

## How to Join a Team

Use this guide for step-by-step instructions on how to join a team for the 2023 Lace Up for Cancer event!

## **Getting Started**

1. Visit: <u>SouthShoreHealth.org/Walk</u>. Then, click on the "Register" box.



2. Then, click on the "Join A Team" box.

START A TEAM	Select this option if you want to start a new team. Become a team captain and get started!
JOIN A TEAM	Choose this option if your team captain has already registered and you want to join them.
WALK AS AN INDIVIDUAL	Select this option if you are interested in walking without a team. You can always join someone else's team later!
DONATE TO A WALKER	Select this option if you would like to support a current registered walker.



3. If this is your first time participating in an event for South Shore Health, click the "Join As A New Participant" box. If you have participated in a past fundraising event at South Shore Health, log in as returning user using your User Name and Password.\*

Returning Participant o	or User Login
* Indicates Required New User	
JOIN AS A NEW PARTI	CIPANT
Returning User * User Name:	
* Password:	
LOG IN	
Email me my login information	

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\*If you can't remember your user name and password, click "**Email me my login information**" and input your email. If you do not see the email with your information in your inbox, be sure to check your spam/junk folder! It sometimes can take a few minutes to receive.

4. In the "Team Name" section, type the name of the team you wish to join, and then click "Search For A Team". Or you can browse all teams by just clicking "Search For A Team".
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	1 Get Started	2	Select Options	3	Provide Details	4	Agree to Terms	5 Revi	iew				
	Start or	Joi	n a Te	eam									
(	* Team Name:	$\mathbf{i}$											
	Company Affilia	ition:											
	Choose an exis	sting co	mpany										~
	SEARCH FO	OR A	TEAM										

5. Once you have hit "Search For A Team" the website will populate team names. Click the teal "Join" box to the right of the team you want to join! If you do not see your team, either the team has not yet been created or the team name was entered incorrectly.

Start or Join a Te	am	
Team Name:		
Company Affiliation:		
Choose an existing company		
SEARCH FOR A TEAM		
Search Results		
Viewing 1-3 of 3 Previous   N	lext	
Sort By:		
		~
Friends of South Shore H	lealth	
Team Captain:	Company:	
Barbara Wahlstrom	South Shore Health	Join
Team Foundation		
Team Captain:	Company:	
Catie Bossa	South Shore Health	Join
Team South Shore Healt	h	
Team Captain:	Company:	
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6. Next fill in your personal fundraising goal and if you would like to donate today. Please note there is no fundraising minimum or registration fee, but a suggested donation of \$25 is appreciated! When finished, click "Next Step" located on the bottom of the page.

1 Get Starte	d 2 Select Options	3 Provide Details	4 Agree to Terms	5 Review	6 Make Payment		
Get Sta Set your perso Indicates R We are glad	<b>rted</b> pnal fundraising goa equired I to have you raising	I <b>I, and if you wish,</b> funds as a:	make a donation	ļ			
Walker - No F There is no regi	ee istration fee, but a sugg	gested donation of \$2	5 is appreciated!				
Your Fundraise \$500.00	ing Soal:						
Suggested Goal: \$	500.00	anation to your fu	draising page?				
© \$25.00	□ Yes	, make this an anor	nymous gift.				
○ \$100.00 ○ \$250.00 ○ \$500.00 ○ Other Prefe	Yes	, you can display th	e amount of my o	lonation publicly	ι.		
○ No Addition	nal Gift						
PREVIOU	S STEP						NEXT STEP

7. Fill out your personal information in the text boxes provided. Any item that has a red (\*) is required to move forward. If you are a returning user, please review the information to ensure nothing needs to be updated.

Registration	
* Indicates Required Please complete the registration form below	
Personal Information	
Title 🗸	
First	
Last	
Employment Information	
Employer:	

Questions? Please email <u>FoundationEvents@southshorehealth.org</u> or call 781-624-8600.

On this page, after you've filled out your Personal Information, you will create your User Name and Password to access your Participant Center. For example, your user name can be your email address. If you are a returning user, you will not see this step and should continue to Step
 Please remember your access information, as you will need it to sign in to your Participant Center in the future.

I	Participant Center Access Information
C	User Name:
	5 to 60 characters
Ć	Password:
	12 to 99 characters
1	Repeat Password:

9. Next, please read the Waiver and Release of Liability and click the box stating you agree with the terms and conditions. Then hit the "**Next Step**" box at the bottom of the page.



10. Review your Registration Summary. If everything is correct, click the "Complete Registration" box at the bottom right of the page. If you need to edit something, click the teal "Edit" next to the section that you need to modify. You can also register other family members before completing by clicking the teal "Register Family Member" button.

## **REGISTRATION SUMMARY**

[Edit]	
Participation Type: Walker	\$0.00
Extra Gift:	\$0.00
	Participant Total: \$0.00
The current total cost is	\$0.00

**11.** You have completed your registration! You will see this page as your confirmation and you will also be getting an email from us.

Start fundraising today with your Participant Center!					
ACCESS YOUR PARTICIPANT CENTER					
ANSACTION SUMMARY					
Total Purchase Amount:	\$0.00				
Fair Market Value:	\$0.00				
Tax Deductible Value:	\$0.00				
Tracking Code:					
GISTRATION SUMMARY					
Participation Type:	\$0.0				
Valker					

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