2018 Scotiabank Charity Challenge Participant Registration Guide

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

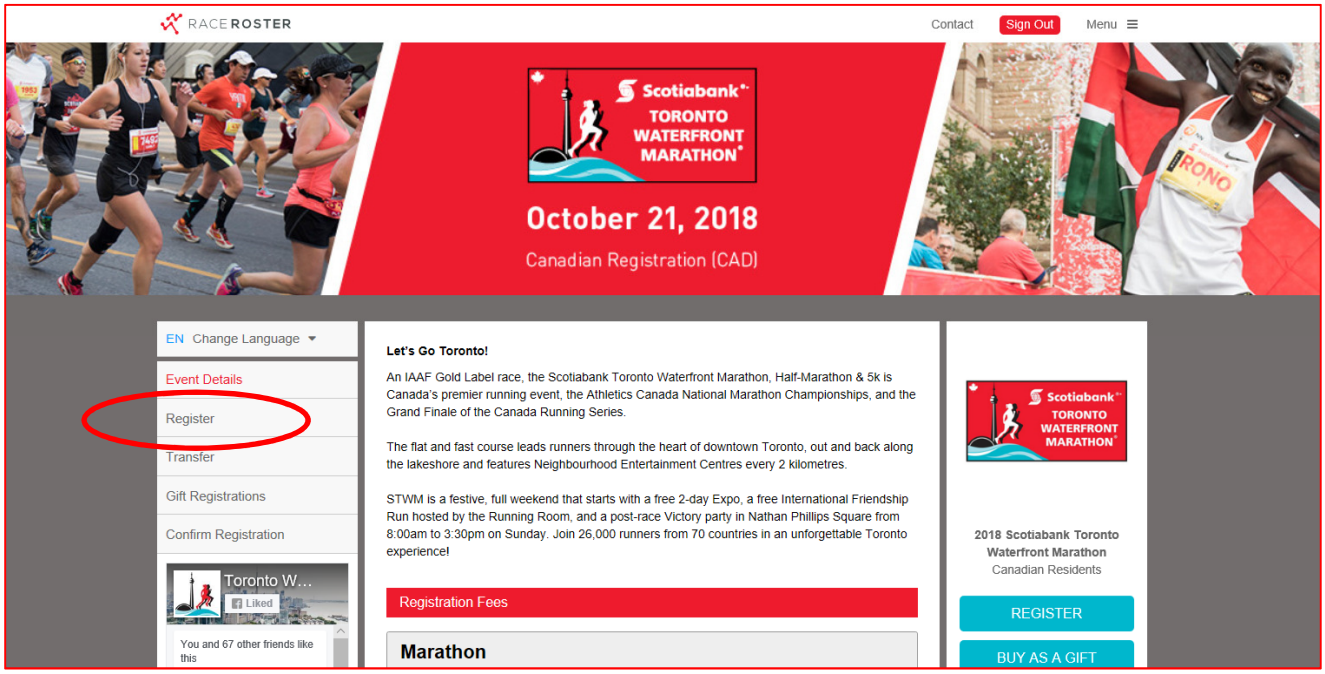
Registration for the Event:

1. Go to the **STWM website**: http://www.STWM.ca

2. Click on **REGISTER**

3. Click on '**RACE ROSTER – CANADIAN RUNNER REGISTRATION**' – This will transfer you to the Race Roster registration form (https://raceroster.com/events/2018/14593/2018-scotiabank-toronto-waterfront-marathon) .

4. Click '**Register**' on the left hand tool bar.



5. **Create a Race Roster account** by entering your email address and creating a password. This will allow you to log back into your Race Roster account once you have registered for the race to review your race registration information.

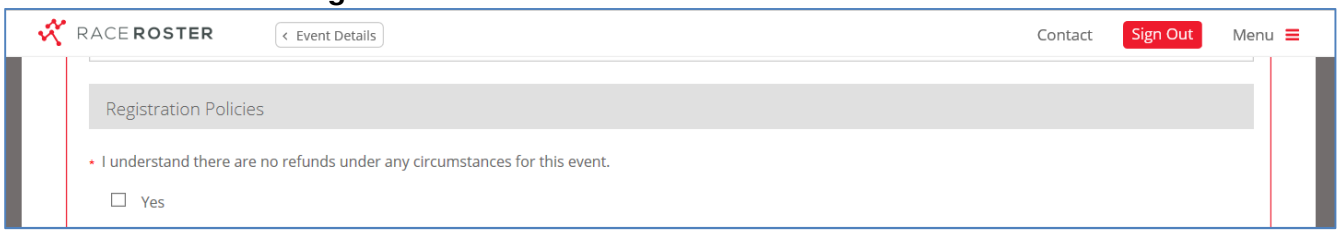
   Note: If you have previously participated in a Canada Running Series event or another event where Race Roster was the registration vendor, then you will already have an account. You can log into Race Roster using your email and the password you had created.

6. **Select Event distance.**
   Result: Fields appear for **Registration Information.**

7. **Is this someone you've registered before?**
   Notes:
   - Select a previous registrant – previous registration info will be pre-populated
   - OR if you are registering a new participant, enter new registration info

8. Complete **Personal information**. (All mandatory fields marked with a *).

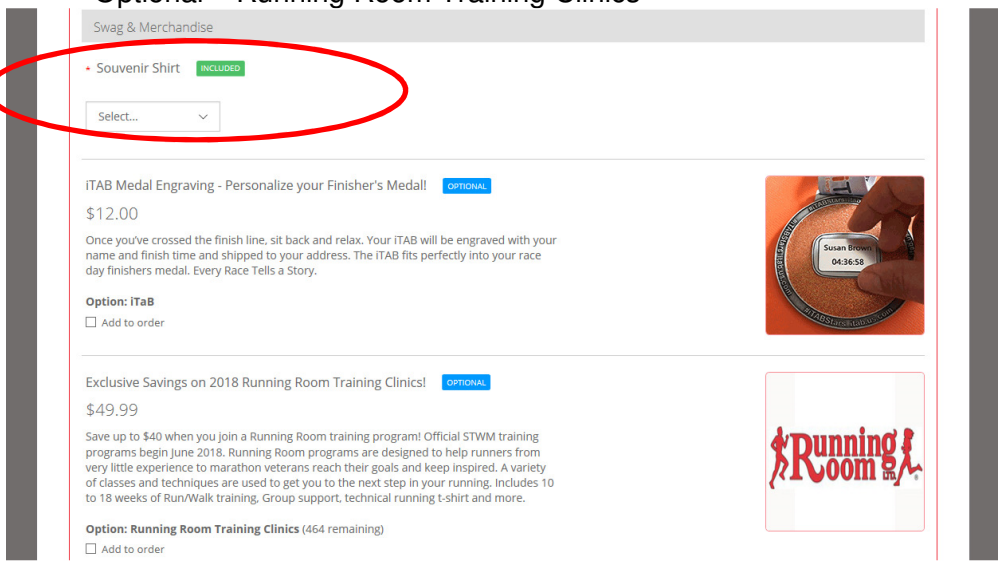
9. Check off '**Yes**' under **Registration Policies**



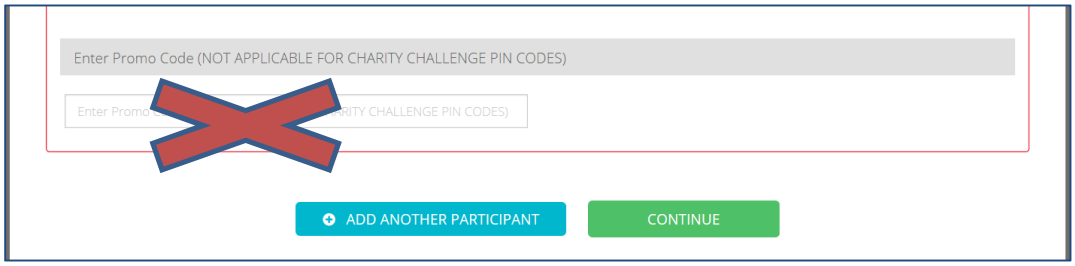
10. Complete **Additional Questions**
    Note 1: Indicate 'Yes' to Will you be participating with a Recreational Wheelchair, if applicable

    Note 2: Corral Time -The start wave that you would like to be placed in (usually based on your anticipated finish time.)

11. Add **Swag & Merchandise** purchases by checking 'Add to order' if desired.
    - Select a size for your **STWM Souvenir Shirt** (included with your race registration)
    - Optional - iTab ($12.00) - An adhesive plate with your finishing time that will be mailed to you post-race to add to your finisher's medal
    - Optional – Running Room Training Clinics



12. **SKIP** the 'Enter Promo Code' field. **THE CHARITY PIN CODE DOES NOT GO HERE. IT CAN BE ENTERED AT A LATER TIME IN THE SCOTIABANK CHARITY CHALLENGE SECTION**



13. Select **CONTINUE** to WAIVER and additional terms

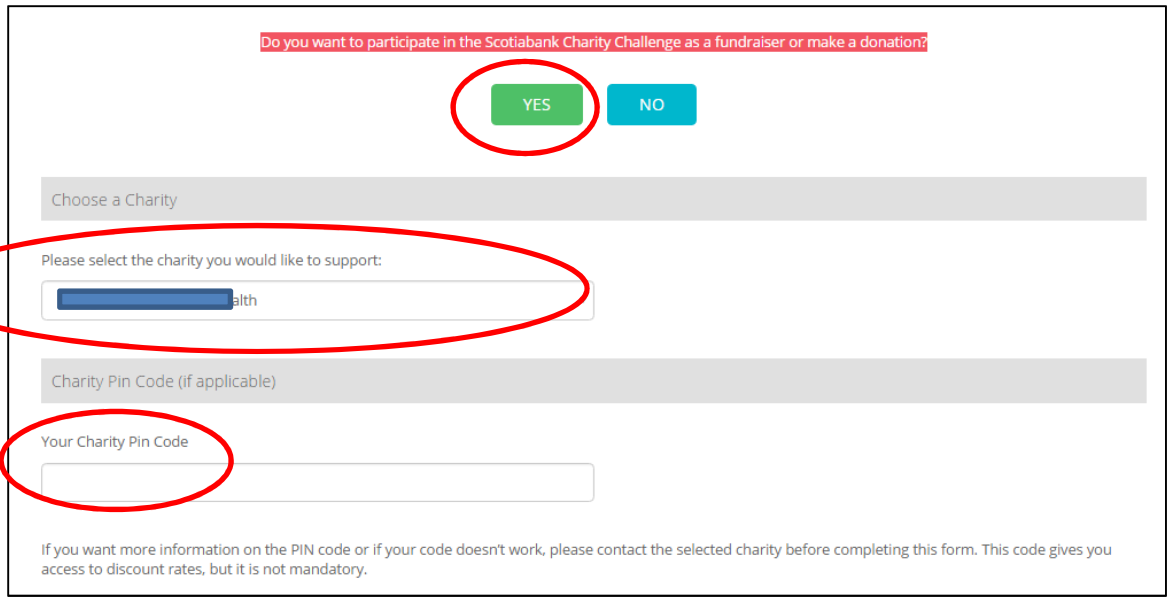
14. On the Wavier screen, **please read thoroughly and check the box** beside '**I Agree to Scotiabank Toronto Waterfront Marathon Waiver – Release Waiver And Indemnity.** Select **CONTINUE.**

15. **Scotiabank Employee Verification** section – Respond to 'Are you a Scotiabank Employee?'
Note: If you are a Scotiabank Employee, you must select yes to participate in the Employee Program, and to receive the associated program benefits.

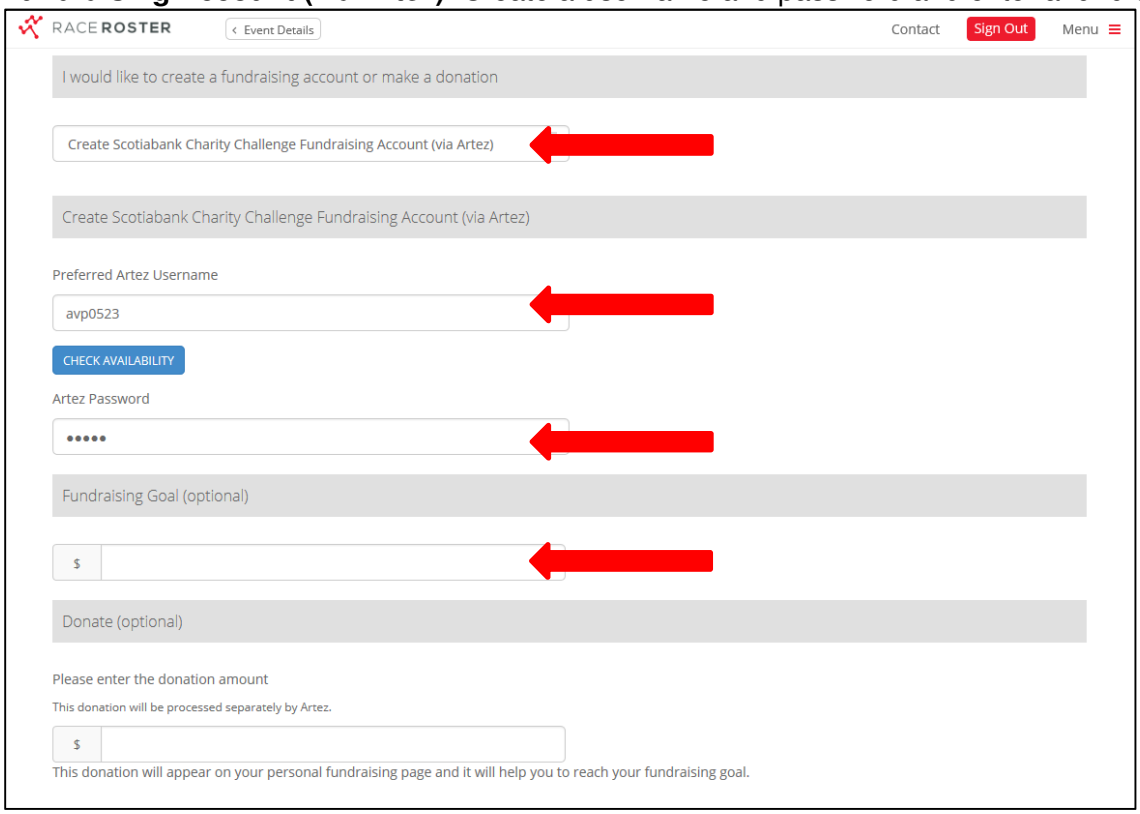
16. **Scotiabank Charity Challenge** section - **select 'Yes'** to the question '**Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?**

17. **Choose a Charity -** Select the Charity you would like to support from the drop down menu.
Note: If your charity does not appear on the list, please double-check the STWM website to ensure that your charity has been launched in this program http://www.torontowaterfrontmarathon.com/community-and-charity/official-charities/

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

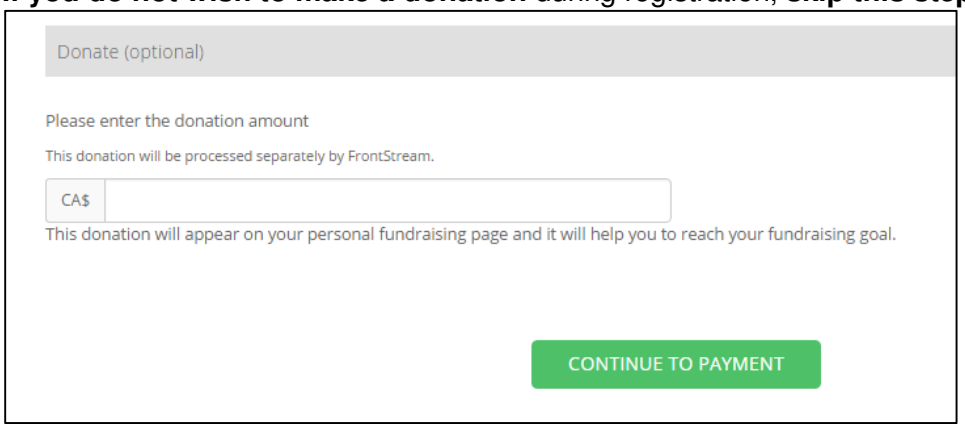


19. To **create a fundraising account** while registering, select **'Create a Scotiabank Charity Challenge Fundraising Account (via Artez).** Create a username and password and enter a fundraising goal.



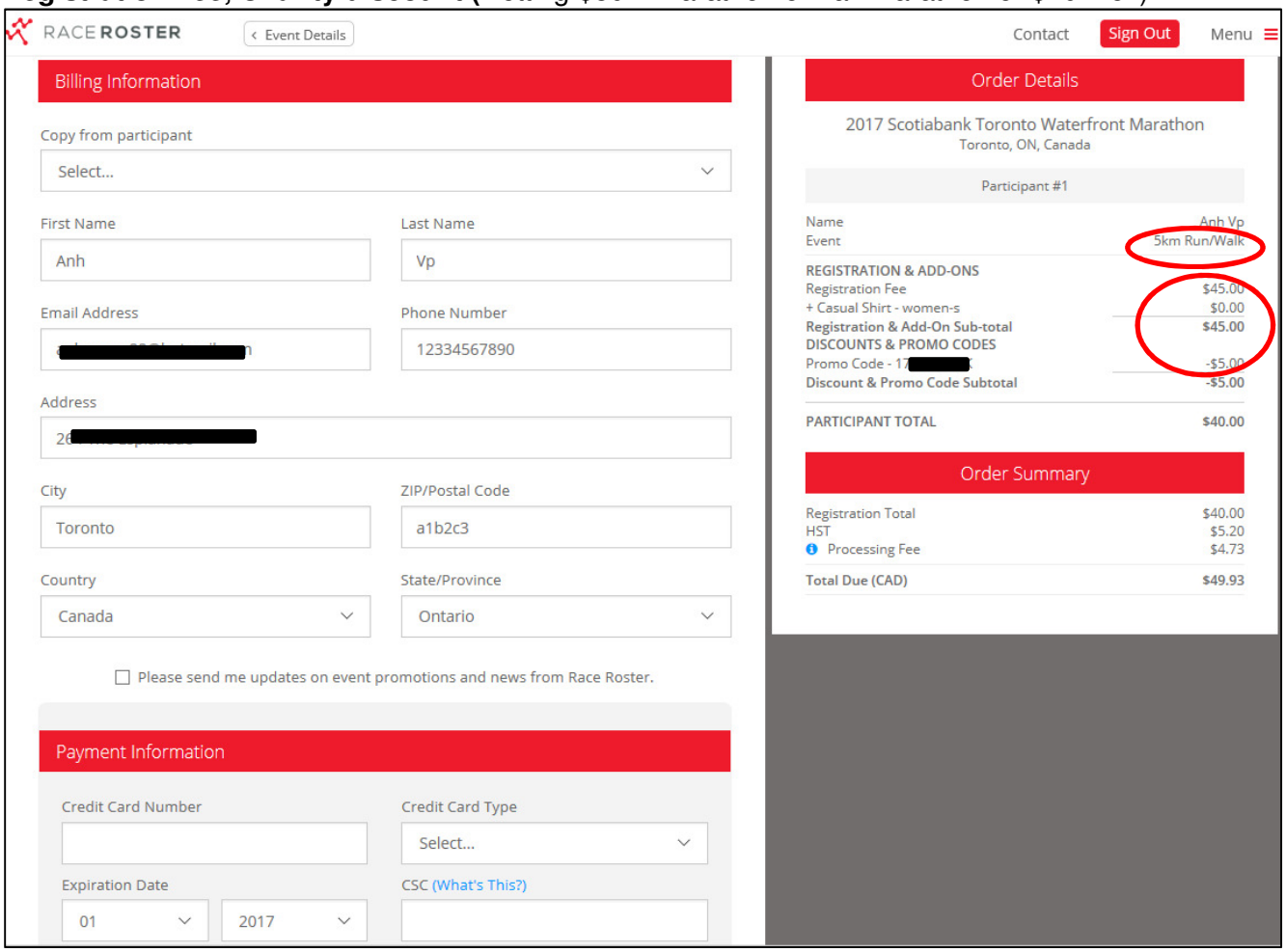
20. To **make a donation during registration**, enter the donation amount in the 'Donation' section at the bottom of this page.
    **Please note that the donation will be processed separately via Artez. There will be 2 separate charges on your credit card – Race Registration (Race Roster) and Donation (Canada Running Series).

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

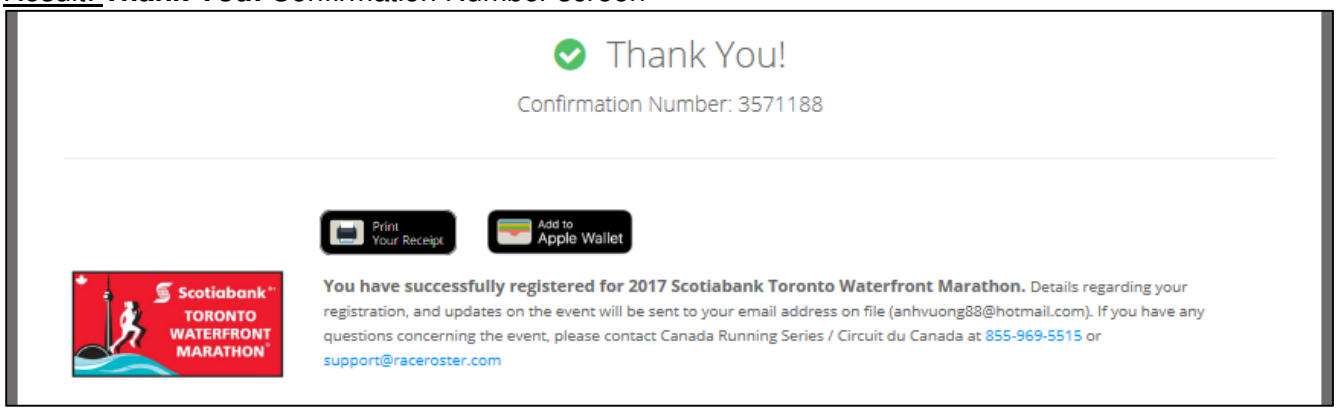


21. Select **'Continue to Payment'**

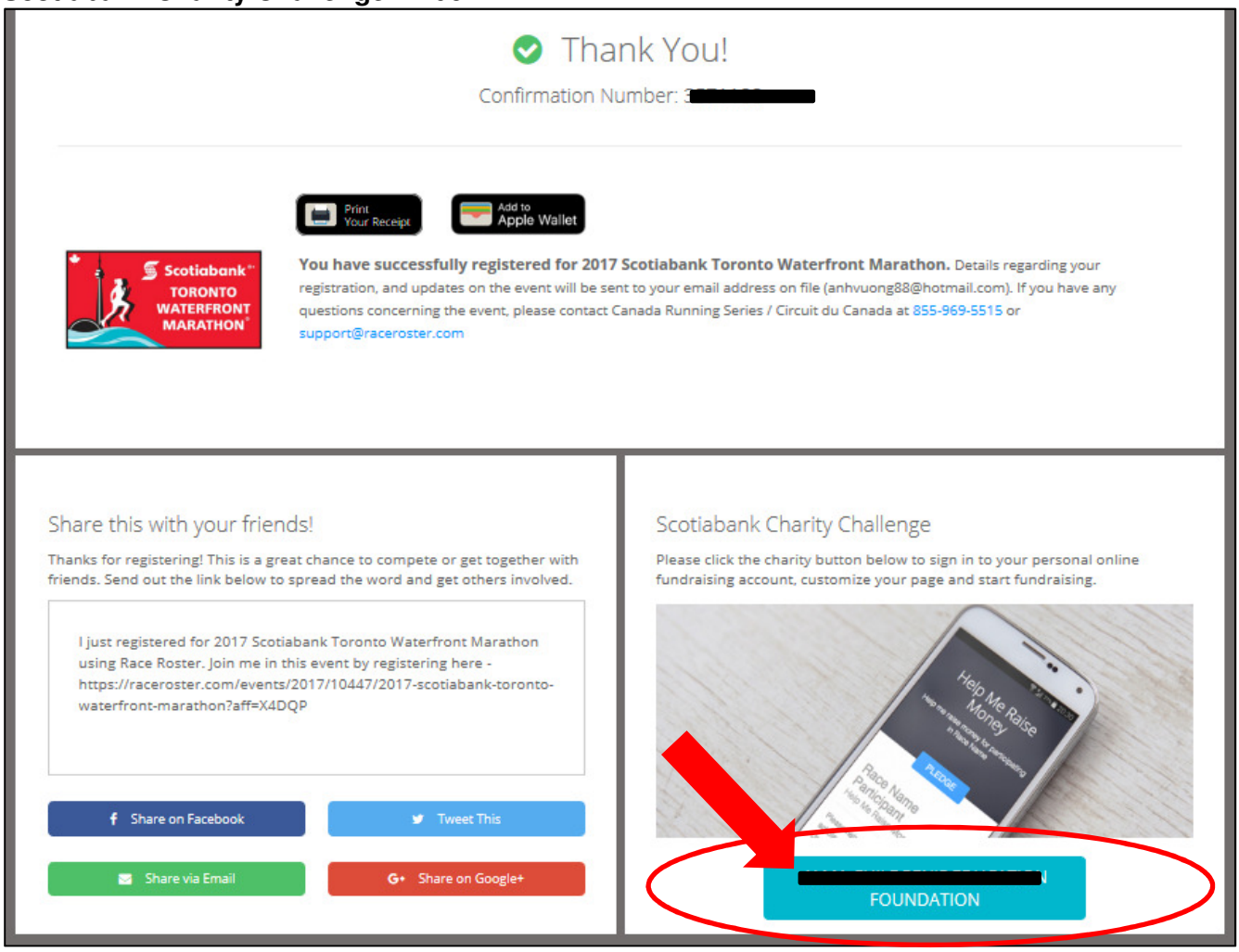
22. Verify **Order details** (on the right hand side of the screen). This will include **your Event Distance, Registration Fee, Charity discount (**Netting $80 – marathon or half marathon or $40 – 5k)**.**



23. Complete **payment information** and **submit order.**
Result: **Thank You!** Confirmation Number screen



24. **Transfer** over to your **Personal Online Fundraising Account -** Click on **your Charity's name** in the **Scotiabank Charity Challenge** window**.**

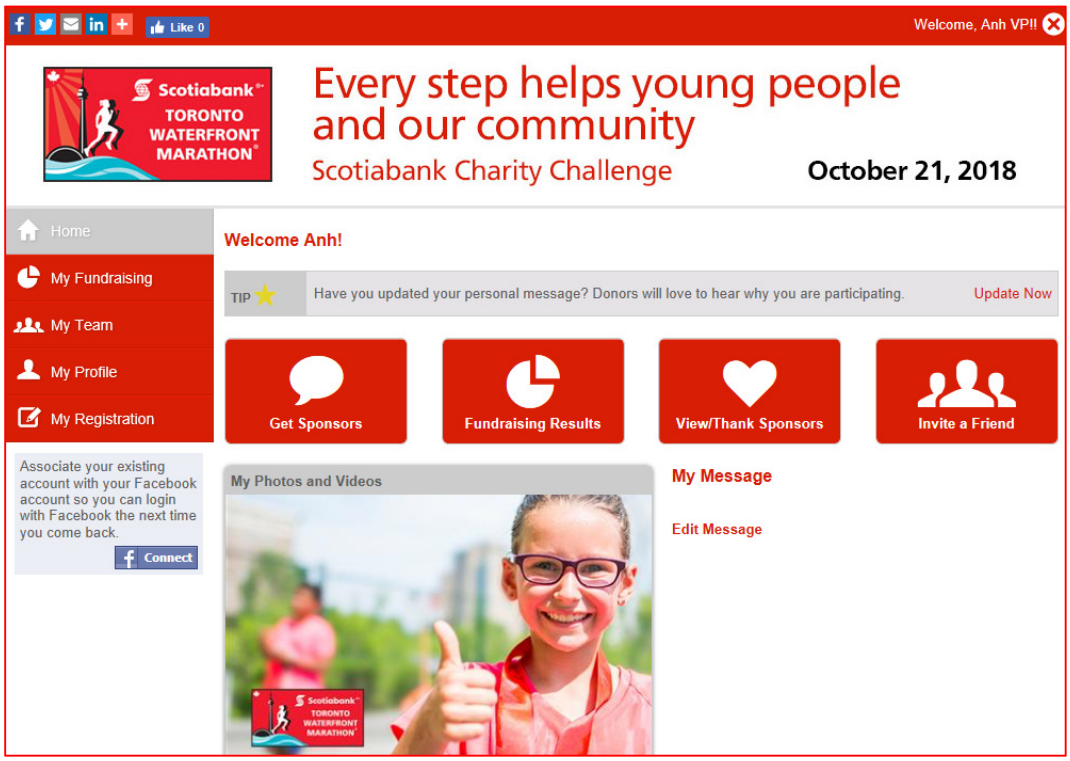


Result: **You will receive two confirmation emails *SAVE BOTH EMAILS!**

- Race Registration from Race Roster
- Charity Fundraising Registration from your Charity

Fundraising for the Event:

Once you click on your Charity on the Confirmation screen, you will automatically be transferred over to your fundraising page in Artez.



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=237261. 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 Artez for fundraising.