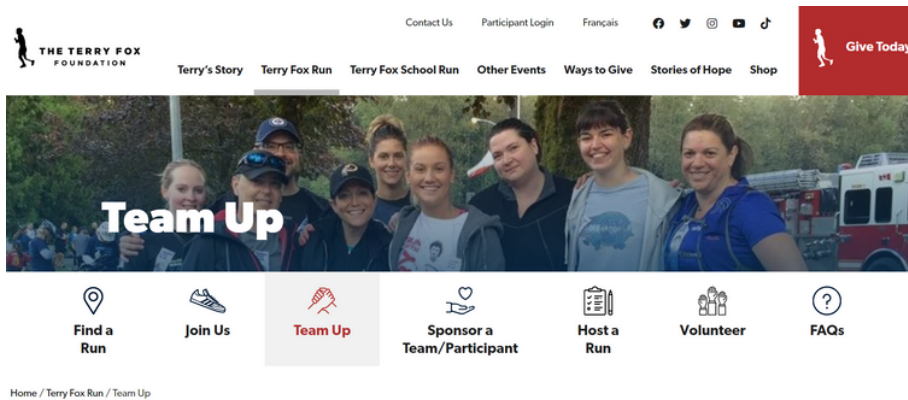


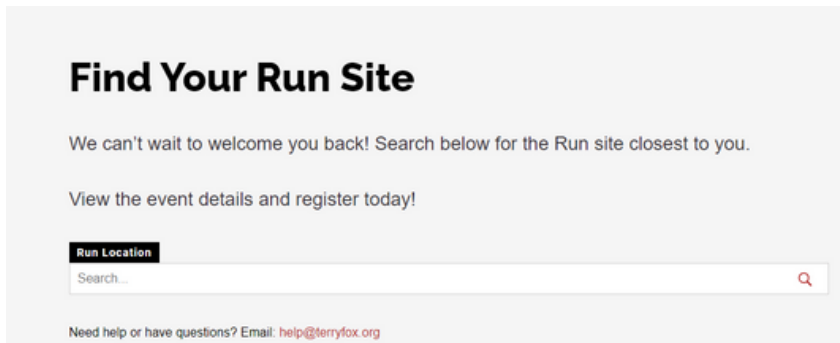


TEAM CAPTAIN REGISTRATION GUIDE

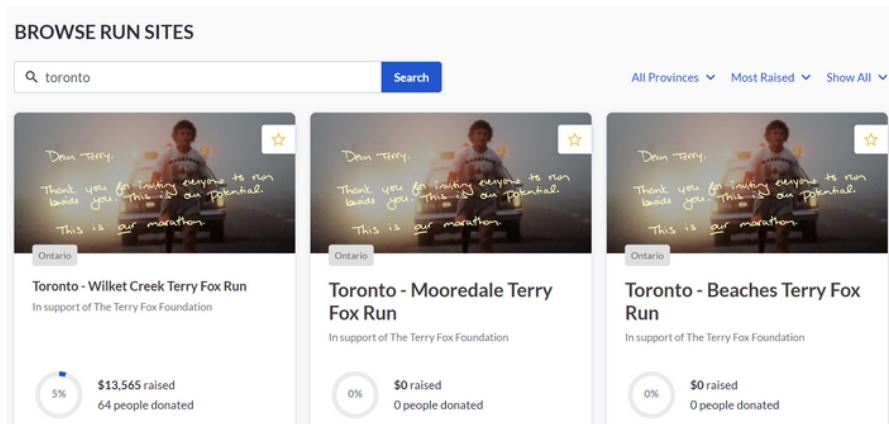
How to Register your Team for the 2023 Terry Fox Run



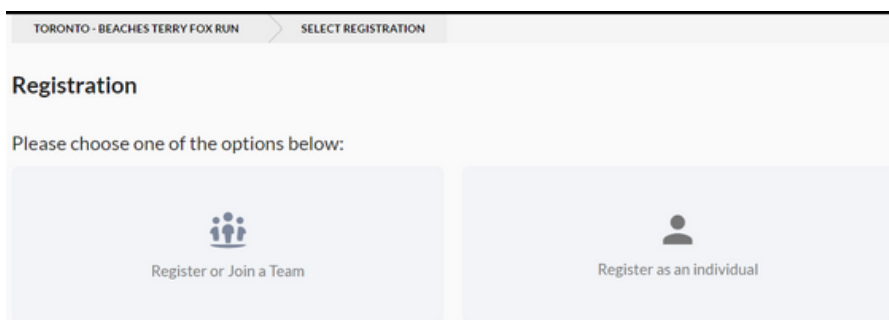
1. Visit terryfox.org/teams. Scroll down and click on the red [Register Today](#) button.



2. You will be prompted to search for your Run site, whether you will be participating in-person or virtually.



3. Click on the page to see the details of that Run site, including the time, location, and route details. To register yourself and your Team, select [Register](#).



4. Select [Register](#) or [Join a Team](#) to register your Team for the 2023 Run Season.

TORONTO - WILKET CREEK TERRY FOX RUN > SELECT REGISTRATION

Registration

You are registering to Toronto - Wilket Creek Terry Fox Run.

Search for a registered Team; or click "Create or Re-Register Team" below

Include teams from outside of this Run site location

5. If you were joining someone else's 2023 Team, you could search/select it here. Otherwise, select **+ Create or Re-Register Team** (even if you are a Returning Team Captain).

Team name Goal

Name Your Team Page Link

Set your own web address for your team page. Only use letters, numbers and dashes.

What type of team are you forming? (required)

If your team is dedicating its participation in the Terry Fox Run this year, please indicate whether the dedication is in memory or in honour of an individual

Please provide the name of your honoree:

Has your team registered in past years? (required)

Yes No

If yes, was this the team name used?

Are you a new or returning Team Captain? (required)

Share your reason for forming a Terry Fox Run team (Max. 255 characters)

Interested in bulk or customized t-shirts for your Team? If yes, the Teams Department will follow up with a Teams Merchandise order form.

Yes, please send me an order form.

6. You will be prompted to fill in the following questionnaire for your Team:

- a) Team Name
- b) Team Fundraising Goal
- c) Customize your Team Page Link
- d) Team Type
- e) Dedication - who you are participating in memory/in honour of
- f) If you are a New or Returning Team
- g) If you are a New or Returning Team Captain
- h) Team Story - we'd love to know why you are Teaming Up For Terry
- i) Request information about bulk/customized t-shirt orders

Click Create.

Registrant Details

Details
Enter registrant's name and email.

First Name Last Name

Email

Registration
Select registration type.

Registration options Participant FREE

7. The next page is for your inputting your personal information. Select Participant under the Registration section.

Personal Fundraising Page

Enter details to setup a personal fundraising page.

Personal Fundraising Page
 Create your personal page to be shared with your community.

Personal page name

Goal

Name Your Personal Page Link

Set your own web address for your personal fundraising page. Call this whatever you like. We recommend typing in your first and last name (without a space). Only use letters, numbers and dashes.

Donate now to kick start your personal page.

Donating to your personal page earns you a fundraising badge. Those that kick start their own page typically raise 75% more!

\$25	\$50	\$100	\$200	\$500
Other				

8. Type in a name for your personal fundraising page - we recommend your first and last name (NOT your Team Name). Input your personal fundraising goal, and customize your personal link/URL. You can also add a donation to your registration here.

Waiver [View](#)

How many Terry Fox Run's have you participated in?

Select option

Please share your year of birth:

Are you participating in-person at the Run site, or virtually?

- In-person
- Virtually
- Not sure

Are you a cancer survivor or currently in treatment? Join Terry's Team!

Yes

Telephone

(000) 000-0000

Cancel

Save

9. Click on the check box beside Waiver to accept the waiver (required). Answer the following optional questions:

- a) How many Runs have you done?
 - b) Year of Birth
 - c) Are you participating in-person or virtually this year?
 - d) If you are a cancer survivor or currently in treatment, we invite you to join Terry's Team. Click Yes, and you will be prompted to choose your t-shirt size: we'd love to honour you with a complimentary Terry's Team Member red t-shirt.**
 - e) Phone Number
- Click Save.

Registration

Team Team

Ms Sophie Malek

\$0 Raised of \$0

Remove

Register to join this team

1 registrant(s)


+
Add registrant



Sophie Malek
 teams@terryfox.org
 Participant
 Free

10. Once on the summary page, you are able to register other Team members. Click on + Add Registrant. Each Team member will need a separate email address. Click Continue.

TORONTO - WILKET CREEK TERRY FOX RUN
 Province: Ontario
 In support of The Terry Fox Foundation
 \$14,565 raised of \$270,000



Summary

1 × Registration
 • Run Participant Free

Total \$0.00 CAD

2023 Terry Fox Apparel (0 items) + Add

Registration SM (1 item) + Add

Run Participant, Sophie Malek (Team captain) ✎ 🗑

[Hide details](#)

11. On the final page, you can order and pay for Terry Fox shirts by clicking **+ Add** next to **2023 Terry Fox Apparel**. If you are looking for bulk and/or customized orders for your Team, email teams@terryfox.org. Shirts purchased here or through the Teams Dept will count towards your Team fundraising totals!

I'd like to donate

\$25	\$50	\$100	\$200	\$500
Other				

Hide my contribution amount

General Information

You're logged in as Ms Sophie Malek. Not you? [Logout](#)

Show my name as

My name ▼

Comment

Comment

12. You can add a donation to your registration by selecting one of the amounts or Other. You can also add a comment to your Team page, which will show up beside your name under 'Participants' on your Team Page.

Your Information

I am filling this form on behalf of an organization or company

Title	First Name	Last Name
Title ▼	First Name	Last Name

Billing & Mailing address

Street Address	City	
Street Address	City	
State / Province	Country	ZIP / Postal Code
Ontario ▼	Canada ▼	

My mailing address is the same as billing

13. The last step is to fill out your contact information, and your billing information if you are purchasing a Terry Fox shirt or making a donation. Review your information, and press **Complete**. Your Team is now registered!

Complete

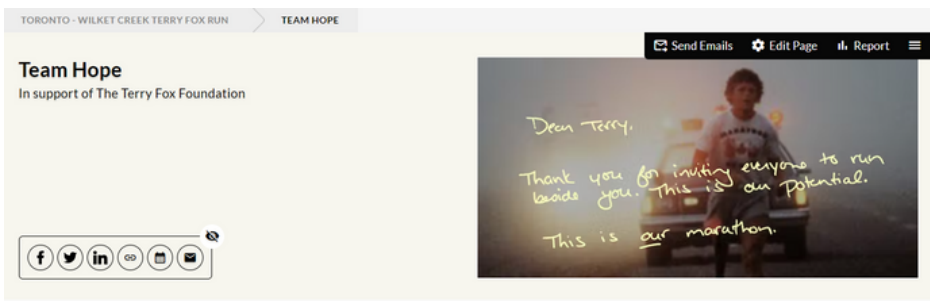
By submitting this form, I agree to the [Terms & Conditions](#) and acknowledge that I have read and understand the [Privacy Policy](#).

Click on the button below to set your password, access your page, and get started!

Manage My Page

Once on your page, go to your "Mailing List" in the menu (found to the right of "Edit" and "Report") to add your contacts and send donation emails. In your "Mailing List", you will find some prepared email templates that you can use when you click on "Create New Campaign."

14. You will receive two confirmation emails. The first will thank you for your support. The second will include a link for you to confirm your email, which will prompt you to set your password. Once that's done, you will be able to edit/manage your Team page.



Team Hope
In support of The Terry Fox Foundation

Edit team [Close]

Details

Name

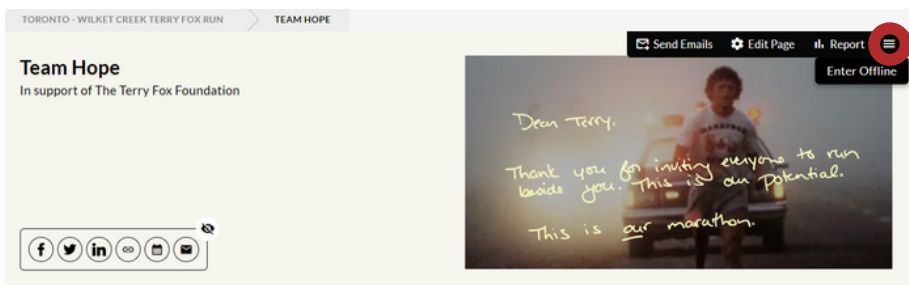
Team goal

Name Your Team Page Link

Set your own web address for your team page. Only use letters, numbers and dashes.

15. Once logged in, you can post directly on social media by clicking the circular icons. Click on the Edit button at the top right to customize your page. You can:

- a) Add a photo
- b) Add your Team Story
- c) Edit your Team information, including your fundraising goal, Team Name, and Team Link



16. You can also email supporters and see your donations ("Report"). Looking to enter cash or cheque donations? Click on the three small lines ("hamburger menu") input your offline donations.

Wishing you a successful Run Season!

Questions? Contact us any time at teams@terryfox.org

