

## Guide to Create Your Team

- 1 As the community leader, you will create the team your community can join. Select **“Register Now!”**



- 2 Enter your information to create your user account (orange) or log in if you have participated in one of or events before (purple). Then select **“Continue to Next Step”** (green).

### Get Started

A screenshot of the "Get Started" registration form. At the top, there is a section titled "Have you been here before?" with a user icon and a link "Login to your account" circled in purple. Below this are several input fields: "First Name" (with "Richardson" entered), "Last Name" (with "Richardson" entered), "Email Address" (with "youremail@provider.com" entered and circled in orange), and "Create Password" (with masked characters and a "Show" link). A "Privacy" link is also visible. At the bottom of the form, there is a blue button labeled "CONTINUE TO NEXT STEP" circled in green, and a red "Cancel" link next to it.

*[continued on next page]*

- 3 Select the **Team Type** that best reflects your community (orange) and then select “Continue to Next Step” (green).

## Registration Type

Participant Type • Team Captain

Role • Create a Team

Team Type •

- Chapter/Club  
Selecciona para Comunidad de Solidaridad
- Global Fellows  
Selecciona para Global Fellows.
- Other  
Selecciona para Otro equipo.
- Parish  
Selecciona para el equipo parroquial.
- School  
Selecciona para Equipo escolar.
- Seminary  
Selecciona para Equipo de Seminario.
- University  
Selecciona para el equipo Universitario.

[CONTINUE TO NEXT STEP](#) [Cancel](#)

- 4 Once you select a team type, you will be asked to enter your **Team Name** (orange) and your team **Fundraising Goal** (purple). We encourage you to make sure your team’s name clearly communicates who your group is, and that your goal is realistic while also challenging people. Select “Continue to Next Step.”

Participant Type • Team Captain

Role • Create a Team

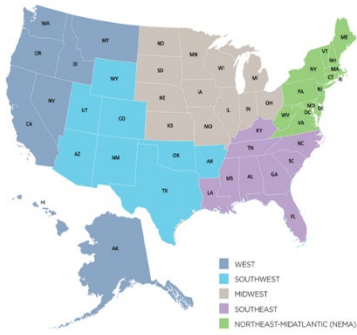
Team Type • **Parish Team (Group)** [Change](#)  
This team allows a group to fundraise together! There are no individual fundraising pages in this team Type.

Team Name • St. Cunegunda Parish, Detroit

Our Team Fundraising Goal • \$ 1000

[CONTINUE TO NEXT STEP](#) [Cancel](#)

- 5 Complete the **Registration Details** section as applicable. If possible, make the first gift for you team to get your team’s fundraising started.



If you are doing this event as part of a Chapter/Club, you will be asked to pick your region. Find your state on the map above to determine your region.

- If possible, **make a donation** (orange).
- **Are you doing this as part of a regional CRS Chapter/Club** (purple)? If yes, select your region in the next question. If you are not a CRS Chapter/Club, answer no.
- Enter in your personal **salutation**—this is because you are team lead (teal).

### Registration Details

Make a Donation •  Yes! I'd like to make a donation toward my team goal.  
 No thanks.

Donation Amount • \$ 25.00  
A minimum contribution of \$5.00 is required.

Are you doing this event as part of a regional chapter/club? Yes

Since you are doing this as part of a chapter, please select your region using the map above. Midwest Region

Salutation Ms.

- Enter the **mailing address** and **phone** for your team (blue). If the team does not have a mailing address, use your address as team captain.
- Select **Continue to Confirmation** (green).

### Address Information

Street 5900 St Lawrence St

Apt/Suite/Other

City • Detroit

State/Province • Michigan

Zip/Postal Code • 48210

Country • United States

Phone • 410-951-7358

Mobile Phone (Optional) 123-123-1234

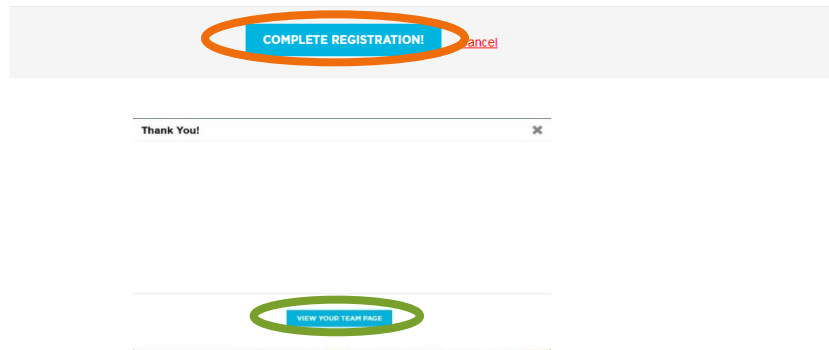
Sign up for text alerts? ⓘ

+ Save & Add Another Participant

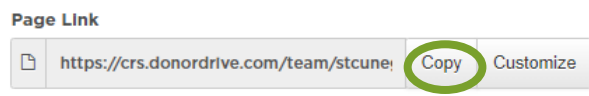
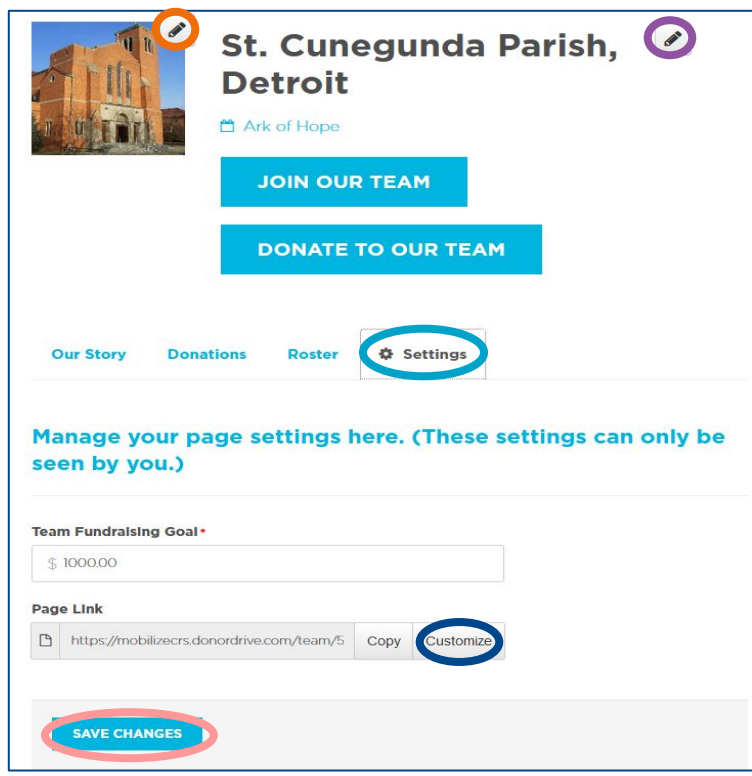
**CONTINUE TO CONFIRMATION**

Cancel

- 6 Confirm your team’s details and then, then select “**Complete Registration**” (orange). When the pop-up box appears, select “**View Your Team Page**” (green).



- 7 Now it is time to customize your team page—this is the page you will be sharing with team members, family, friends and supporters! Select the **pencil icon** to customize your page with a picture that represents your community (orange), edit your name if needed (purple). Select settings on the tab (teal) to get your team link. Note you can also select “**Customize**” (blue) so your team link ends with your community’s name instead of a random ID #. Select “**Save Changes**” (pink). Lastly, select “**Settings**” again (teal) and then select “**Copy**” (green) to copy the team link you want to share!



**Share your Team Link with members of your community!** Consider using social media, email, text, community newsletters, etc., to encourage them to join your team—or they can support your team from afar by making donations to the team or to participants!