register Your Team



Follow these steps to make the process quick and easy.

1. Visit BermudaRelay.com
2. Click the **PARTICIPATE** button
3. On the next page click the **REGISTER BUTTON**
4. On the next page click **SIGN UP**.
5. Complete the online form including:
 - a. Basic Info
 - b. Address
 - c. Additional Info

6. Under 'choose your events', the Relay for Life 2017 option will already be selected.
7. In the choose your event section click on **TEAM**
8. To **CREATE NEW TEAM** follow these steps:
 - a. Click **CREATE NEW TEAM**
 - b. Under 'Team Type', select 'Relay Teams'.
 - c. Under 'Team Name', enter your unique name you wish to call your team. Be creative.
 - d. You have the option to create a password for your team. Please note that no one will be able to join your team without this password.

If you select this option, make sure that any person who wishes to join for your team at a later date has this password before starting their registration.
 - e. Click **CONTINUE**

Registering Online (for Team Registrations) Your Team



9. Read the Waiver and check the waiver box

10. Click CONTINUE

11. Select Yes or No for 'Are you a cancer survivor?'

12. Select your T-shirt Size

13. Click CONTINUE

14. BECOME A FUNDRAISER

15. Click BECOME A FUNDRAISER

16. Enter your 'Individual Fundraiser Name' into the space provided.

Please note: you must set up an Individual Fundraiser before you can proceed to create or join a fundraising TEAM.

17. Enter your individual FUNDRAISING GOAL amount YOU would like to achieve.

18. You will need to create your individual Fundraiser page URL.

eg. <http://runsignup.com/yourindividualpagename>

(Your individual fundraising page will keep track of YOUR fundraising efforts.)

19. Add a fundraising image (Optional)

20. Fill out the text box for a "Personal Message to Display on your individual Fundraising Page".

This text can be customized with different headings and content, including links and lists, and will appear on your RunSignUp fundraising page.

Registering Online (for Team Registrations)



21. SETTING UP A FUNDRAISING TEAM

Now that you have created your individual fundraising page and individual goal - you can now CREATE a fundraising TEAM for your team members to join.

If you are wanting to JOIN an existing team, please refer to the Participating Guide (Guide 2)

22. Scroll down to 'Create or Join a Fundraising Team'.

23. Enter your 'New Fundraising Team Name into the space provided.

24. If you would like to set a goal amount that the fundraisers on your team should try to reach collectively, then you can enter it into the field for "New Fundraising Team Goal".

25. Enter the personal message that will appear on the new teams fundraising page.

26. You will have the option to make a donation.

27. Click CONTINUE

28. You will now be able to review your registration details. If you need to change any details click EDIT

29. Once you are happy with your registration details proceed to Credit Card Details

30. Enter your credit card information and click CONFIRM PAYMENT

This screenshot shows a web form titled "Create or Join a Fundraising Team (Optional)". The text below the title says, "The fundraisers you set up above can join an existing fundraising team or become a new fundraising team as desired." The form has three main sections: "Fundraising Team" with a dropdown menu set to "(New Fundraising Team)" and a "SEARCH TEAMS" button; "New Fundraising Team Name" with a text input field labeled "Team name*" and a yellow callout bubble with the number "21" pointing to it; and "New Fundraising Team Goal" with a currency input field set to "\$ 100.00" and a yellow callout bubble with the number "24" pointing to it. There are also checkboxes for "New Fundraising Team", "Associate Fundraising Team with Team.", "Show goal thermometer.", and "Show scrolling list of donors.".This screenshot shows a text editor interface titled "Personal Message to Display on New Team Fundraising Page". It features a standard menu bar with "File", "Edit", "Insert", "View", "Format", and "Tools". Below the menu is a toolbar with icons for paragraph alignment, text color, background color, bold, italic, underline, bulleted list, numbered list, and link. A text input area is visible below the toolbar, with a yellow callout bubble and the number "25" pointing to it.

Please email registration@relayforlife-bermuda.org or call 236-1001 ext.1023 or 1035 if you have any questions