

How to
Register
for
Team Hopkins
Kids



Registration

Step 1 requires you to enter your contact information.

For a quicker process, you can connect by using Facebook, Twitter or other social media applications.

Step 1 Step 2 Step 3 Step 4

Begin registration using...



Or, create a new registration

First Name Last Name

Email Address

Password Confirm Password

Address Apt/Ste/Unit

Country

City State Zip

Phone Number - -

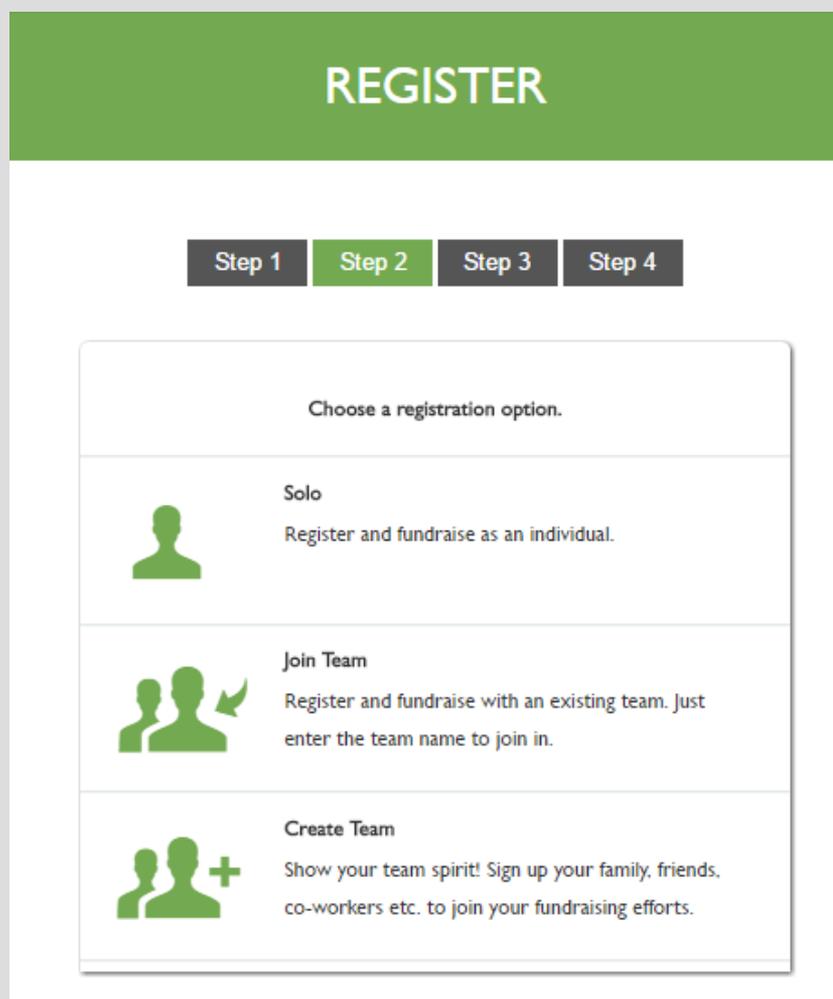
212-123-4567

Next



Registration

During **Step 2** you can identify as a solo fundraiser, join a team, or create a team and register additional participants.



The screenshot shows a registration interface with a green header labeled "REGISTER". Below the header is a progress bar with four steps: Step 1, Step 2 (highlighted in green), Step 3, and Step 4. The main content area is titled "Choose a registration option." and contains three options:

- Solo**: Register and fundraise as an individual. (Icon: single person)
- Join Team**: Register and fundraise with an existing team. Just enter the team name to join in. (Icon: two people, one pointing)
- Create Team**: Show your team spirit! Sign up your family, friends, co-workers etc. to join your fundraising efforts. (Icon: two people and a plus sign)

If you select “Solo” you will simply move to **Step 3**.

Select “Join Team” to enter or search for a team name. When you find the team you would like to join through the search bar hit the **Join Team** button.

Select “Create Team” to create a Team Name and Goal for a group of friends, family members or colleagues. This is a fantastic way to represent support together! All that is required is the Team Name. Once this is entered select **Create Team**. The individual who creates the Team will be considered the **Team Captain**.

Once you enter your team name you will be taken to **Step 3** where you will answer additional registration questions.

IF you joined or created a team you will have the option to **register additional participants**. This option will not be available if you are a Solo Fundraiser. You will have the option to add additional registrants after registration is complete.

Registration Ctd.

 Joining Team: Running for Sprinkles

Chelsea Kling Team

Chelsea Kling

Your Goal
\$ 500 Add More fundraisers

Race Type
5K

Tshirt Size
Women's Small

Emergency Contact First Name
Jeffrey

Emergency Contact Last Name
Kirk

Emergency Contact Relationship
Fiance

Emergency Contact Phone Number
301-301-3011

Expected Pace
10

How would you like your fundraised dollars to support the Children's Center?
Wherever you need it most!

Are you an employee of Johns Hopkins Children's Center?
 NO

By clicking "I Agree" I acknowledge that I am committing to raise \$250 per participant for Johns Hopkins Children's Center by 10/31/2018, or my card will be charged the difference not raised by 10/31/2018.

I also acknowledge that I agree to the terms and conditions set by The Baltimore Running Festival and Coorigan Sports set in the below links.
[Race Waiver](#)
[Cancellation Policy](#)
[Headphone Policy](#)

A member of the Development staff will contact you to collect your credit card information to save until the end of the event.

[Agree to waiver](#)

Fundraiser Total \$0.00

Current Team Total \$0.00 Continue

Registration Questions are continued here to get more information about your race.

Your Goal is how much you are hoping to raise during your fundraising campaign.

Race Type is the event you intend on participating in on October 20, there is a **virtual option!**

Enter **Tshirt Size** and **Emergency Contact** information for Race Day.

Choose **how you would like the dollars you raise to help the Children's Center** – or you can choose the default of the highest need.

Please mark if you are an employee of Johns Hopkins.

When you click **“I Agree”** you are **committing to raise \$250 for the Children's Center by 10/31/2018** and the conjoining waivers provided by the race company.

Registration

Adding multiple Runners

Step 1 Step 2 **Step 3** Step 4

Joining Team: Running for Sprinkles

{New Fundraiser} Team

Chelsea Kling edit

First Name {New Fundraiser}

Last Name

Fundraising Tools Including personal page **YES**

Email

Your Goal \$ 0.00

Race Type Select

Tshirt Size Select

Emergency Contact First Name

Emergency Contact Last Name

Add More fundraisers

Below the name field is a toggle box that indicates whether the person you are registering will be a fundraiser or not. If you are not sure ask yourself the following questions:

Does the person I'm registering have an email address? (Fundraisers require an email address to login)

Do I know all the appropriate information for this individual?

What is the goal for this person?

Slide the toggle box to select whether the registrant is (yes) or is not (no) a fundraiser. You will then be able to answer the additional questions and continue to Step 4 or **Add More Fundraisers**.

To register additional participants select the blue box on the right-hand side "Add More Fundraisers". When this box is selected you will enter the First and Last Name of the person you are registering.

Registration

Adding multiple Runners Ctd.

The screenshot shows a registration interface with four steps. Step 4 is active. It displays a summary of two donors: Danyelle Williams (Physical Fundraiser, Team Captain) for \$35.00 and Molly Burns (Physical Fundraiser) for \$35.00. A total due amount of \$70.00 is shown. There is a button to '+ Add Additional Donation' and a 'Complete Registration' button at the bottom. Billing information options are also visible.

Step 1		Step 2		Step 3		Step 4	
Summary							
Danyelle Williams		Physical Fundraiser, Team Captain				\$35.00	
Molly Burns		Physical Fundraiser				\$35.00	
						+ Add Additional Donation	
						Total Due: \$70.00	
Billing Information							
<input checked="" type="radio"/> Use previously provided address							
<input type="radio"/> Add a different billing address							
						Complete Registration	

Step 4 will be the last step to complete the registration. This step displays the total amount owed for registration fees or costs associated with registration responses. Here you can also Add an Additional Donation. This is a wonderful way to launch your fundraising campaign and lead by example. We dive into this practice, along with other best practices, later in this guide.

Once you enter your billing details your registration will be complete and you will be directed to your Fundraisers Headquarters. If there is not a “Total Due” you can complete your registration without providing billing details.