



REGISTRATION INSTRUCTIONS

STEP 1: Register online as a participant

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. You will be asked to choose between an Individual Runner or a Charity Challenge Runner. **Choose *Charity Challenge Runner* as your option.**
2. Select **Children's Aid Foundation** from the drop down menu of Charity Challenge Runner
3. Enter **freearchity** (all one word) as your Charity Challenge Team PIN code
4. Click the box to accept the waiver and follow the on screen steps. You will receive an email with your Transaction ID on it. You will need this for Step 2. You may also copy it from the confirmation page

STEP 2: Sign up to raise funds online

1. Please visit <https://secure.e2rm.com/registrator/startup.aspx?eventid=26982>
2. If you are a new fundraiser, click on Sign Up. If you are returning, enter your username & password from last year
3. Follow the on screen steps to create an account, and select **Children's Aid Foundation** as the charity
4. Select **Individual** (please do not select team captain or team member)
5. You will need to fill out your contact information again, and asked to choose your new username and password
6. At the bottom of the next page, under "Survey Questions" you will be asked to put in your transaction ID (from Step 1)

7. You can now create your own fundraising page, or skip to the end and work on it later
8. Click on Start Fundraising. Under “Interested in being part of a Team?”, select **Join an existing team**
9. In the search option, type in **Durham Children’s Aid Foundation**. It will then pop up as one of the selections
10. Join the team!!!!

Congratulations and welcome aboard
Team Durham Children’s Aid Foundation!

Remember to keep a copy of all confirmation emails.

If you have any problems with your registration, please call the Foundation office at:
905-433-1551 ext. 2378