**REGISTER, JOIN A TEAM AND FUNDRAISE ONLINE FOR THE INSIDE RIDE**

Things to know:
1. Team Captains – get five of your friends to make a team. If the Team Captain signs up first, they can email a registration link to potential team members. (not mandatory).
2. The Registration Confirmation email you receive after registering online for your Inside Ride event will contain links to your donation page and a resource page.
3. Make sure Team Captains pick up the Team Captain Summary form. Use it to document team members and your team fundraising.
4. Secondary School participants will receive a paper package from their Organizer once registered online. University and Workplace participants will receive an electronic package from their Organizer.
5. All participants must sign and return a paper waiver to participate in the event.

<table>
<thead>
<tr>
<th>Step</th>
<th>SIGN UP ONLINE FOR YOUR INSIDE RIDE</th>
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<tbody>
<tr>
<td>1.</td>
<td>Go to <a href="http://www.theinsideride.com">www.theinsideride.com</a></td>
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<td></td>
<td>• Click on Calendar, then select Workplace or Academic Events. Scroll down to find your event, click on <strong>Register</strong> to reach your event page.</td>
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<td></td>
<td>OR type in the custom link for your location, ie <a href="http://LocationName.theinsideride.com">http://LocationName.theinsideride.com</a></td>
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<td></td>
<td>• Click on <strong>Register Now</strong> button under New Participants.</td>
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<td></td>
<td>• An Event Specific paper waiver must be signed. Check with your event coordinator.</td>
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<tr>
<td>2.</td>
<td><strong>REGISTRATION TYPE:</strong></td>
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<td></td>
<td>A. Register as an individual: Select this option if you would like to register as an individual Rider, or as a Volunteer. Riders will be able to join a team later or create a new team. Volunteers do not have to join a team. Click Next. <strong>Skip to Step 5</strong></td>
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**Registration Type**

Choose how you will be participating in this event and what type of registration you prefer:

- Register as an individual
- Join a Team
- Create a Team

**REGISTRATION AS AN INDIVIDUAL:**

- Select the option if you are joining a cycling team. You may have to log in using your team captain’s email account. You may also be able to join a team once your captain registers.
3. Join a Team: Select this option if your team has already been registered by your Team Captain and you are joining the team. Click the button JOIN A TEAM:
- Indicate you are a cyclist
- Type in your Team Name and/or the Team Captain’s name and click Search.
- Select the Team Name from the list of Search Results
- Click Next
B. Skip to Step 5.
4. **C. Create a Team:** As Captain you will be able to register yourself online first, then create a team, ask others to join your team, and track your team's fundraising results.
   - Type in your team name – **HINT: Try not use “TEAM” or “THE” as the first word**
   - Provide a brief team description
   - Enter a Team fundraising goal (**HINT: Needed to display your team name properly**)
   - **PERMISSION QUESTIONS:**
     - Click the check box to allow the general public to find your team.
     - Click the check box to allow the team name to be displayed (or "Friend of The Inside Ride will be displayed)
   - The basic Team Registration is complete.
   - Click **Next** to Complete your individual registration. **Continue to Step 5.**

5. **SIGN UP AS AN INDIVIDUAL or continue from Team Setup:**
   - Provide Your Name, Address, Emergency Contact, and Account Information.
   - Click **Next**
   - Type in a Fundraising goal to ensure your fundraising displays
   - Make a personal donation at this time if you wish.
   - **PERMISSION QUESTIONS:** Select all 3 “Allow” checkboxes unless there are personal security reasons. Otherwise you may appear as "Friend of The Inside Ride” on the location home page and people may not be able to locate you.
   - We only contact participants for items regarding your participation and fundraising. We do not send unwanted emails to registered participants post event; we will not sell or share your personal data.
   - Click **Next**
   - Verify your Registration information on the **Ready to Register** page. Click **Register Me.**

**Customize Your Personal Fundraising Page**
- Once done, click on **Complete Setup**, click on **Start Fundraising** to go to your account.
6. **Start Fundraising!**

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<tr>
<th>Step</th>
<th>JOIN A TEAM AFTER YOU SIGN UP</th>
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</table>
| 1.   | **Login to your personal account**  
  • Across the top, look for the following Tabs: Fundraising | Team | Profile | Registration  
  • Click on Team  
  • Enter the Team Name and the Team Captain Name, click on Search.  
  • Click the Team Name from the Search Results  
  • Confirm you wish to join that Team |
### How to Customize Your Personal Page

1. **Login to your personal account**
   - On your Home page when you log in, scroll down until you see the grey header bar that says: My Fundraising Profile.
   - Below that is the text that is usually on their page.
   - Beneath the text it displays a link “Edit Personal Message”.
   - Click on that link to get to the screen where they can upload a photo, and personalize their page.
   - Below is an example.

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#### The Inside Ride

Canada’s first indoor cycling celebration that supports children and their families living with and beyond cancer.

#### My Profile:

- **Name:** LIGHTWEIGHT
- **Amount Raised:** $0.00
  
- **Funding Goal:** $50.00
- **Location:** Rivendale Collegiate
- **Date/Time:** Mar 23, 2011 11:15 AM

#### My Fundraising Profile:

- **Personal Message:**
  The Inside Ride is a fantastic 3 hour team-building, high energy musical event that is not only memorable but meaningful. It is a celebration of our efforts to get involved and give back to kids with cancer that doesn’t require us to be athletes, the enjoyment of being active with our friends. In Canada, over 10,000 children live with cancer or its long term effects with an additional 5000 diagnosed annually. It’s personal, important.

#### My Team:

- **Create or Join a Team Today**!
  Together with friends and family, you can make it happen!
### How to Customize Your Team Page

1. **Login to your personal account**
   - Log in or return to your home page if you are logged in.
   - Across the top, look for the following Tabs: Fundraising | Team | Profile | Registration
   - Click on Team
   - Scroll down to the bottom of the page where you will see the screen below.
   - Click on **Customize Team Page** to change your team message or photo.
   - Click on **Edit Team Info** to revise your team goal, team name, etc.

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**Customize Your Team Page**

Your Team Page is a unique web page where people are directed when you ask them to join or sponsor your Team.

Please take a moment to customize your Team page with images, videos and a message

**Name Your Team Page**

If you want to title your page differently than the default, please enter it below, otherwise leave it blank:

<table>
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<tr>
<th>Team Message</th>
<th>Videos</th>
<th>Images</th>
<th>Widgets</th>
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**Team Message**

Customize to your Team Page with a message below.

**Message:**

The Inside Ride is a fantastic 2 hour team building, high energy musical event that is...