REGISTRATION 101: TEAMS

TO BECOME A TEAM CAPTAIN:

1. Go to the *Walk for Rice* website: **www.walkforrice.org**.
2. Click on the FORM A TEAM button located directly below the sliding photos.
3. Enter your desired team name and team fundraising goal.
    -   **Create a team name:** Use a company or organization name, or think of something potential teammates can rally around (Clever rice puns encouraged!)
    -   **Set a fundraising goal:** Select an amount that's attainable but challenging – this will help inspire your teammates to push themselves. It's also helpful to think in terms of "per person" totals. For example, if your goal is to raise $2,500, then consider a team of ten, each of whom will raise $250.
4. Click next step to complete the registration information form.
5. Once you're finished, you can set up your **PARTICIPANT CENTER**.
    -   **Personal Page:** Select the tab labeled "Personal Page" to customize your individual fundraising page. From here, you can upload a personal picture or video and edit your page text. When finished, click the "Save" button at the bottom of the page (you can also preview the site).
    -   **Team Page:** Select the tab labeled "Team Page" to customize your team's fundraising page. From here, you can upload a personal picture or video and edit your page text. When finished, click the "Save" button at the bottom of the page (you can also preview the site).

CONGRATULATIONS! YOU'VE SET UP YOUR TEAM AND PERSONAL FUNDRAISING PAGES!

INVITE TEAMMATES:

Once you've created your team, your next step is to invite teammates to join you and register themselves. Paste the following instructions into an email to potential teammates:

TO JOIN THE TEAM:

1. Go to the *Walk for Rice* website and search for a team by clicking **here**.
2. Type in the name of the team you'd like to join and click "Search for a team"
3. Find the team name you'd like to join and click "Join."
4. Complete your registration information, including setting an individual fundraising goal.
5. Once you're finished, you can set up your **PARTICIPANT CENTER**. Click on the "Access Participant Center" button and select the tab labeled "Personal Page" to customize your individual fundraising page. From here, you can upload a personal picture or video and edit your page text. When finished, click the "Save" button at the bottom of the page (you can also preview the site).

REGISTRATION 101: INDIVIDUALS

These instructions are for *Individuals* who are NOT part of a team
Follow this process if you would like to sign up to fundraise for *Walk for Rice* as an individual. If you have any questions or problems, email **events@acrs.org** or call (206) 695-7551.

TO REGISTER:
1. Go to the *Walk for Rice* website: **www.walkforrice.org**.
2. Click on the REGISTER HERE button located directly below the sliding photos.
3. Set your personal fundraising goal and complete the registration information form by selecting next step at the bottom.
4. Once you're finished, you can set up your **PARTICIPANT CENTER**. Click on the "Access Participant Center" button and select the tab labeled "Personal Page" to customize your individual fundraising page. From here, you can upload a personal picture or video and edit your page text. When finished, click the "Save" button at the bottom of the page (you can also preview the site).

CONGRATULATIONS! YOU HAVE NOW SET UP YOUR FUNDRAISING PAGE!