

Registering for a Team Step by Step

Instructions for Team Members to Register & Join a Team

Your team has already been created! Now all you need to do is tell your team members how to register for the event and join your team.

1. Go to www.karmanos.org/detroitraceforthechcure and click on the "Register Now" link
2. Click on the green button labeled "Register Now!" on the next screen.
3. Login with your Active user ID and password (you have one if you registered online for the Race in 2008)

Your login is your email address. If you forgot your password click on "Forgot your Password" and it will be emailed to you.
4. If you do not have a MyActive account choose option B and create one. Click on new account and follow the instructions.
5. Once logged in select "Team Member Registration" (unless your are registering for the Ford or Compuware teams)
6. Select your registration category and age group, agree to the waivers and push "Continue."
7. Once in the registration form you can join your team. A list of all teams is displayed in a pull down bar at the top of the registration form – select your team from this list. REMEMBER TO CLICK OFF OF THE TEAM YOU SELECT SO YOUR TEAM NAME IS SHOWING IN THE DROP DOWN BOX.

The screenshot shows a web form titled "REGISTRATION". On the left, "Registration Steps" are listed: "1. Accept Waiver" and "2. Select a Team". A red arrow points to the "Running Buddies" team in a dropdown menu. Below the dropdown is the "PARTICIPANT INFORMATION" section, which includes a note: "(* indicates required information)". The form fields are: "Team Password: (if required)", "First Name: *", "Middle Name:", "Last Name: *", "Gender: *" with radio buttons for "Male" and "Female", and "Birthdate: *" with dropdown menus for "MM", "DD", and "YYYY".

8. Continue registering by filling out the rest of your registration form. Skip "Team Password," it is not required Push continue, enter in your payment information and push "Pay Now".
9. If your company is paying for your team members' registrations, please contact your team captain for the coupon code. Enter the code (code is case sensitive) in the box next to the words "Coupon Code" and click on Redeem. This will reduce your payment due and your company will be billed for your entry.
10. Upon registering 2 emails will be sent to you:
 - a. Email Confirmation confirming your registration was successful – keep this for your records
 - b. Email about your personal fundraising page – (a fundraising page will automatically be created for each registrant) this email gives you your fundraising page link and tells you how you can log into your fundraising center.

If you are having difficulty please feel free to contact Active's customer support at 877-228-4881 or support@active.com