

Instructions for Forming Your Online Team...

As the Team Captain, when you form your team online you must register yourself in the process. **Anyone who registers online before noon on April 17, 2011 will have their Race Packet (t-shirt, bib, etc) mailed directly to them.**

Here are step-by-step instructions on forming your Team online:

1. Go to www.komensouthernnevada.org and click on the *Race for the Cure* tab. This will bring you to our Race Registration Homepage.
2. Click on *Form a Team* (gray button on the right of your screen).
3. Scroll down and in the bottom pink box, enter your Team Name, Team Company (if applicable), Team Division, Team Fundraising Goal and Team Recruitment Goal. Select *Next Step*.
4. This is the Participation Options page where you will go through the process of registering yourself. Read through the different participation types and select the one that pertains to you.
 - If your team was given a Discount Code, please enter it. If not, leave this field blank. (A Discount Code is assigned to Teams whose registration fees are sponsored)
 - If you would like to start your fundraising now, you may add a tax-deductible gift to your registration.
 - At the bottom of the page you will enter in your individual fundraising goal. This is the amount that you, not your team, would like to raise. Select *Next Step*.
5. You are now at a page asking if you are a Returning Participant or a New User. Select the option that applies to you.
 - **If you are a New User** - You will need to fill in your Contact Information and create an User Name & Password.
 - **If you are a Returning User** - You will be asked to enter your User Name & Password or enter your email address to have that information sent to you. **NOTE:** With our new system, all user names and passwords have been re-set so if you do not know your new log-in information, please have it emailed to you. Once logged in, make any changes to your Contact Information and complete the form.
6. Read through the Waiver & Release Form, check the box and select *Next Step*.
7. Look over your Registration Summary. If you would like to register someone else under your email address, you may do so now. Otherwise, if all of the information is correct, select *Complete Registration*.
8. Next you will enter in your billing information. Select *Next Step*, review your transaction information and if it is correct, click *Process*.
9. Congratulations! You are now the Captain of a Team for the Komen Southern Nevada Race for the Cure! A confirmation email will be sent to you with a receipt attached. Please read through the email as it has helpful information to get you started.
10. Visit your Participant Center to start your fundraising and team member recruitment.

Your Race Packet will arrive in the mail sometime in mid to late April 2011.