



## How to Register Your Team

This is information you can pass along to your team members as well!

### To Register a Team:

- First, you need to register as the Team Captain. Think of a name that you would like for your Team and register at the location you all plan to walk at. So, you can either register over the phone or online, so follow the steps listed below to do so.
- Second, you will need to recruit your team members and get them all registered as well. They will need to register as a Team Member at the same location that you are registered for. They will need to search for the Team using your Team Name, so make sure they all know what your team is called. They can all register online or over the phone.

### To Register Online:

1. Go to [www.MSandYOU.org/bike](http://www.MSandYOU.org/bike)
2. Click the green "Register now!" button on the homepage, or click "register" on the left side tab of the screen.
3. They should then find the site they would like to register at the bottom of the chart that displays.
4. Once someone has already created a team and registered as a Team Captain, all members should click "Register as a Team Member"
5. Type in your team name and click the "search for a team" button
6. Scroll down and the team name should appear along with your name and the team type
7. Look to the right of where the team name is displayed and click "join"
8. They can then select a registration type which I assume will be individual participant for most people. If they want to volunteer, select "volunteer"; if they are not able to be onsite but would still like to contribute to the team's fundraising efforts, select "virtual participant"
9. Adjust the personal fundraising goal
10. Click "next step"
- 11a. If they walked last year, they should select "returning user" and should use the same username and password they used last year (so maybe ask them to find this information before getting started)
- 11b. If they are a new participant, they can click "new user"
12. Click "next step" and finish the registration process and I believe the final option is "complete registration"

### To Register Over the Phone:

1. Give us a call at 202-296-5363, option 2.
2. Be ready to provide:
  - (a) your name
  - (b) email address
  - (c) mailing address
  - (d) phone number
  - (e) participation type
  - (f) the name of the team you would like to create and lead as Team Captain (or name of the team you would like to join) —if applicable
  - (g) your connection to multiple sclerosis
  - (h) your t-shirt size
  - (i) and your daytime telephone number