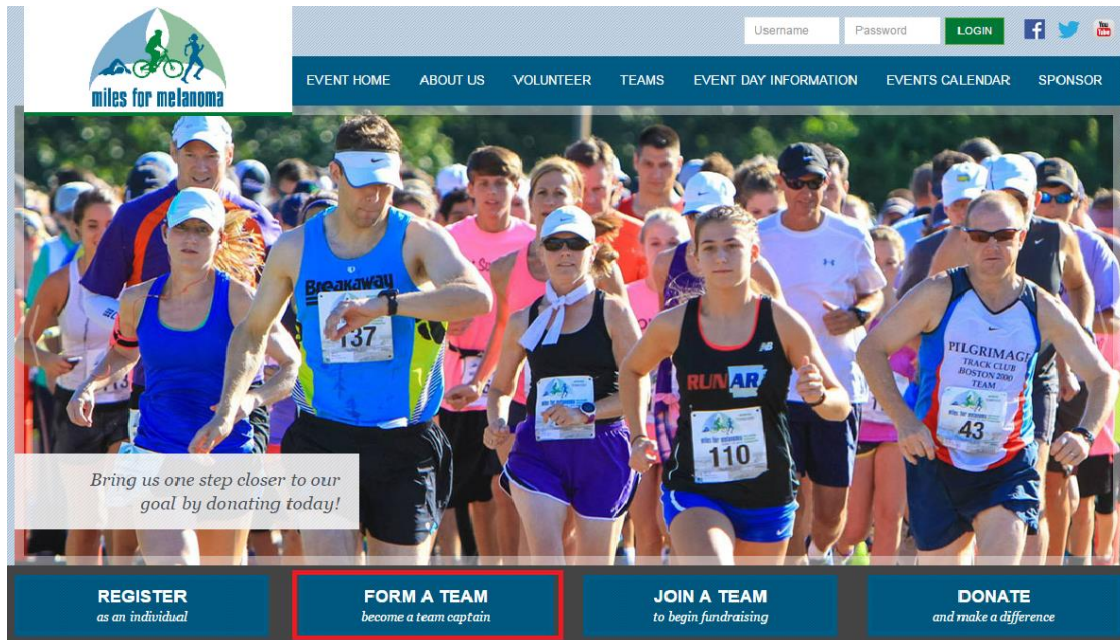


How To: Register as a Team Captain/Form a Team

Thank you for your interest in the Melanoma Research Foundation's Miles for Melanoma program! We are so excited that you decided to become a Team Captain! Here are some instructions to help you register as a team captain and form your team.

1. Find a Miles for Melanoma event near you at <https://www.melanoma.org/get-involved/miles-for-melanoma/5k-runs-walks> and click on the event name to be directed to the event homepage
2. To register, click the "Form a Team become a team captain" button



Continue on next page



How To: Register as a Team Captain/Form a Team

- On the next page, enter your Team Name, Teammate Recruitment goal, and Team Fundraising Goal. If you would like to make your team **public** (open to everyone), skip the password. If you would like to make your team **private** (only open to those invited by the Team Captain), enter a password. *Note: your teammates will need that password in order to join your team.* If your team is connected to a national or local sponsor or the CURE OM initiative, select the Team Company from the drop down menu. If you are not affiliated with a company or CURE OM, simply skip this step

1 Get Started **2** Select Options **3** Provide Details **4** Agree to Terms **5** Review **6** Make Payment

Join or Form a Team

* Team Name:

Teammate Recruitment Goal:

Team Fundraising Goal:
Suggested Team Goal: \$5,000.00

Password:

Team Company:

NEXT STEP

- The next page allows you to choose your participation type, enter the discount code (if one is provided and the participation type requires a fee), adjust your personal fundraising goal, add an additional gift if you would like, and answer any remaining questions. Once finished, click "Next Step" at the bottom of the page

Continue on next page



- You will then have the opportunity to create your unique username and password. Every Miles for Melanoma participant will create a username and password. This will allow you to access your Participant Center later. Once you have created a username and password, and provided all additional required(*) demographic information, click “Next Step” at the bottom of the page

How To: Register as a Team Captain/Form a Team

Participant Center Access Information

* User Name:

5 to 60 characters

* Password:

5 to 20 characters

* Repeat Password:

Please note: because this is a new software, your log in information from 2016 and prior will not work. You will need to select “Join as a new participant” unless you have participated in a 2017 Miles for Melanoma event. If you try to register as a new user and receive an error message that there is already a username associated with that email address, try the “Email me my login information” option to reset your password. If you have further trouble trying to log in, call our office at (202) 347-9675 and our staff can assist you.

- Read the waiver and check the box “I agree with the terms and conditions above”

I know that participating in a run/walk event is a potentially hazardous activity. I agree not to enter and participate unless I am medically able and properly trained. I assume all risks associated with participating in the event, including, but not limited to, falls, contact with other participants, spectators or others, the effect of the weather, including heat and/or humidity, traffic and the conditions of the course, all such risks being known and appreciated by me. Having read this Waiver and knowing these facts, and in consideration of my registration for the Miles for Melanoma Program, I, for myself and anyone entitled to act on my behalf, waive and release the Melanoma Research Foundation their volunteers, sponsors, representatives and successors, from present and future claims and liabilities of any kind, known or unknown, arising out of my participation in this event or related activities. I grant permission to the foregoing persons and entities to use any photographs, motion pictures, recordings, or any other record of my participation in this event or related activities for any legitimate purpose of the Melanoma Research Foundation without remuneration.

1 Select Options 2 Provide Details **3 Agree to Terms** 4 Review 5 Make Payment

WAIVER

Please take a moment to read the above waiver.

I agree with the terms and conditions above.

[Printable Version](#)

[CANCEL](#) [NEXT STEP](#)

Continue on next page



- On the registration summary page, make sure the information you have provided is correct. If you need to make changes, you can click on the steps (numbered at the top of the screen) to jump back to the previous screen. **If you'd like to register more family members or friends, add their names and information using the "Register Family Member" option.** If you are finished, click "Complete Registration"

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REGISTRATION SUMMARY

You have configured 1 registration. The current total cost is \$10.00

Contact Information	Item Information	Price
Ms. Sara Howard 1411 K Street NW, Suite 800, Washington Washington, DC 20005-3458 Edit	Participation Type: Virtual Participation \$10 Fees Due Now: \$10.00 Extra Gift: \$0.00	\$10.00
Total:		\$10.00

Would you like to register another family member?

First Name:

Last Name:

- Complete your transaction (if necessary) by entering your credit card and billing information. Click the "Process Payment" button on the bottom of the page to continue

BILLING INFORMATION:

Title: * First Name: * Last Name: Suffix:

Ms. |

* Address 1:

Address 2:

* City: * State / Province: * Zip / Postal Code:

Washington DC - District of Columbia 20005-3458

* Country:

Continue on next page

- Once you have completed your transaction, you will receive an on-screen confirmation. You will also receive a confirmation via email. Be sure to save this email, as there will be



links to access your Participant Center in the future. Your Participant Center is where you can check your personal and team fundraising progress, email friends and family to request donations and recruit members of your team, and where you can send thank you messages

How To: Register as a Team Captain/Form a Team

If you have any additional questions or need help registering, please email milesformelanoma@melanoma.org or call our office at (202) 347-9675 for assistance. Miles for Melanoma is a national program, so please be sure to include the event name when you email or call.