Chapter 2: Sign Up

- Start a New Team
- Bring Back a Returning Team
- Join a Team
- Register as an Individual

Start a New Team

1. Visit your event website.

2. Click on the **Join/Sign Up** button (button verbiage may vary based on program)

3. You will be asked to create / log in to your Society Account (see previous section for more info on Society Account)

4. Once you have logged into the website, click the **Start a New Team** button.

5. Enter information about the team you are creating before clicking **Next**:
   - Name your team
   - Select if your team is affiliated with a company or organization

If you have any questions, please open an event support case
6. If you would like to make a donation to kick start your fundraising, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **Not right now**.

7. Complete the **Registration Form** with your personal information.

   *If you are a returning participant, this information should be completed for you. Please be sure to check that all fields are updated for the current year.*

8. If your registration includes a fee, or if you chose to make an additional donation, you will be asked for billing information.

9. Once finished, click **Complete**.

10. **Your registration is complete.** Welcome to your dashboard!

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*If you have any questions, please open an [event support case](#)*
Bring Back a Returning Team

1. Visit your event website.

2. Click on the Join/Sign Up button (button verbiage may vary based on program)

3. You will be asked to create / log in to your Society Account (see previous section for more info on Society Account)

4. Once you have logged into the website, click the Start a New Team button.

5. The system will recognize if you were a member of a team last year and ask if you want to bring it back!

6. Identify whether you would like to lead the team as captain or join the team as a member. Either selection will bring the team back!
   a. If you choose to join the team as a team member, each team member who registers will be asked to lead or join until someone selects to lead the team.

If you have any questions, please open an event support case
7. If you would like to make a donation to kick start your fundraising, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **Not right now**.

8. Complete the **Registration Form** with your personal information.

   *If you are a returning participant, this information should be completed for you. Please be sure to check that all fields are updated for the current year.*

9. If your registration includes a fee, or if you chose to make an additional donation, you will be asked for billing information.

10. Once finished, click **Complete**.

11. Your registration is **complete**. Welcome to your dashboard!
Join a Team

1. Visit your event website.

2. Click on the **Join/Sign Up** button (button verbiage may vary based on program)

3. You will be asked to create / log in to your Society Account (see previous section for more info on Society Account)

4. Once you have logged into the website, click the **Join a Team** button.

5. To find the team you wish to join, start typing the team name. All the teams that have registered on the website will appear in a list. Select the team you wish to join. Then click Next.

*If you have any questions, please open an event support case*
6. If you would like to make a donation to kick start your fundraising, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **Not right now**

7. Complete the **Registration Form** with your personal information.

   If you are a returning participant, this information should be completed for you. Please be sure to check that all fields are updated for the current year.

8. If you chose to make an additional donation, you will be asked for billing information.

9. Once finished, click **Complete**.

10. **Your registration is complete.** Welcome to your dashboard!

*If you have any questions, please open an event support case*
Register as an Individual

11. Visit your event website.

12. Click on the **Join/Sign Up** button (button verbiage may vary based on program)

13. You will be asked to create / log in to your Society Account (see previous section for more info on Society Account)

14. Once you have logged into the website, click the **Join as an Individual** button.

*If you have any questions, please open an [event support case](#)*
15. If you would like to make a donation to kick start your fundraising, select a gift value or enter a different amount. If you would prefer not to make a donation during your registration, select **Not right now**.

16. Complete the **Registration Form** with your personal information.

   *If you are a returning participant, this information should be completed for you. Please be sure to check that all fields are updated for the current year.*

17. If you chose to make an additional donation, you will be asked for billing information.

18. Once finished, click **Complete**.

19. **Your registration is complete.** Welcome to your dashboard!