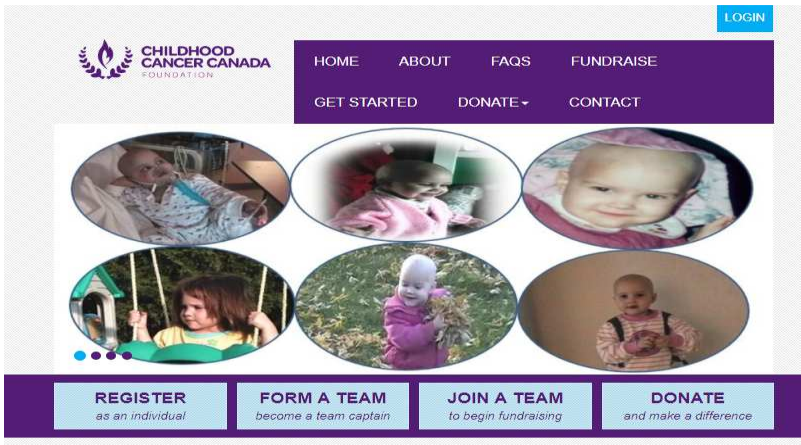


HOW TO CREATE OR JOIN A TEAM FOR R.O.C.K. 2019 NIAGARA

OPTION 1 – REGISTER & FORM A NEW TEAM (FOR TEAM CAPTAIN)

Select “Form a New Team” at the Home page.



Fill in the Team Name, and your team goal.

This is a registration form titled 'Join or Form a Team - for Club Cup.' It features a progress bar at the top with four steps: 1 Get Started, 2 Select Options, 3 Provide Details, and 4. The form has two input fields: one for 'Team Name' containing the text 'test team' and another for 'Team Fundraising Goal' containing the text '2000'.

Select only option “individual participant”. This way the system tracks your individual pledges as well as the team total.

This is a form titled 'Participation Options' with a progress bar showing steps 1 Get Started, 2 Select Options, and 3 Provide Details. It asks the user to 'Select one of the participation types below.' There are two radio button options: 'Individual Participant' (which is selected) and 'Individual fundraiser'. Below this is a 'Your Fundraising Goal:' field containing the text '\$500.00'.

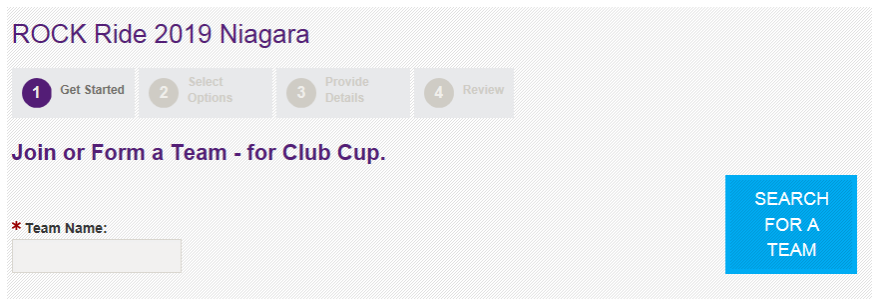
Under “Provide Details” either click “join as new” if you have never done online ROCK registration. If you have, (the system stores some info from that previous year based on your email address), enter that username and password. If you have forgotten either of those, email me (bob@rockride.com) and I’ll get it for you. Once registered, you can complete your personal page, upload a photo, etc in the participant centre, and begin fundraising. Any issues, email me.

OPTION 2 – REGISTER & JOIN A TEAM

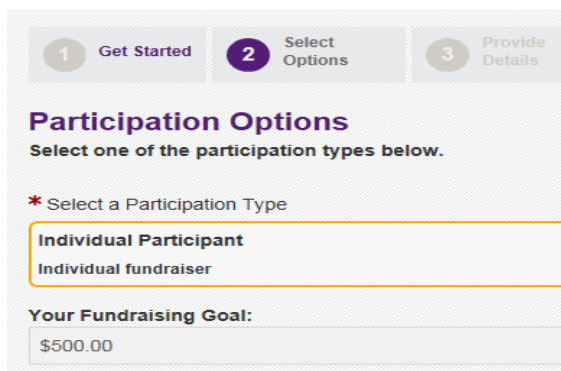
Select “Join a Team” at home page.



Enter part of the team name or enter a “space” and click “search for a team” to pull up all teams created so far. Then click Join for the team you want.



You will then be directed to “register as an individual” (Photo 3 above).



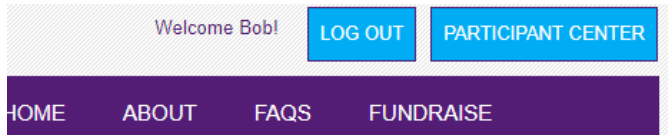
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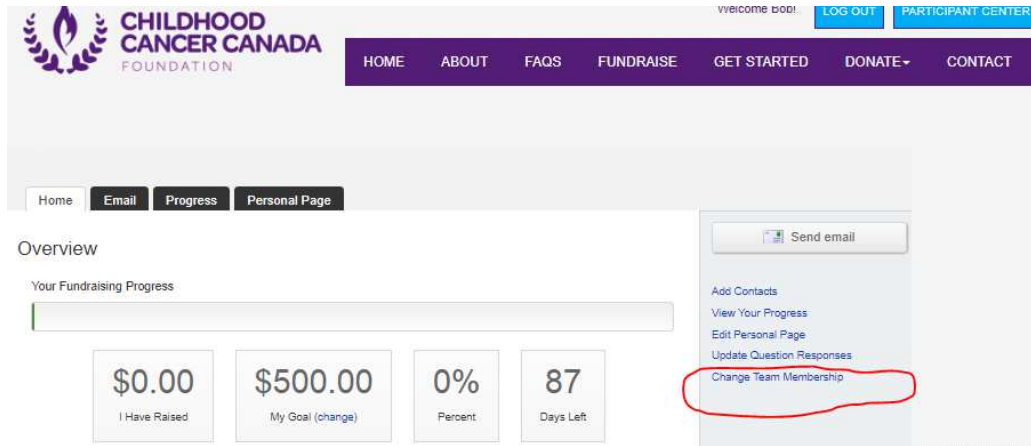
OPTION 3 – ALREADY REGISTERED AS INDIVIDUAL, NOW JOIN A TEAM

If you already registered using the Home Screen “Register as an Individual”, it’s easy to join a team.

Log in first, then go to your Participant Centre.



On the HOME tab, on far right, click on “Change Team Membership”



Search for a team by team name/ Captain’s name, or put a space in the team name field and press search to bring up all registered teams.

Change Team Membership

I want to:

Join a team

Search for team

Enter information into one or more of the inputs then press the Search button.

Team Name:

Captain's First Name:

Captain's Last Name:

Select the team you wish to join. The “Team page” will come up. Click on “Join Team” and you are good to go. Any problems email – bob@rockride.com