

2017 Rider Online Registration Instructions for Sub-Team

***In order to register for the Ride you must complete this online process.**

1. Visit: <http://key.kintera.org/2017/teamcfcs>
2. On the right hand side of the page you will see a blue box that reads “**Join Team.**” Click on this.
3. You will then be prompted to create your personal account. **You are the only person who can access your account!** Please create a username, password, security question, and answer that you will remember! To finish click “**Continue.**”
4. Please fill out all fields for the “**Personal Information**” form.
 - Complete “I Plan to Ride”, Choose Route if you plan on attending, or “**Virtual Rider**” if you plan on fundraising, but not attending.
 - Indicate how many miles you will be riding (**25, 50 or 100 miles.**) If you are not attending please select “Virtual Rider, not riding.”
 - Fees – There are no fees associated with riding but you must check off Rider or Virtual Rider.
 - You have the option of making an initial donation. (This is not necessary, but it will help you reach your fundraising goal!)
5. Once you have filled out all necessary fields, click “**Continue.**”
6. You now have the option to share your personal page on Facebook, Twitter, or LinkedIn (otherwise, X out).
7. You will then receive a “**Confirmation.**” At the bottom click “**Continue.**”
8. Your “**Personal Page**” will appear. Once on your “**Personal Page,**” you have the option to personalize it. On the right you will see “**My To Do List.**” Each link below this allows you to edit your page, send emails asking for donations, enter offline pledges, etc.

Questions? Contact Annie at (857) 453-4282 or aeisenhart@helpfamilies.org