

How to Register and Start a Team on Line

You will need to choose a team name when you register and set a goal for the number of people you will recruit. **Team members will not be able to register as a member of the team until this step is complete.** Once your team is registered, team members will need to register online or complete an offline Race application and mail it. A one-page paper registration form is available to download.

- To register go to www.komenswmichigan.org
- Click on **Register today** on the home page - this will take you to the Race Greeting Page

- Click **Start a Team Button**.



Start or Join an Existing Team

To find a team, enter the team name (or the first few letters), and then click Search. Select the team from the search results returned. If the team has a password, you will be prompted to enter that password.

Team Name:	<input type="text"/>
Select a Team Type:	<input type="text" value="any team type"/>
Company/Corporate Name:	<input type="text" value="Select one"/>

In the pink box on this page it will ask you to enter you Team Details


- Select a name that your team members will easily recognize. Do not start your team name with "The".
 - If you are a Company Team please enter the company name. **All teams need to select the category of their team from the Team Division drop-down. THIS IS VERY IMPORTANT!**
 - Set your team fundraising goal. We encourage all teams to set a goal of at least \$1,000. (That's a commitment of \$200 per team member if you only have 5 members on your team.)
 - Enter the number of team members you hope to recruit.
- Click Next Step at the bottom of the page
 - You will arrive at **Select a Participation Option Page**
 - Select your participation type.
 - Make your own donation. By making your own personal donation you are setting an example for your team and it will help set the tone for the success of your team.
 - Set your own personal fundraising goal. This will be recorded on your Personal Fundraising Page and a fundraising thermometer will show your progress towards meeting your goal.

- **Choose a Username and Password** that you can easily remember. Write it down. This will give you future access to your *Participant Center*.
- Click Next Step at the bottom of the page
- Fill out your personal information. In addition to your personal information you will be asked:
 - if you would like to run/walk in recognition of someone special and to provide their information
 - your t-shirt size
 - if you would like to be recognized as a breast cancer survivor
 - how you heard about the Race

*Please note: if you see an asterisk the information is required.

- Click Next Step at the bottom of the page
- A page with the **Race Waiver** will come up – click **I Agree** and then click Next Step
- Your **Registration Summary** will come up. You can register another family member at this point, otherwise click *Complete Registration*
- Continue the registration process by filling out the **billing information** requested.
- Click Next Step
- A page will come up with your name, email address, zip code, last 4 digits of your credit card number and the payment amount – your registration fee plus your donation.
- To complete your registration click the **Process button** in the lower right hand corner of the pink box



- Now that you are registered, click on Continue to your Participant Center  and follow the directions to set up your **personal fundraising webpage** and your **team webpage**. You can customize the photos on your webpages by uploading your own pictures and by writing your own text. You can send emails to friends and family to ask for their support in your efforts to raise money to fight breast cancer. It's easy to do! If you have any questions, don't hesitate to contact us – we're here to help! Contact us at teams@komenswmichigan.org
- After you register you will receive an email confirming your team and individual registration and the amount of your donation along with other important information. Be sure to save this!