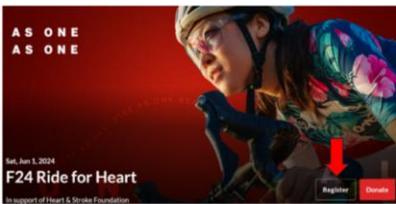




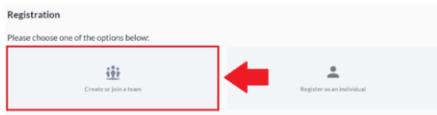
Ride for Heart

How to create a Ride for Heart team:

1. Go to www.rideforheart.ca and click **Register** at the top right of the page.



2. Click the **Create or join a team** button on the right.



3. Below the search box click **+ Create a team**.



4. This will open a pop-up window where you can enter your **Team name**, your team fundraising goal, and under **Name Your Team Page Link** you can choose a custom webpage name URL of your choice. (Only use letters, numbers, and dashes).

Commented [AH1]: Try it out, but I don't think it lets you use numbers (this may be a new change).

The 'New Team' form includes the following fields and options:

- Team name:** Text input with 'My Ride for Heart Team' entered.
- Goal:** Text input with '\$1,000' entered.
- Name Your Team Page Link:** Text input with '/team/ myrideteam' entered. Below it is a note: 'Set your own web address for your team page. Only use letters, numbers and dashes.'
- Additional Questions:** A dropdown menu with 'General team' selected.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom.

5. Under **Additional Questions** select **General Team** if you are participating with family or community members or pick **Corporate Team** if you are participating in the Corporate Health and Wellness Challenge with your company. If you select **Corporate Team** you will be asked additional questions about your company address and industry.

Additional Questions

Are you a Corporate Team or a General Team? (required)

The dropdown menu shows two options: 'Corporate Team' and 'General Team'. The 'General Team' option is currently selected.

6. Now that we have entered information for your team page, the rest of this registration process is to get your personal fundraising page set, which will be nested into your team. Enter your first name, last name, and email, then select **Registration Option**.

The 'Registrant Details' window is divided into two sections:

- Details:** Contains three text input fields for 'First Name', 'Last Name', and 'Email'.
- Registration:** Contains a section titled 'Registration options' with three radio button choices, all marked as 'FREE':
 - General registration:** 'Get moving on your own or with friends and kids, walk, or run to support of critical heart disease and stroke research.'
 - Corporate Challenge Registration:** 'Now that you have joined your company team, complete your registration for the challenge to take advantage of all our corporate benefits.'
 - VIP Registration:** 'Join our community of VIPs by pledging to raise \$1,000 or more and enjoy exclusive perks as a valued supporter.'

7. Enter the name you would like to appear at the top of your Ride for Heart personal page under **Personal page name**, choose a fundraising goal, and under **Name Your Personal Page Link** add a custom webpage name of your choice.

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

Personal page name: John's Ride for Heart Adventure
Goal: \$ 100

Name Your Personal Page Link: /page/johnsrideforheart

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.

8. If you would like to make the first donation to your page, select from the list of pre-set donation amounts or click **other** to enter a custom total. Under **show my name as**, select how you would like the donation to appear on your page. You can also add an additional message for the donation under **Comment**. If you do not wish to donate, leave this entire section blank and proceed to **Additional Questions**.

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	\$250	\$500
Other				

Show my name as: My name

Comment: Comment

Hide my contribution amount

9. Under additional questions fill out the queries to the best of your ability. If you were referred by a friend enter their email when prompted to include them in our registration and referral contests.

Phone Number: (000) 000-0000

Province: Alberta

Are you under 18 years of age?
 Yes
 No

Are you a heart disease or stroke survivor?
 Yes
 No

Were you referred by someone?
 Yes
 No

Enter the email address of the person who referred you to Ride
myfriend@email.com

Commented [AH2]: Watch the formatting here. Left justify image and text.

10. Click the box to the left of **Agree to waiver** and review. If you agree to the terms, click accept. If you do not agree, you cannot complete your online registration.

Agree to waiver? [View](#)

11. Click **“save”** and proceed to the next page.

Save

12. If you wish to create any additional pages, for example for other employees, click **Add registrant** and complete steps 6-11 with the additional registrant’s information.

The screenshot shows a registration page with a header that says "You are currently registering as an individual. If you prefer to create or join a team, click 'Join Team'." There is a "Create or Join a Team" button. Below the header, it says "Register as an individual" and "1 registrant(s)". There is a button with a plus sign and "Add registrant" text. To the right, there is a card for a registrant with a name, email, and "General registration \$25.00".

13. When you are ready, click **Checkout** at the bottom right.

Checkout

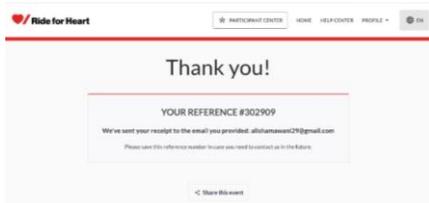
14. Enter the **General information** and **Billing & Mailing address** to proceed.

The screenshot shows two sections of a registration form. The first section is titled "General Information" and contains an "Email" input field. Below it is the "Your Information" section, which has a checkbox for "I am filling this form on behalf of an organization or company". It includes "Title", "First Name", and "Last Name" input fields. The second section is titled "Billing & Mailing address" and contains "Street Address", "City", "State / Province", "Country", and "ZIP / Postal Code" input fields. There is a checkbox for "My mailing address is the same as billing".

15. Enter your personal information as well as your credit card information if you donated, and click **I am not a robot**, then **“Complete”**.

The screenshot shows a reCAPTCHA checkbox with a green checkmark and the text "I'm not a robot". To the right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".

16. You have now created your Ride for Heart personal page and team page. To set your password and make changes to your pages, look for an email from no-reply@crowdchange.co and follow the prompts. If you created pages for other participants, they would receive invitations to manage their pages at the email you signed them up with.



Note: If you participated in Ride for Heart last year, your password remains the same this year, and in future years.