

Walk-N-Roll Website Steps:

1. **Create an Account/Sign In:** Visit the link:
<https://runsignup.com/Race/Donate/NY/Schenectady/WalkNRoll5KforSpinaBifida>
 - a. Select the image in the top right corner to either sign in (if you have previously used Run Sign Up) or create an account.
2. **Individual Registration:** Sign in/create account and select the top tab that is labeled “Sign Up”
 - a. Choose to register yourself. (Once you have an account you can sign up other registrants with your account information).
 - b. Choose your event- 5K, WNR, Dual: 5K & WNR, Virtual 5K, Virtual WNR
3. **WNR & 5K Teams:** Select yes to create/join a team.
 - a. **No Team:** You can sign up as an individual by selecting “No,”
 - b. **Join a team:** select Join a Team and pick your team from the dropdown menu
 - c. **Create your team:** Select and hit continue.
4. **Incentives:** If you plan on raising \$100 to receive a WNR t-shirt, please provide your size. Answer how you heard about the event. Hit continue.
5. **Fundraising:** After you register, you will be directed to fundraising. **Donations for you and your team will only be acknowledged if you fill this out!!**
 - a. **Individual Fundraising:** At the top of the page you will see it states, “Select a fundraiser to donate to a cause **or** Select “Become a Fundraiser” if you would like to set up a new fundraiser.” Select become a fundraiser to create your individual fundraising page that friends and family can donate to!
 - b. Create your individual fundraiser name – **this should be your name**, set your individual fundraising goal, and create your individual URL to share.
6. **Team Fundraising:**
 - a. **TEAM CAPTAINS:** If you are a team captain, you should create a team fundraiser by selecting “yes” to create a team fundraiser.
 - b. **TEAM MEMBERS:** If you are an individual joining a team fundraiser, you should select your team fundraiser to join.
 - c. Donate or select continue. You can donate to your individual self or someone on your team right away!
7. **Results notifications:** 5K only- If you are participating in the 5k, please check how you would like to receive your results (email/phone #). Hit continue.
8. **Payment:** Review your information and pay your registration fee. Confirm payment.
9. **Let the fun begin:** Begin sharing and fundraising!

Website notes:

- To see who joined your Walk-N-Roll & 5K team- visit the Group/Teams tab.
- To see how much you individually fundraised along with your team, visit the Donate tab and select donate.