

How to Create a Team

1. Go to the link: www.karmanos.org/detroitraceforthecure
2. Click on the pink button titled "Register Now".
3. You will be taken to the Race registration Welcome Page. Read. Click on the "Continue to Register" button.
4. You will be taken to the Active.com registration site. Click on the Green Button titled, "Team Captains – Create Your Team".
5. A new page will appear titled, "Online Registration."
 - a. Two Login Options will be listed: "Option A" and "Option B."
 - b. If you registered for the Komen Detroit Race thru the Active system in the past, you have an account. Your login is your email address.
 - c. If you forgot your password, click on "forgot your password" and you will receive an email with a link that will allow you to access your account. The link is good for 6 hours, please be prompt in your response.
 - d. If you need to create an Active Account, choose "Option B" and follow the instructions.

Please remember your login and password as you will need it to access your team information center to view your roster, email your teammates and so on.

6. Once you have created your Active Account and saved it, or you have logged in with your existing Active Account, the "Team Creation" page will appear.
7. Please enter in the information requested.
 - ◆ Do not start your team name with the words: "Team", "A", or "The".
 - ◆ Do not use commas or quotation marks in the title.
 - ◆ Do not use all lower case.
8. Click on Save.
 - a. Your "Team Center" will then appear. You have the ability to
 - i. Invite others to join your team.
 - ii. View your team roster.
 - iii. Email team members.
 - iv. Update your team information.
 - v. Edit your team fundraising page.
9. Remember to register yourself after you create the team. After you register yourself you will receive your personal donation page. This is the preferred link when soliciting online donations.
10. We strongly recommend that all teammates use their personal donation page (received after online registration on the team) when soliciting online donations. All donations made to their personal donation page will also feed into your team donation total. This allows everyone on the team the opportunity to collect individual incentives as well as helping the team total.

If you have any questions or issues, please contact Active's Customer Support Team at: givingsupport@active.com or 877 228 4881.