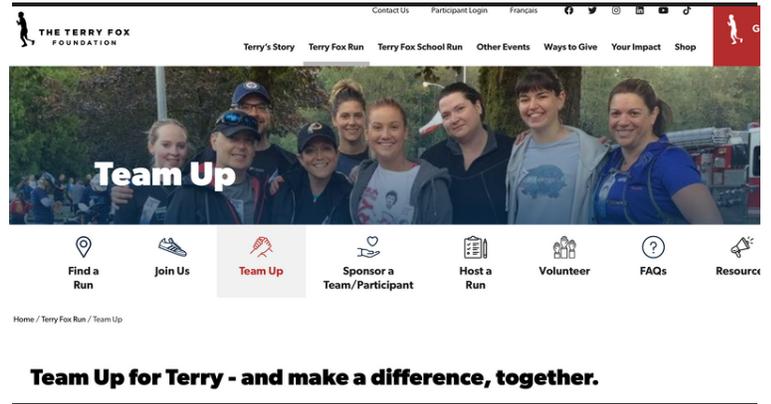


# Team Captain Registration Guide

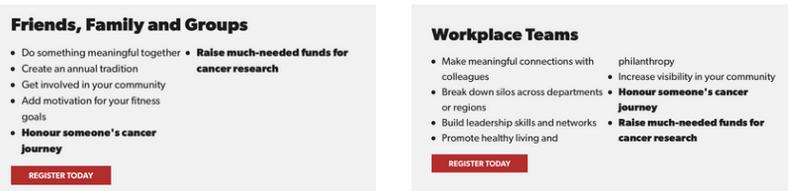
## Steps to Registering Your Team for the Terry Fox Run

Visit [terryfox.org/terry-fox-run/teams/](https://terryfox.org/terry-fox-run/teams/)



Scroll down and choose your team type.  
Friends, Family and Groups OR Workplace Teams

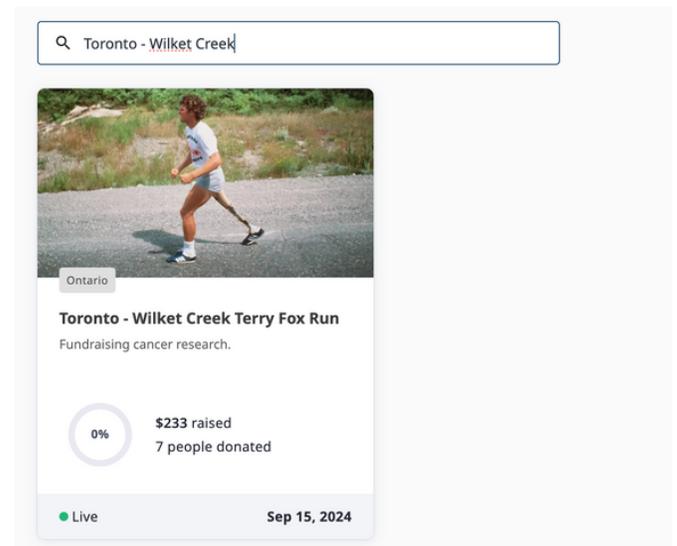
Click the corresponding red **REGISTER TODAY** box.



You will be asked to search for your Run site.  
Enter the name of the Run site in the Search box.



Your Run site should appear below the search box.  
If it does not show up, try using the filters on the right to filter by province.



Click on the **NAME** of the Run site.

**Questions? Reach out to us at [teams@terryfox.org](mailto:teams@terryfox.org) and we will help you out!**

# Team Captain Registration Guide

From your Run site page, click on the red **Register: Fundraise or Donate** button

**Register: Fundraise or Donate**

You will now be starting your **REGISTRATION**

Click **Create or Join a Team**.



The screenshot shows a 'Registration' section with the instruction 'Please choose one of the options below:'. There are two buttons: 'Create or Join a Team' (with a group of three people icon) and 'Register as an individual' (with a single person icon).

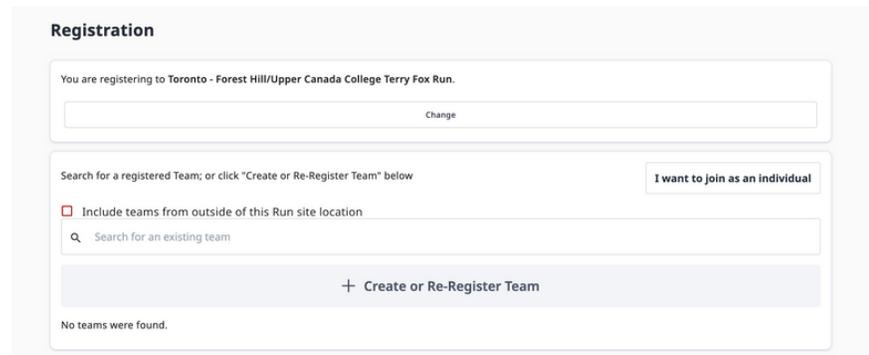
Please note that all teams must re-register each year.

Confirm that your Run site is correct.  
If not, click Change to find the correct one.

Type your team name in the **Search for an existing team** box

Teams must re-register every year so your team name will not show up here. Simply type it in and then:

Click **+ Create or Re-Register Team**



The screenshot shows a 'Registration' section. At the top, it says 'You are registering to Toronto - Forest Hill/Upper Canada College Terry Fox Run.' Below this is a 'Change' button. A search bar is present with the text 'Search for a registered Team; or click "Create or Re-Register Team" below'. To the right of the search bar is a button that says 'I want to join as an individual'. Below the search bar is a checkbox labeled 'Include teams from outside of this Run site location'. Below that is a search input field with a magnifying glass icon and the text 'Search for an existing team'. Below the search field is a button that says '+ Create or Re-Register Team'. At the bottom, it says 'No teams were found.'

Complete the Team Information pop up.  
Be sure to answer all of the questions and then click **CREATE**.

Team Name

Team Fundraising Goal

Name Your Team Page Link: This name allows you to have a customized link for your team page.

Team Type

Dedication: Are you participating in memory or honour of someone? Let us know who.

New or Returning Team

New or Returning Team Captain

Team Story: We love to hear why you are Teaming Up for Terry

Request information for bulk and customized team shirts

What type of team are you forming? (required)

If your Team is dedicating its participation in the Terry Fox Run this year, please indicate whether the dedication is in memory or in honour of an individual:

Are you a new or returning Team? (required)

Are you a new or returning team captain? (required)

Share your reason for forming a Terry Fox Run Team:

Interested in bulk or customized t-shirts for your Team? Click yes below, and the Teams Department will follow up with more information:

Yes, please contact me.

Cancel

Create

**Questions? Reach out to us at [teams@terryfox.org](mailto:teams@terryfox.org) and we will help you out!**

# Team Captain Registration Guide

## Time to set up your personalized fundraising page.

Your personal page sits within the team page and is the page you will use for all of your personal fundraising. Funds raised through your personal page will roll up to the team fundraising total.

Enter your name and email as requested.

The 'Participant Details' form is a modal window with a close button (X) in the top right corner. It contains a 'Details' section with a note: 'If you are Registering multiple participants, enter the participant's unique First name, Last name and email.' Below this are three input fields: 'First Name', 'Last Name', and 'Email'.

Choose **Participant**.

The 'Registration' form is a modal window with a close button (X) in the top right corner. It contains a 'Registration' section with a note: 'Select registration type.' Below this is a 'Registration options' section with a radio button and the label 'Participant'.

Name your personal fundraising page.

We recommend using your first and last name and NOT using your team name.

Add your personal fundraising goal and customize your personal URL link.

You can also add a **Donation** to your registration here.

The 'Personal Fundraising Page' form is a modal window with a close button (X) in the top right corner. It contains a 'Personal Fundraising Page' section with a note: 'Enter details to setup your unique participant page. You can call this whatever you like, but we suggest your first and last name.' Below this are two input fields: 'Personal page name' and 'Goal' (with a placeholder 'e.g. \$5,000'). Below these is a 'Name Your Personal Page Link' section with an input field (with a placeholder '/page/'). Below this is a 'Donate now to kick start your personal page.' section with a note: 'Donating to your personal page earns you a fundraising badge. Those that kick start their own page typically raise 75% more!' Below this is a '\$0' section with a row of buttons for '\$25', '\$50', '\$100', '\$200', and '\$500'.

Click the **Waiver** box to read and accept the waiver.

Answer the following (optional) questions:

How many runs have you participated in?

Year of birth

Are you interested in volunteering?

**Are you a cancer survivor or currently in treatment?**

If YES, you will be prompted to add a shirt size; we'd love to honour you with a complimentary red Terry's Team Run shirt.

Add your phone number.

**Please share your #NoMatterWhat story with us.**

We love to know your why for participating in the Run.

Please take a moment to share your story with us.

The 'Additional Questions' form is a modal window with a close button (X) in the top right corner. It contains an 'Additional Questions' section with a note: 'Waiver View'. Below this is a dropdown menu for 'How many Terry Fox Run's have you participated in?' with a 'Select option' label. Below this is an input field for 'Please share your year of birth:'. Below this is a section for 'Are you interested in volunteering?' with a radio button and the label 'Yes, please contact me.'. Below this is a section for 'Are you a cancer survivor or currently in treatment? Join Terry's Team!' with a radio button and the label 'Yes'. Below this is an input field for 'Telephone' with a placeholder '(000) 000-0000'. Below this is a section for 'Share your #NoMatterWhat message with us. You will be entered to win 1 of 13 limited-edition 2024 shirts!' with a text area. At the bottom right are 'Cancel' and 'Save' buttons.

**Questions? Reach out to us at [teams@terryfox.org](mailto:teams@terryfox.org) and we will help you out!**

# Team Captain Registration Guide

On the Summary Page, you can add additional members to your team.

To add participants, click on **+ Add Registrant**.

Once complete, click **CONTINUE**.

The screenshot shows the 'Registration' page. At the top, it says 'You are registering to Toronto - Wilket Creek Terry Fox Run.' Below this is a 'Change' button. A participant list shows 'JP Julie Purkis' with '\$0 Raised of \$0' and a 'Remove' button. Below the list is a 'Register to join JP' section with '1 registrant(s)'. There is an 'Add registrant' button and a dropdown menu showing 'Team Captain Name' with email 'jpurki@me.com' and 'Participant --'. At the bottom, there are 'Cancel' and 'Continue' buttons, with a total of 'Total (1 item) \$0.00'.

Buy Terry Fox Run shirts!

Click **+ Add** next to 2024 Terry Fox Apparel.

Note that all purchases made here and through the teams shop will be added to your team fundraising totals!

The screenshot shows two sections: 'Registrations' and 'Summary'. The 'Registrations' section has an 'Add more' button and shows '1 items' with a list containing 'Participant Julie Purkis'. Below this is a '2024 Terry Fox Apparel' item with an 'Add' button. The 'Summary' section shows '1 x Registration Participant' for '\$0.00' and a 'Total' of '\$0.00 CAD'.

You can **Donate** to your team or to the Run site fundraiser by entering an amount in the appropriate box.

The screenshot shows the 'Donation' page. It has two main sections: 'To personal pages' and 'To fundraiser'. The 'To personal pages' section has a sub-header 'Donate now to earn a badge and kick start your personal page.' and a dropdown menu showing 'Julie Test' with a '0' input box. The 'To fundraiser' section has a sub-header 'Your support will go to the general fund.' and a dropdown menu showing 'Toronto - Wilket Creek Terry Fox Run' with a '0' input box.

Finally, fill out your contact information.

If you have made a purchase or donation, you will also have to confirm billing information if it is different from your mailing address.

Press **Complete**.

**YOUR TEAM IS NOW REGISTERED!**

The screenshot shows the contact and billing information form. It starts with a 'Telephone' field with '(000) 000-0000'. Below is the 'Your Information' section with a checkbox 'I am filling this form on behalf of an organization or company'. There are three input fields for 'Title', 'First Name', and 'Last Name'. The 'Billing & Mailing address' section has four input fields: 'Street Address' (100 Main Street Unit 1), 'City', 'State / Province' (Ontario), and 'Country' (Canada). There is also a 'ZIP / Postal Code' field. A checkbox 'My mailing address is the same as billing' is checked. At the bottom, there is an 'I'm not a robot' checkbox and a reCAPTCHA logo. Below that is a line of text: 'By submitting this form, I agree to the Terms & Conditions and acknowledge that I have read and understand the Privacy Policy.' and a red 'Complete' button.

**Watch your inbox for confirmation emails from the Terry Fox Organization for information on logging into and managing your account.**