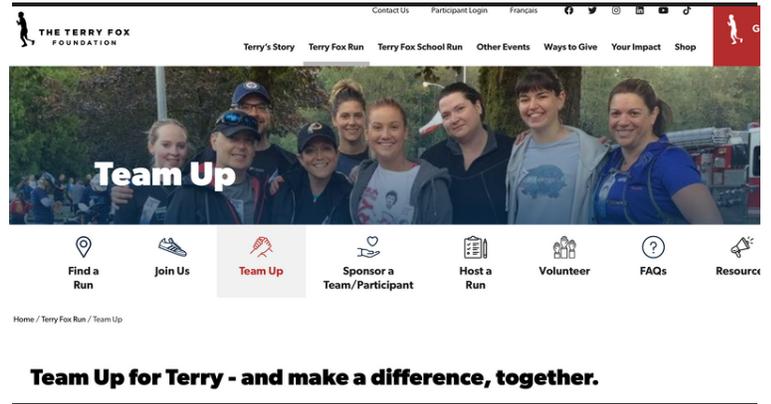# Team Captain Registration Guide
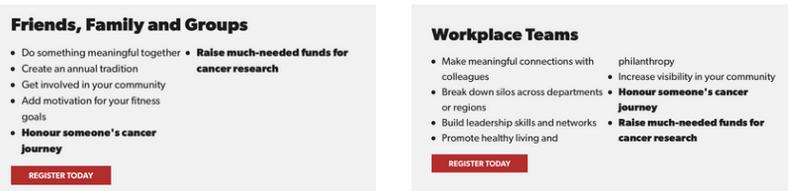## Steps to Registering Your Team for the Terry Fox Run

Visit terryfox.org/terry-fox-run/teams/

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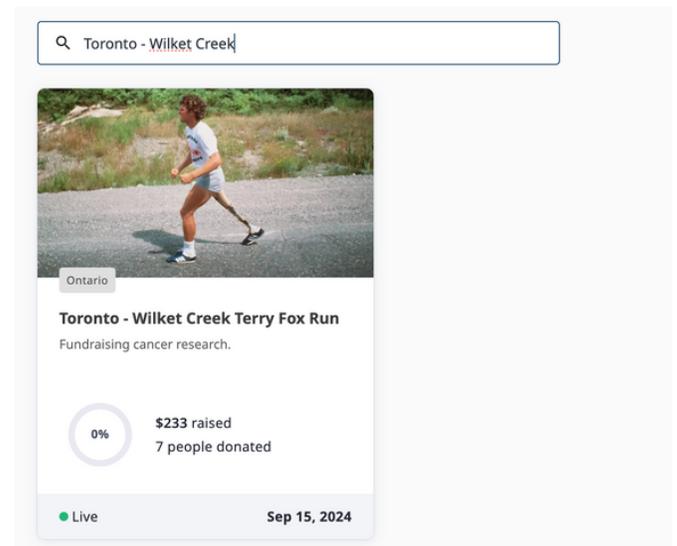Friends, Family and Groups OR Workplace Teams

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.

Clik on the NAME of the Run site.

Questions? Reach out to us at 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.

Registration

Please choose one of the options below:

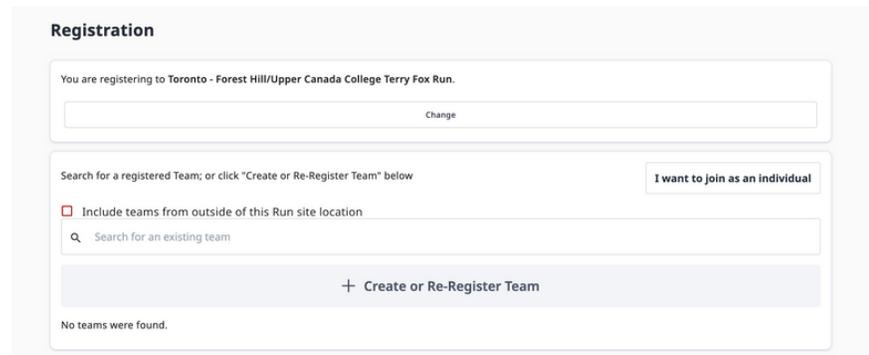Create or Join a Team | Register as an individual

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

Registration

You are registering to **Toronto - Forest Hill/Upper Canada College Terry Fox Run**.

Change

Search for a registered Team; or click "Create or Re-Register Team" below | I want to join as an individual

☐ Include teams from outside of this Run site location

🔍 Search for an existing team

\+ Create or Re-Register Team

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 and we will help you out!

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.

Choose 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.

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.

Questions? Reach out to us at teams@terryfox.org and we will help you out!

On the Summary Page, you can add additional members to your team.
To add participants, click on + Add Registrant.

Once complete, click CONTINUE.

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!

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

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