



TEAM DURHAM REGISTRATION INSTRUCTIONS

1. Please visit http://www.eventsonline.ca/events/crs_scotia and fill out all the mandatory fields. Do not worry about the registration fees listed as these will be paid for you
2. Complete the remainder of the application and select **Children's Aid Foundation** from the drop down menu next to **Scotiabank Group Charity Challenge**
3. Create a **username** and **password** (ensure that "no" is checked off next to *Scotiabank Employee Fundraising*)
4. Enter **11CAF** as your Charity Challenge Team PIN code (this will waive your entry fee)
5. Click the box to accept the waiver and click **submit**
6. Verify your information; confirm the registration fee amount is correct (i.e. \$0, unless you have chosen other services like a post-race massage). Click **submit** again
7. You will be taken to the confirmation page, and receive an email from JM EventsOnline (***please keep this email!!!!***). On the confirmation page, click **submit** again to be taken to the online fundraising page
8. Click on **Team** (on the top banner), and search for *Durham Children's Aid Foundation* next to "Team Name"
9. The team name should appear in a link. **Click on it, and join the team!!!!**
10. You can now customize your page, solicit pledges, and raise funds online. **Welcome to Team Durham!!!**

Any questions please call:

Stephanie Bowie
Durham Children's Aid Foundation
905-433-1551 ext. 2379

or

Shane Vieira
Durham Children's Aid Society
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