

We are excited that you have decided to become a Team Captain in the Scleroderma Foundation's "Stepping Out to Cure Scleroderma!" Teams are a very important part of our special events, and we appreciate the extra time and devotion that you are taking to support our mission. Here are some instructions to help you register as a team captain and form your team.

If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

1. Find a walk event near you at www.scleroderma.org/walks
2. Visit the walk's home page
3. To register, click the "I Want to Attend the Event & Register" button

11th Annual Stepping Out to Cure Scleroderma Walk and Kids Fun Run

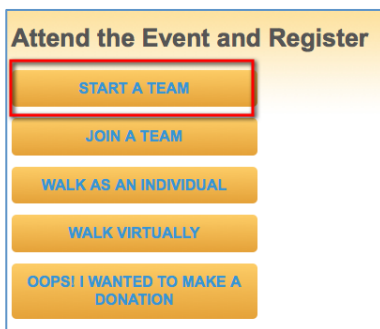
Countdown to the event: 131 days

I Want to Attend the Event & Register

I Can't Attend the Event, But I Want to Donate

-CONTINUE ON NEXT PAGE -

4. On the “Attend the Event and Register” page, **select “Start a Team” button.**

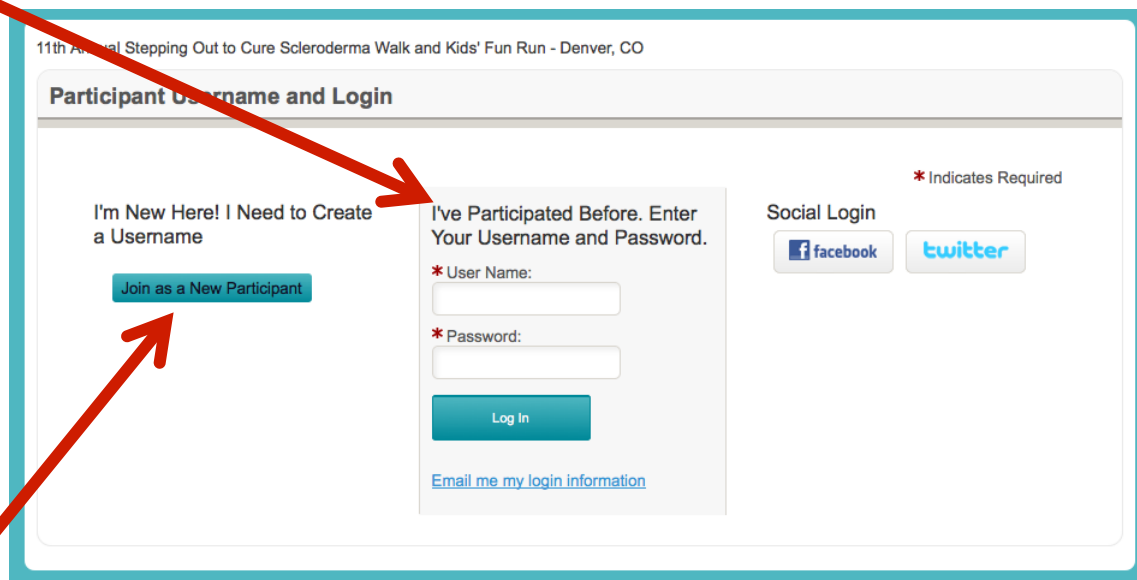


5. PARTICIPANT USERNAME AND LOGIN

Every walk participant will create a username and password. This will be so you can access your Participant Center later. (Even if you don't fundraise, you'll have access to your Participant Center so you can send emails to ask others to join you at the event.)

- a. If you have participated in a walk event in the past, enter your previously created username/password combination. *(If you have forgotten your information, click the “Email me my login information” and an email will be sent to the most current email address that we have on file.)*

- b. If you are a new participant, select the “Join as a New Participant” and you will set up a username and password.

A screenshot of a web form titled "Participant Username and Login" for the "11th Annual Stepping Out to Cure Scleroderma Walk and Kids' Fun Run - Denver, CO". The form is divided into two main sections. The left section is for new participants, with the heading "I'm New Here! I Need to Create a Username" and a "Join as a New Participant" button. The right section is for returning participants, with the heading "I've Participated Before. Enter Your Username and Password." and fields for "User Name:" and "Password:", both marked with an asterisk to indicate they are required. Below these fields is a "Log In" button and a link that says "Email me my login information". To the right of the form are "Social Login" options for Facebook and Twitter. A red arrow points from the text in section 5a to the "Join as a New Participant" button, and another red arrow points from the text in section 5b to the "User Name:" field.

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****New this Year: Social Sign-on. You can log-into our website now by connecting your Facebook or Twitter accounts. Please see the separate guide for how to connect your account(s) to our website.**

Please note: You will have a username and password if you have previously interacted with the Scleroderma Foundation's website in the past, such as making an online donation, signing up for an event, completing a survey, or following an advocacy action alert. If you try to sign-up as a new user and receive an error message that there already is a username associated with your email address, try the "Email me my login information" to reset your password instead. If you have further trouble trying to login, call our National Office at (800) 722-4673 and our staff can look up your username and manually reset your password.

6. ENTER YOUR TEAM INFORMATION

Enter a Team Name, Teammate Recruitment Goal (how many people you would like to have join as team members), and a Team Fundraising Goal (how much money you would like your entire team to fundraise for the event).

Join or Form a Team

Returning users, log in first!

Note: To reactivate your team from last year, you must be [signed in](#).

* Team Name: Team Company:

Teammate Recruitment Goal:

Team Fundraising Goal:

[Next Step](#)

[I WANT TO JOIN AN EXISTING TEAM](#) | [I WANT TO PARTICIPATE AS AN INDIVIDUAL](#)

-CONTINUE ON NEXT PAGE -

7. CONFIGURE YOUR PERSONAL PARTICIPANT INFORMATION

Next, you'll select how you will personally participate in the event (i.e. as a walker, runner, virtual participant, etc.) *Note: Some events only have one participation type in which to choose.* You will also configure your personal fundraising goal on this page.

11th Annual Stepping Out to Cure Scleroderma Walk and Kids' Fun Run - Denver, CO

1 Your Registration Details
 2 Your Participant Information
 3 Walker
 4 Review Your Registration
 5 Make Payment

I Want to Participate As...

Select one of the participation types below.

* Indicates Required

*** Select a Participation Type**

Early Bird Adult Walker - \$30.00
 Adult Walker - register by June 1, 2015 and receive a \$5.00 discount off the registration fee. All participants receive a t-shirt.

Child Walker - No Fee
 Child Walker Kids 12 & under walk for FREE and are eligible to participate in the Kids' Fun Run

"Sleeping In For Scleroderma" Registration - \$25.00
 Not a morning person? Will you be out of town on Walk day? Do you have to work? You don't live in the area but you want to fundraiser for a friend or family member that is walking? If for these (or other) reasons you won't be stepping out with us in person, you can still register and set up your own fundraising page. This registration type does not include a t-shirt but all "Sleeping In" participants will be entered into a drawing for a prize. (Please note: If you would simply like to donate to a walker or team, you do not need to register. Instead, go the main page and search on the name or team of the walker to make a donation.)

Enter discount code:

Your Fundraising Goal:

Would you like to make an additional gift?
 Additional Gift:

Yes, make this an anonymous gift.
 Yes, you can display the amount of my donation publicly.

Additional T-Shirt: \$15.00
 One event t-shirt is included with each Adult and Child registration, but you can purchase additional shirts here.
 Select size:

Scleroderma Foundation Wristband: \$2.00
 Show your support and help spread awareness of scleroderma by wearing a teal wristband. One size fits all.
 Yes, I would like to purchase a wristband.

Doggie Awareness Bandana: \$5.00
 Purchase a teal awareness bandana for your favorite pooch so they can spread awareness too. One size fits all.
[More Info](#)
 I want to purchase a doggie bandana.

Would you like to associate your participation with a company?

Next Step

-CONTINUE ON NEXT PAGE -

8. ENTER YOUR PERSONAL INFORMATION

Fill out your personal information to complete your registration. This includes your name, address, email, emergency contact and additional information. If you see a Red Asterisk (*) next to a question, an answer is required before you can proceed with your registration.

Note: If you have previously participated, your information will autofill with the most current information that we have in our records. Please double-check that the information, which populates is correct as this helps to keep our records as accurate as possible.

11th Annual Stepping Out to Cure Scleroderma Walk and Kids' Fun Run - Denver, CO

1 Your Registration Details
2 Your Participant Information
3 Waiver
4 Review Your Registration
5 Make Payment

Registration

* Indicates Required

Please complete the registration form below

Personal Information

* First

* Last

Contact Information

<p>* Street 1: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>Street 3: <input type="text"/></p> <p>* City/Town: <input type="text"/></p> <p>* State / Province: <input type="text"/></p> <p>* ZIP / Postal Code: <input type="text"/></p> <p>* Country: <input type="text" value="United States"/></p>	<p>* Email: <input type="text"/></p> <p>* Phone Number: <input type="text"/></p> <p>Emergency Contact:</p> <p>* Name <input type="text"/></p> <p>* Phone Number <input type="text"/></p> <p><input checked="" type="checkbox"/> I would like to be emailed when a gift is made on my behalf.</p> <p><input checked="" type="checkbox"/> Yes, I would like to receive e-mail from Colorado Chapter</p> <p>Email Format: <input type="text"/></p> <p><input checked="" type="checkbox"/> Yes, I would like to receive postal mail from Colorado Chapter</p> <p><input checked="" type="checkbox"/> Keep me logged in.</p>
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Participant Center Access Information

* User Name:
5 to 60 characters

* Password:
5 to 20 characters

* Repeat Password:

-CONTINUE ON NEXT PAGE -

9. ADDITIONAL INFORMATION

Most events ask some secondary information to help with their planning of an event, such as t-shirt size, would you like to volunteer, etc. Please answer the questions to help our event managers. If you see a Red Asterisk (*) next to a question, an answer is required before you can proceed. **Questions vary for each event.**

The screenshot shows a registration form titled "Additional Information" with the following questions:

1. How did you hear about this event?
 - Postcard
 - Website
 - Email
 - From a patient
 - From a family member
 - From a support group
2. Would you be interested in volunteering?

Please select response ▼
3. Are you a patient with scleroderma?

Please select response ▼
- * 4. Would you like to receive membership benefits of the Scleroderma Foundation with your donation or registration fee of \$25 or greater?

Please select response ▼
- * 5. What is your t-shirt size? (T-shirt size guaranteed only if you register by April 21.)

Please select response ▼

At the bottom of the form are two buttons: "Previous Step" (disabled) and "Next Step" (active).

10. AGREE TO WAIVER

Please check the box "I agree with the terms and conditions above" for the waiver.



The screenshot shows a "Waiver" form with the following content:

Waiver

Please take a moment to read the following waiver. [Printable Version](#)

I understand that my participation in the Stepping Out to Cure Scleroderma Walk is voluntary and at my own risk. The Scleroderma Foundation, their staffs, Board of Directors or volunteers will not be responsible for any injury or damages incurred by me or my property. I agree to permit the free use of my name and picture in any broadcast, telecast or other account of this event.

I agree with the terms and conditions above.

Buttons: "Cancel" and "Next Step"

11. REVIEW YOUR REGISTRATION INFORMATION

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 a previous screen.

If you'd like to register more family members, click the "Register Another Person" button to continue. If you are finished, click the "Complete Registration"

Registration Summary

You have completed 1 registration.

Dakota [Redacted]	Participation Type: Early Bird Adult Walker	\$30.00
[Redacted] com [Redacted]	Extra Gift:	\$0.00

[Edit]

Participant Total: \$30.00

The current total cost is **\$30.00**

Buttons: Cancel, Click here to register another person, Complete Registration

12. COMPLETE YOUR TRANSACTION & SUBMIT PAYMENT

Enter your information to complete payment including your credit card and billing information.

Click the green "Process Payment" button on the bottom of the page to continue.

11th Annual Stepping Out to Cure Scleroderma Walk and Kids' Fun Run - Denver, CO

1 Your Registration Details 2 Your Participant Information 3 Waiver 4 Review Your Registration 5 Make Payment

Submit Payment

\$30.00

Credit Card Information:

Credit Card Type: VISA

* Credit Card Number: [Redacted]

Expiration Date: 02 2015

* CVV Number: [What is this?](#) [Redacted]

Billing Information:

Title: [Redacted] * First Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted]

* Address 1: [Redacted]

Address 2: [Redacted]

* City: [Redacted] * State / Province: MA - Massachusetts * Zip / Postal Code: [Redacted]

* Country: United States

Buttons: Back, Process Payment

12. THANK YOU FOR REGISTERING

Once you have completed your transaction, you will receive an on-screen confirmation. You also receive a Thank You for Registering email to confirm your registration. Be sure to save this email, as there will be links to access your “Participant Center” in the future. This is where you will login to check your fundraising progress, email family/friends requesting gifts or to join your team, and where you can send thank you messages.

CONTACT OUR OFFICE FOR ASSISTANCE

1. Call the National Office at (800) 722-4673.
2. Our staff can help you complete the registration process and create a team for this year’s event.
3. Please be prepared to provide us with: Event Name/Date, Your Email Address, and Your Team Name.