Every Step Helps Build Our Community

Scotiabank Charity Challenge October 16, 2016

2016 Charity Challenge Participant Registration Guide

Charity Challenge Registration for this event must be done through the Race Roster registration form. You can register for the event and create your fundraising profile page at the same time. Please follow the steps below!

Registration for the Event:

1. Go to the STWM website: http://www.torontowaterfrontmarathon.com

2. Click on **REGISTER**

3. Select **'REGISTER NOW'** – This will transfer you to the Race Roster registration form. Click **'Register'** on the left hand tool bar.

4. **Create a Race Roster account by entering your email address and creating a password. This will allow you to log back into your account once you have registered to see your registration information.**
   **If you have already participated in a Canada Running Series event in 2016 you will already have an account, and you can login using your email and the password you created when you registered for that event.

5. **Select event distance.** Once an event distance has been selected, spaces will appear to **fill in Registration Information. Ensure that you select 'I would like to register: Myself'.**

6. In the **Participant Corral** section, **enter expected finishing time** and then **select your corral** based on that expected finishing time.

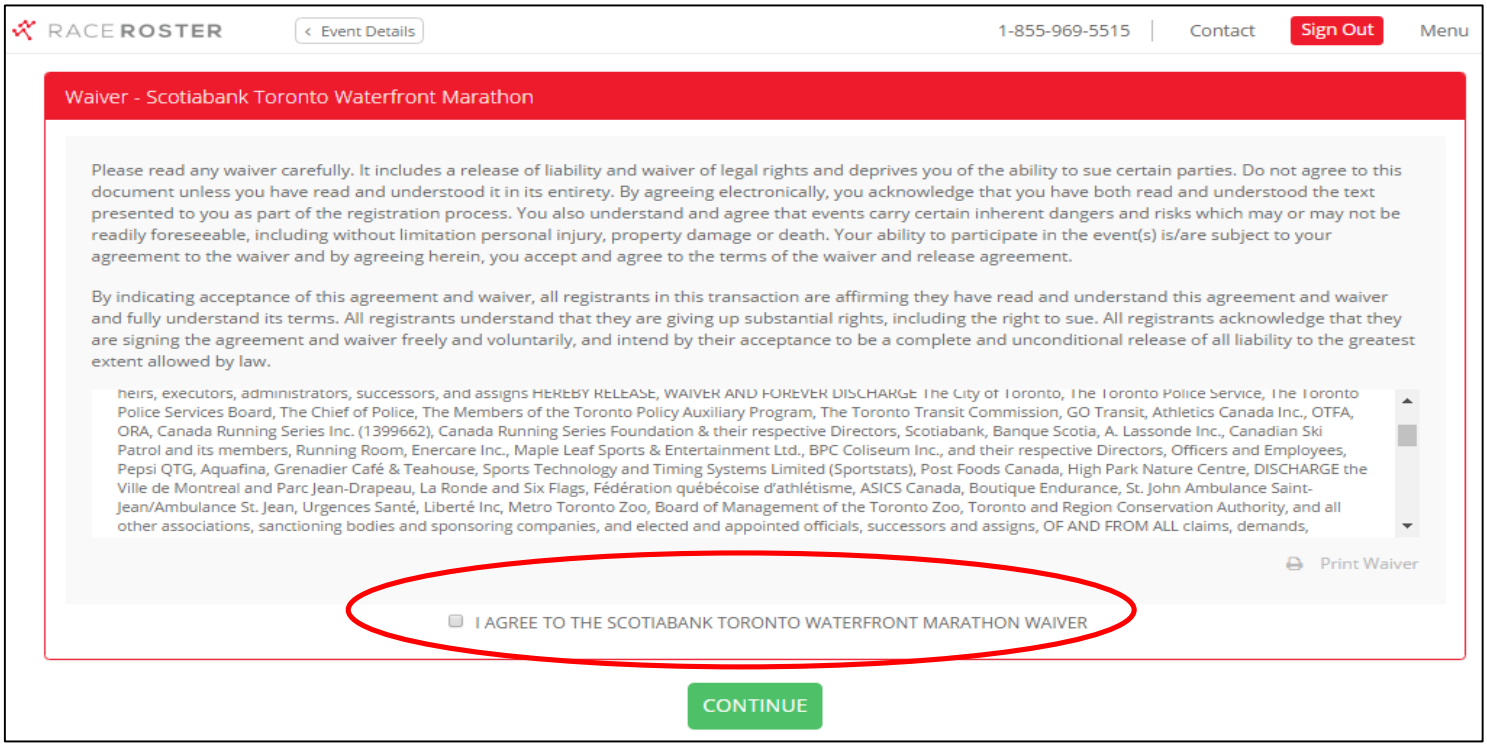
7. **Complete Additional Questions section.**
   **Please note that if you are participating with Nordic Poles, a Recreational Wheelchair or a Guide, you must indicate it in this section

8. Select shirt size in the **Swag & Merchandise** section. **If you wish to purchase an iTab, Post-race Massage or Canadian Running Magazine**, make sure that you slide the bar to 'YES' (automatically says no).

9. **SKIP THE SECTION THAT ASKS FOR A PROMO CODE! THE CHARITY PIN CODE DOES NOT GO HERE. IT CAN BE ENTERED AT A LATER TIME IN THE SCOTIABANK CHARITY CHALLENGE SECTION**

10. Select **CONTINUE TO WAIVER**

11. On the Wavier screen, **please read thoroughly and check the box** beside **'I Agree to the Scotiabank Toronto Waterfront Marathon Waiver.** Select **Continue.**

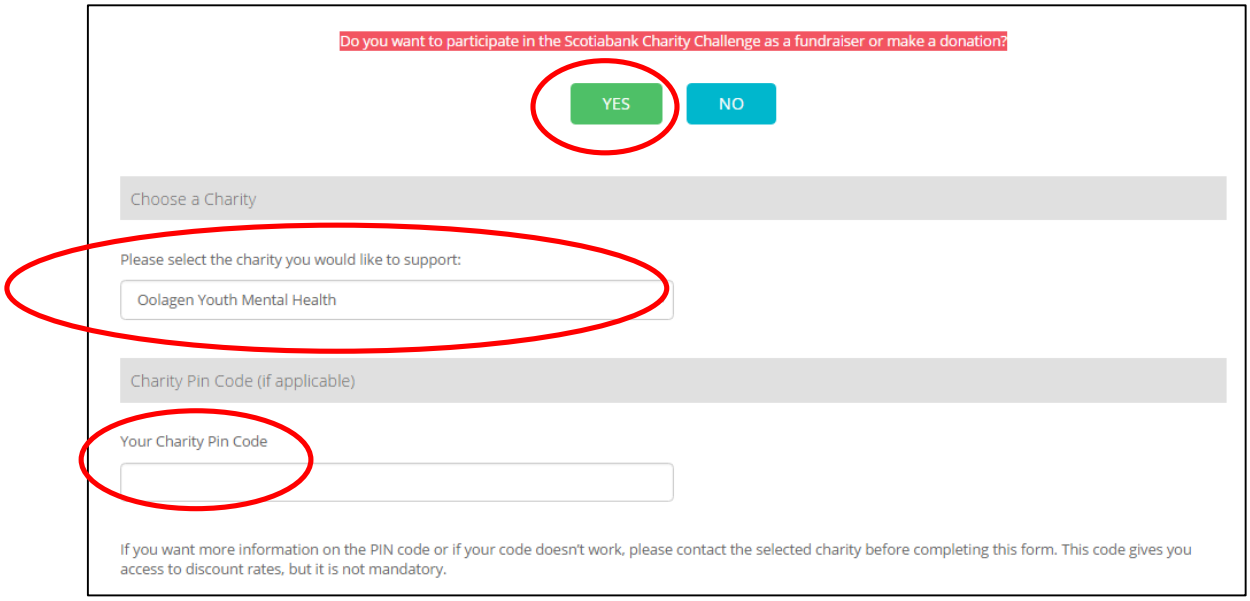


12. In the next section that asks 'Are you a Scotiabank Employee?', select the applicable answer.
**If you are a Scotiabank Employee that wishes to take part in the Scotiabank Charity Challenge, you must select yes in this section

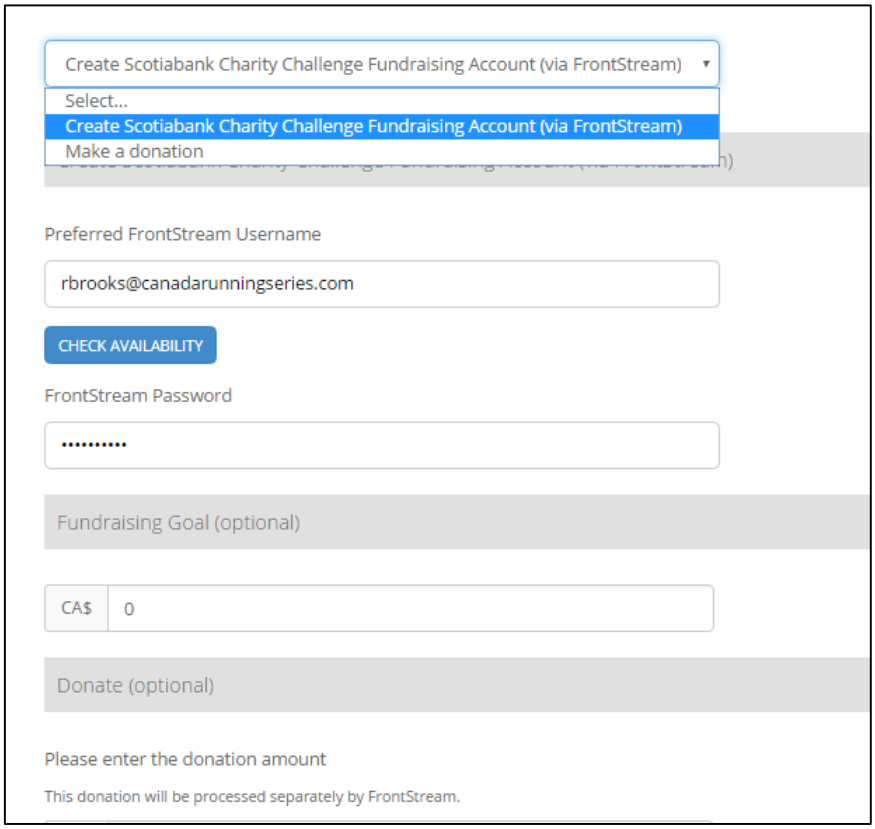
13. In the **Scotiabank Charity Challenge** Section, you must **select 'Yes'** to the question **do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?**

14. **Select your Charity from the drop down menu.** If you charity does not appear, please check the STWM website to ensure that they have been launched in this program
http://www.torontowaterfrontmarathon.com/en/charities.htm

15. **Once a charity has been selected, you can enter your discount Charity Pin Code.**

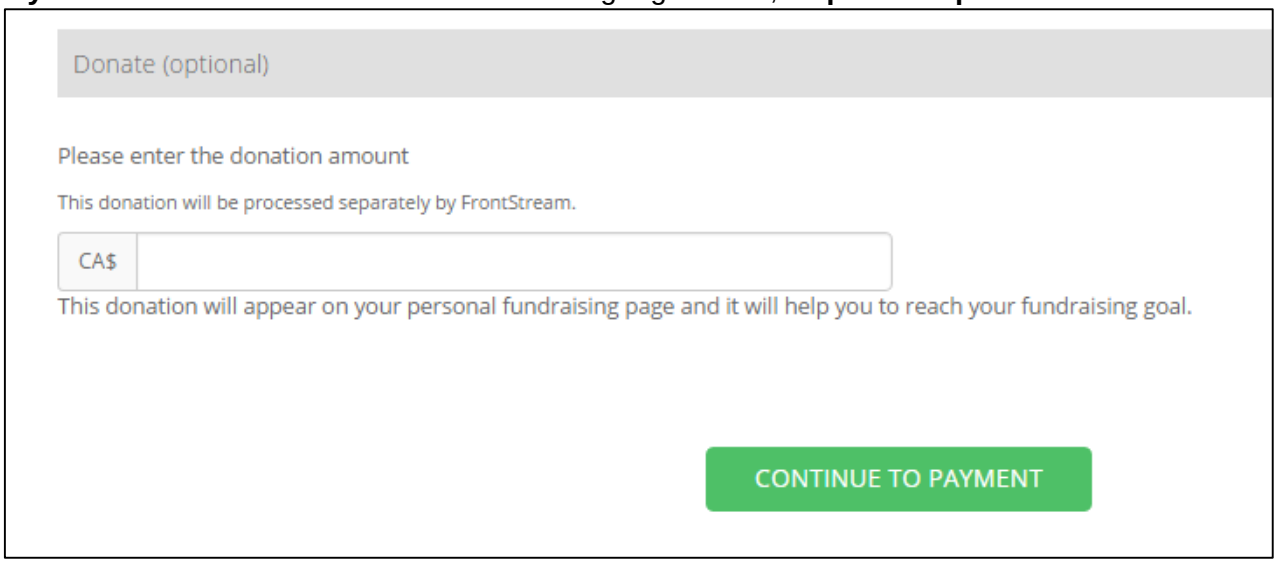


16. To **create a fundraising account** while registering, select **'Create a Scotiabank Charity Challenge Fundraising Accout (via FrontStream).** Create a username and password and entre fundraising goal.



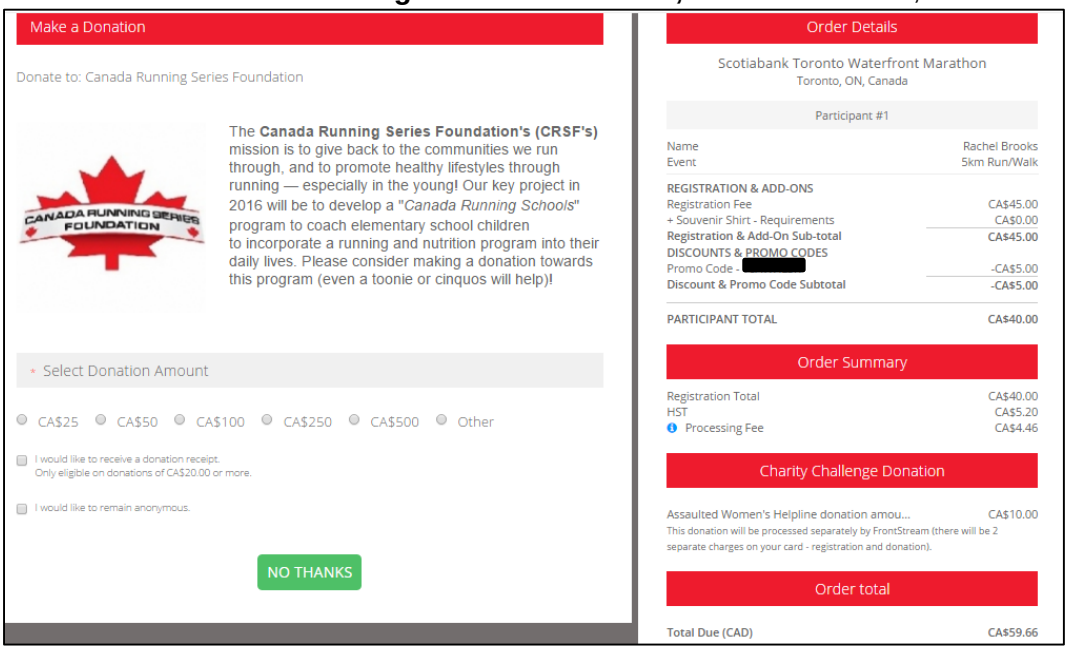
17. To **make a donation during registration**, enter the donation amount in the 'Donation' section at the bottom of this page.
    **Please note that the donation will be processed separately by FrontStream (there will be 2 separate charges on your card - registration and donation).

    If you do not wish to make a donation during registration, **skip this step.**



18. Select **'Continue to Payment'**

19. **Order details** appear on the right hand side of the screen. This will include **your registration, and discounts applied, and any donations made.**
    To **make a donation to Canada Running Series Foundation,** do so here. If not, **select 'No Thanks'**



20. **Fill in payment information and submit order.**

Fundraising for the Event:

Once you have completed your registration, you will automatically be taken to your fundraising page in FrontStream. Alternatively, you can log in and edit your fundraising account using the steps below!

1. To **log in to a fundraising account**, click https://secure.e2rm.com/registrant/startup.aspx?eventid=191494. Enter the **username and password created during registration** in the Scotiabank Charity Challenge section.

2. The **'Home' tab** shows **the message that will appear on your personal fundraising page**. To edit this message, click **'Edit Message'** below the text content. To **add photos and videos**, select **'Add Media'.**

3. The **'Fundraising' tab** will allow you to **change your fundraising goal, email potential sponsors**, **see donations** made to you, **manually enter cash and cheque donations** and more!

4. To **edit any of your personal information** on your fundraising page, select **'Profile'**
   **NOTE – THIS DOES NOT CHANGE THE INFORMATION ON YOUR RACE REGISTRATION, JUST THE FUNDRAISING PAGE.
5. The **'Registration' tab** is **NOT your race registration** – it is stating that you are registered in FrontStream for fundraising.