

# Create a Team

## SECTION 1: Create an account

\*If you already have an account **skip the section and proceed to SECTION 2** (information will already be in your account)

Click on the register button on the [trolleyrun.org](http://trolleyrun.org) website.

1. Select 'Individual Registration'.
2. Complete Background Information.
3. Select your Event(s).
4. If you are running with others, Select Multi-Person Pricing.
5. Select 'Add Another Registrant'.
6. Enter background information and select Event(s). If you already have an account/team, past members will automatically pop up. Select the individuals and their Event(s).
7. Click Continue.
8. Complete Waiver.
9. Complete Overall Questions.

## SECTION 2: Team Creation

\*If you do not choose to join or create a team you will automatically be placed with one where you will find on your RunSignUp dashboard

1. If you are searching for a Team that's already been made select 'Search Friends and Family Teams' and select the team you'd like to join OR continue to step b.
2. If you are creating a team, change the toggle under 'Create a Friends and Family Team' to Yes.
3. Create Team name.
4. Set donation goal.
5. Complete Personal Message Heading and Message (you can also complete this step later after you completely sign up by following Section 4 to learn how).
6. If you decided to do a donation, fill out the Donation form below the Team Creation Section.

## SECTION 3: Payment

1. Enter payment information and review your Purchase Summary.  
**Discounts Codes:**  
Only one discount code can be used per purchase. If you currently have a child enrolled to CCVI use your CCVI Family Code: child's first initial, last name, 24 (ex. Jsmith24). This will give you 2 complementary entries. Other participants can use Code: FAM24 to get \$5 off in another transaction.
2. Confirm Payment. Post payment you will be presented with a tab to share your Fundraiser on Facebook. You can either select "Create Your Fundraiser on Facebook!" and share it now or select 'Not Now' and can share it later. If you did not fill out the 'Personal Message' in the 'Team Creation' section, select 'Not Now' so you can fill it in on RunSignUp. Use the link under the 'Refer Your Friends!' to get others to sign up. Note: If you get 5 friends to sign up using that referral link, you can potentially earn up to \$45.00 back.

## SECTION 4: RunSignUp Page

1. To view your RunSignUp dashboard, click on your profile icon on the trolleyrun.org website and select 'Profile'.
2. Scroll down to the 'Fundraising Tab' & click on 'Edit Fundraiser'. From here you can edit your Fundraising page.
3. Add an image, adjust your fundraising goal, edit your 'Personal Message', etc.
4. Save Changes.
5. If you'd like to share your fundraising page, go to the top bar and click on 'Links/Sharing'. A QR code and link will pop up. Copy one or both and share via social media, direct message, email or however you want to get others to donate to your team.

Visit [www.trolleyrun.org](http://www.trolleyrun.org) to get started!