

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

The screenshot shows the website's navigation bar with 'Learn', 'Participate', and 'Share' buttons. The 'Participate' button is highlighted with a yellow circle and a '2' next to it. Below the navigation bar is a sidebar menu with 'Race Info', 'Event Info', 'Team', 'Help & How To's', 'Find A Participant', 'Donate', 'Store', and 'Sign Up'. The 'Sign Up' button is highlighted with a yellow circle and a '4' next to it. The main content area shows the 'Registrant #1' form with a 'SIGN IN' button. The 'Basic Info' section includes fields for 'First Name *', 'Last Name *', 'E-mail Address *', and 'Confirm E-mail *'. The 'Password' field is also visible. A yellow circle with a '5' is placed next to the 'Last Name' field.

6. Under 'choose your events', the Relay for Life 2022 option will already be selected.

The screenshot shows the 'Choose Your Event(s) *' section. A radio button is selected for 'Relay for Life 2016 Friday May 27, 2016' with a price of '\$10.00 + \$2.00 SignUp Fee'. A 'TEAM' button is highlighted with a yellow circle and a '7' next to it. A yellow circle with a '6' is placed above the event selection area.

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**

The screenshot shows the 'Additional Information' dialog box titled 'TEAM'. It has two tabs: 'JOIN EXISTING TEAM' and 'CREATE NEW TEAM'. The 'CREATE NEW TEAM' tab is active. There are four fields: 'Team Type *' (a dropdown menu with 'Relay Teams' selected), 'Team Name *' (a text input field), 'Optional Password' (a text input field with a 'SET PASSWORD' button), and 'Optional Password' (a text input field). A yellow circle with a 'b' is next to the 'Team Type' dropdown, a yellow circle with a 'c' is next to the 'Team Name' field, a yellow circle with a 'd' is next to the 'Optional Password' field, and a yellow circle with an 'e' is next to the 'CONTINUE' button. A yellow circle with an 'a' is next to the 'CREATE NEW TEAM' tab.

For more information email relayforlife@chc.bm or visit

BermudaRelay.com



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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

9. Open waiver in new window. By checking this box, I agree to the waiver and that I am 18 or older, or that I have the authority to register these participants and agree to the waiver for them.

CONTINUE

11. Overall Questions

Are you are a cancer survivor?

Yes No

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.

FUNDRAISER

Individual Fundraiser Name

BECOME FUNDRAISER

Fundraiser for Your Name*

Your Individual Fundraiser Name

Your Fundraising Goal \$.00

Show goal thermometer.

Show scrolling list of donors.

Fundraiser Page URL

<https://runsignup.com/>

If you enter a URL here, this link can be used to send people directly to your fundraising page.

Personal Message to Display on Your Fundraising Page

Fundraiser Image

Choose File

Maximum file size is 5MB

Use my current profile picture

Save as my profile picture

2014 Relay For Life of Bermuda raised \$450,000. The funds

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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

Create or Join a Fundraising Team (Optional)
The fundraisers you set up above can join an existing fundraising team or become a new fundraising team as desired.

Fundraising Team	New Fundraising Team Name	New Fundraising Team Goal
(New Fundraising Team) [v] SEARCH TEAMS	Team name*	\$ 100.00
<input type="checkbox"/> New Fundraising Team	<input checked="" type="checkbox"/> Associate Fundraising Team with Team.	<input type="checkbox"/> Show goal thermometer. <input type="checkbox"/> Show scrolling list of donors.

Personal Message to Display on New Team Fundraising Page

File Edit Insert View Format Tools

Paragraph A A B I U [List Icons] [Link Icon]

[Text Input Area]

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

For more information email relayforlife@chc.bm or visit

BermudaRelay.com

