



Online Registration and Fundraising Quick Start Guide



Step 1: Visit <http://www.teamintraining.org/nyc/register>



Step 2: Register

Follow these easy, step-by-step instructions, complete all required fields and click on the **“Submit”** button.

Now that you are registered for Team In Training, you can begin fundraising immediately. You will receive an email with your username and password or just write down what appears on your confirmation screen.

Step 3: Start Fundraising



After you access your fundraising page,

- Click on the **“Customize My Web Page”** link to personalize your page.
- You can upload photos, change your welcome message and even increase your fundraising goal.

Questions?

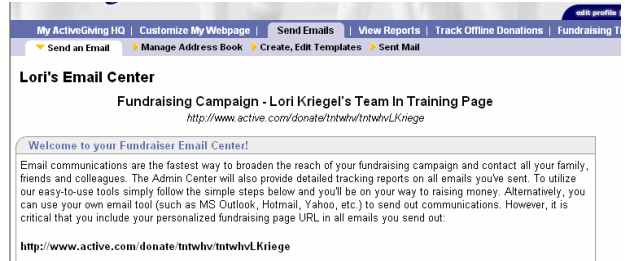
Please contact Customer Support at:

1-877-228-4881 option 2 Or givingsupport@active.com

OR

Please contact your event coordinator

Step 4: Send Emails



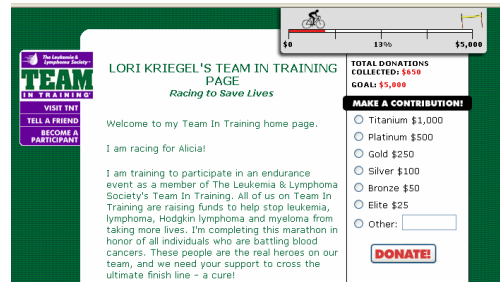
After you personalize your Team In Training fundraising page, you can send emails to your family and friends.

- Click on the **“Send Emails”** link to use the Email Center.
- Enter the email addresses you would like to send to and customize a template or create a new message.

Your friends and family will receive an email with a link to your personal fundraising page, where they can **“Make a Donation”** and support your efforts.

Making a donation is simple and easy.

- They can go to the **“Make a Contribution”** section of your page, select an amount and then click the donation button.
- Select an amount and then hit the **“Donate”** button.



Step 5: Check & Update Your Page

Login to check your donations at www.teamintraining.org/fundraise.

- Select the **“Team In Training”** logo.
- Enter your username and password.

You can see who has donated to you online and enter any other donations you may have received.

