We are excited that you have decided to become a Team Captain in the Scleroderma Foundation’s “Stepping Out to Cure Scleroderma!” Teams are a very important part of our special events, and we appreciate the extra time and devotion that you are taking to support our mission. Here are some instructions to help you register as a team captain and form your team.

*If you have any other questions, please contact your walk’s event manager (visit the “Contact Info” tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.*

1. Find a walk event near you at [www.scleroderma.org/walks](http://www.scleroderma.org/walks)

2. Visit the walk’s home page

3. To register, click the “I Want to Attend the Event & Register” button

-CONTINUE ON NEXT PAGE -
4. On the “Attend the Event and Register” page, select “Start a Team” button.

5. PARTICIPANT USERNAME AND LOGIN

Every walk participant will create a username and password. This will be so you can access your Participant Center later. (Even if you don’t fundraise, you’ll have access to your Participant Center so you can send emails to ask others to join you at the event.)

a. If you have participated in a walk event in the past, enter your previously created username/password combination. *(If you have forgotten your information, click the “Email me my login information” and an email will be sent to the most current email address that we have on file.)*

b. If you are a new participant, select the “Join as a New Participant” and you will set up a username and password.
**New this Year: Social Sign-on. You can log-into our website now by connecting your Facebook or Twitter accounts. Please see the separate guide for how to connect your account(s) to our website.**

Please note: You will have a username and password if you have previously interacted with the Scleroderma Foundation’s website in the past, such as making an online donation, signing up for an event, completing a survey, or following an advocacy action alert. If you try to sign-up as a new user and receive an error message that there already is a username associated with your email address, try the “Email me my login information” to reset your password instead. If you have further trouble trying to login, call our National Office at (800) 722-4673 and our staff can look up your username and manually reset your password.

6. ENTER YOUR TEAM INFORMATION

Enter a Team Name, Teammate Recruitment Goal (how many people you would like to have join as team members), and a Team Fundraising Goal (how much money you would like your entire team to fundraise for the event).

-CONTINUE ON NEXT PAGE –
7. CONFIGURE YOUR PERSONAL PARTICIPANT INFORMATION

Next, you'll select how you will personally participate in the event (i.e. as a walker, runner, virtual participant, etc.) Note: Some events only have one participation type in which to choose. You will also configure your personal fundraising goal on this page.

-CONTINUE ON NEXT PAGE –
8. ENTER YOUR PERSONAL INFORMATION

Fill out your personal information to complete your registration. This includes your name, address, email, emergency contact and additional information. If you see a Red Asterisk (*) next to a question, an answer is required before you can proceed with your registration.

Note: If you have previously participated, your information will autofill with the most current information that we have in our records. Please double-check that the information, which populates is correct as this helps to keep our records as accurate as possible.

-CONTINUE ON NEXT PAGE-
9. ADDITIONAL INFORMATION

Most events ask some secondary information to help with their planning of an event, such as t-shirt size, would you like to volunteer, etc. Please answer the questions to help our event managers. If you see a Red Asterisk (*) next to a question, an answer is required before you can proceed. Questions vary for each event.

10. AGREE TO WAIVER

Please check the box “I agree with the terms and conditions above” for the waiver.
11. REVIEW YOUR REGISTRATION INFORMATION

On the Registration Summary page, make sure the information you have provided is correct. If you need to make changes, you can click on the steps (numbered at the top of the screen) to jump back to a previous screen.

If you’d like to register more family members, click the “Register Another Person” button to continue. If you are finished, click the “Complete Registration” button.

12. COMPLETE YOUR TRANSACTION & SUBMIT PAYMENT

Enter your information to complete payment including your credit card and billing information.

Click the green “Process Payment” button on the bottom of the page to continue.
12. THANK YOU FOR REGISTERING

Once you have completed your transaction, you will receive an on-screen confirmation. You also receive a Thank You for Registering email to confirm your registration. Be sure to save this email, as there will be links to access your “Participant Center” in the future. This is where you will login to check your fundraising progress, email family/friends requesting gifts or to join your team, and where you can send thank you messages.

CONTACT OUR OFFICE FOR ASSISTANCE

1. Call the National Office at (800) 722-4673.
2. Our staff can help you complete the registration process and create a team for this year’s event.
3. Please be prepared to provide us with: Event Name/Date, Your Email Address, and Your Team Name.