**2016 Komen Iowa Race for the Cure – Online Registration Information**

FOR TEAM CAPTAINS

***CREATING YOUR TEAM***

1. Go to www.KomenIowa.org/register
2. Click the gray button titled ‘Start a Team.’
3. Enter your team name, company (if applicable), fundraising goal and recruitment goal. Then click ‘Next Step.’ Below are some team name tips:
   * We recommend NOT starting your team name with the words ‘Team,’ ‘A,’ or ‘The.’
   * DO NOT use a comma or quotation marks in the title.
   * DO NOT use all lower case letters.
   * Team names are case sensitive.

**Please note that selecting a password for your team is OPTIONAL and only necessary if you wish to restrict team registrants to those who have the password.**

1. You will need to register yourself in order to create your team. Select your participation type, make an additional donation if you choose, and decide your individual fundraising goal. Then click ‘Next Step.’
   * **Remember, if you register by Monday, October 17, your t-shirt can be mailed to you individually at the address you use for your registration.**
2. Now you will be asked to log in. If you are a returning user (have registered for a past Komen Race online, and received an e-mail with a username and password), use your username and password. Then click ‘Log In.’ If you forgot your username and password, enter your e-mail address associated with your Komen Iowa account, into the box and click ‘Send Username.’ An e-mail will be sent with your username and password.
3. Enter your contact information, Participant Center access information and answer the additional information questions. (If you are a returning user you will need to verify all your information is current, and answer the additional information questions.) When finished, click ‘Next Step.’
4. Next is the waiver. Please read the waiver carefully and check the ‘I agree with the terms and conditions above’ box. Then click ‘Next Step.’
5. Please review your registration summary, and make any correction by clicking edit. If you have additional team members you would like to register with the same credit card, DO NOT click ‘Next Step’. Make sure you fill in their first and last name and click ‘Register Another Person.’ Once you are done adding additional team members, move on by clicking ‘Next Step’.
   * **Please note that team captains signing up their entire team (or several team members) with one e-mail address will encounter problems if they are not all entered in the same transaction!**
6. You will be asked for billing and payment information. When finished, click ‘Next Step.’
7. Please review your payment information and click ‘Process.’ To make corrections, click ‘Previous Step.’
8. Congratulations! You have created a team and registered yourself as team captain. Team captains can modify both their personal fundraising page and their team page from their Race Participant Center.

FOR TEAM MEMBERS

***HOW TO REGISTER FOR A TEAM***

1. Go to www.KomenIowa.org
2. Click on Komen Race for the Cure® (top header menu), and then Register.
3. Click the gray button titled, ‘Join an Existing Team.’
4. Enter the name of the team you would like to join. Then click ‘Search for a Team.’
5. Select the team you wish to join from the search results.
   * If you are having trouble finding your team, please enter a shortened version of the team name and search again. Team search criteria are case sensitive.
6. Now you need to register yourself. Select your participation type, make an additional donation if you choose, and decide your individual fundraising goal. Then click ‘Next Step.’
   * **Remember, if you register by Monday, October 17, your t-shirt can be mailed to you individually at the address you use for your registration.**
7. Now you will be asked to log in. If you are a returning user (have registered for a past Komen Race online, and received an

e-mail with a username and password), use your username and password. Then click ‘Log In.’ If you’ve forgotten your username and password, enter your e-mail address associated with your Komen Iowa account, into the box and click ‘Send Username.’ An e-mail will be sent with your username and password.

1. Enter your contact information, Participant Center access information and answer the additional information questions. (If you are a returning user you will need to verify all your information is current, and answer the additional information questions.) When finished, click ‘Next Step.’
2. Next is the waiver. Please read the waiver carefully and check the ‘I agree with the terms and conditions above’ box. Then click ‘Next Step.’
3. Please review your registration summary, and make any correction by clicking edit. If you have additional team members you would like to register with the same credit card, you may do so now by filling in their first and last names and clicking

‘Register Another Person.’ If not, please click ‘Next Step.’

* + **Please note that if you are signing up multiple people with one e-mail address, you will encounter problems if they are not all entered in the same transaction!**

1. You will be asked for billing and payment information. When finished, click ‘Next Step.’
2. Please review your payment information and click ‘Process.’ To make corrections, click ‘Previous Step.’
3. Congratulations! You have joined a team and registered yourself as a race participant. Team members can modify their personal fundraising page from their Participant Center.