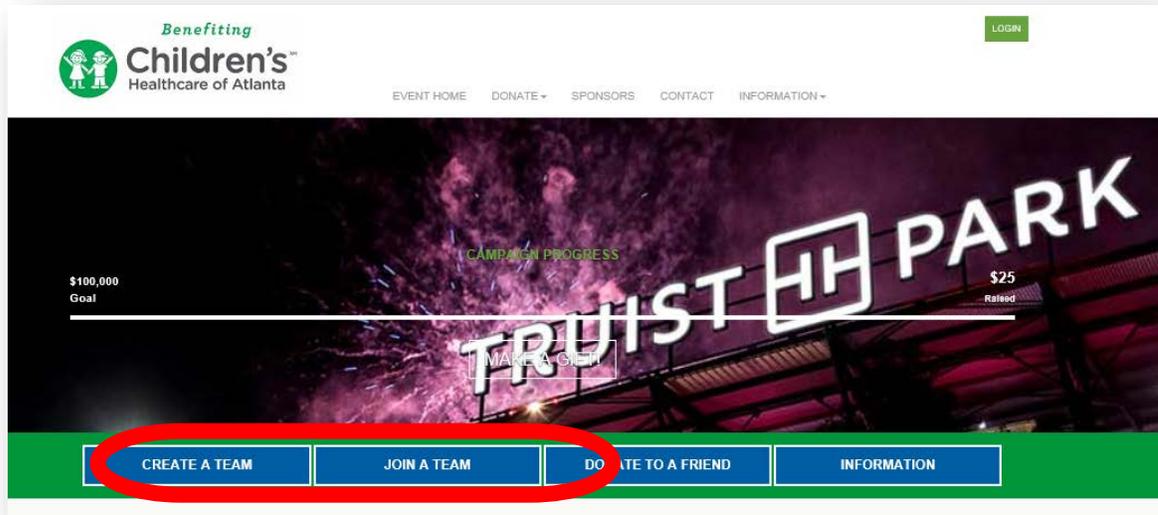


Step 1: Getting Started

- Visit www.choa.org/marathon
- Click on **Create a Team** or **Join a Team**:



Step 2: Provide or select your information

To create a team:

- Enter your team name
- Enter your team fundraising goal – remember in order to run your team must fundraise a minimum of \$2,620
- Create your team password – this is important as you will give this to your other teammates in order for them to join your team

For questions and concerns, please contact Chelsea Ott at:
chelsea.ott@choa.org | 404-785-7218

2020 Marathon by Midnight Creating or Joining your Marathon Team

To join a team:

- Enter your Team Name in the search bar

The screenshot shows the '2020 Marathon by Midnight' website. At the top, there is a progress bar with five steps: 1. Get Started (active), 2. Select Options, 3. Provide Details, 4. Review, and 5. Make Payment. Below the progress bar is the heading 'Join or Form a Team'. A blue banner reads 'RETURNING USERS, LOG IN FIRST!'. Below this is a note: 'Note: To reactivate your team from last year, you must be [signed in](#).' There is a 'Team Name:' label followed by a search input field containing the text 'Team'. To the right of the input field is a green button labeled 'SEARCH FOR A TEAM'. At the bottom right, there is a link: 'I would like to start a new team |'. A red arrow points from the left towards the search input field.

- Once the results come up, click join next to your team

The screenshot shows the search results page. At the top, there is a 'Team Name:' label followed by an input field containing 'test' and a green button labeled 'SEARCH FOR A TEAM'. Below this is the 'Search Results' section. It includes a lock icon and the text '= Password required to join team.' Below that, it says 'Viewing 1-3 of 3' with 'Previous' and 'Next' links. There is a 'Sort By:' dropdown menu. The first result is 'Team Test', which includes 'Team Captain: Development Tester' and a lock icon. To the right of the result is a green button labeled 'Join'. A red arrow points from the right towards the 'Join' button.

- Enter your team password (if you do not know your password, reach out to your team captain. *Please note: passwords are case sensitive.*)

The screenshot shows the password entry page. At the top, there is a progress bar with five steps: 1. Get Started (active), 2. Select Options, 3. Provide Details, 4. Review, and 5. Make Payment. Below the progress bar is the heading 'Please enter the team password for Team Test'. There is a note: '* Indicates Required'. Below this is a 'Password:' label followed by a password input field. Below that is a 'Repeat Password:' label followed by another password input field. At the bottom left is a green button labeled 'PREVIOUS STEP' and at the bottom right is a green button labeled 'NEXT STEP'. Two red arrows point from the left towards the password input fields.

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Step 3: Select Participant option

- Follow the registration prompt
- Enter your individual fundraising goal (which will live under the overall Team page)
- If you would like to make an Additional Gift that will appear on your Individual Page, enter the amount here
- Check the boxes if you'd like this gift to be anonymous or to display the gift publicly on your page

Step 4: Log in or create an account:

- If you are registering as a first-time user, click the green button that reads **Join As a New Participant**
- If you would like to use your Facebook or Twitter login information to register for your Marathon by Midnight page, click on either the Facebook or Twitter icons
- If you are a new user, click on the green Join As a New Participant button and you will be taken to an online registration form
- Fill out this registration form with your personal information
- You will create your username and password on this form

Step 5: Review

- Review your registration summary and click the **Complete Registration** button
- On the next page, you will see a large green button where you can **Access Your Participant Center**.
 - Here you can personalize your page, communicate with donors, manage your goal and view your progress.
- After you have created your username, password and personal fundraising page, you will see a Participant Center button at the top of the website where you can easily manage your page moving forward



Chelsea Ott is here to assist you in setting up your page. Please don't hesitate to contact her via email at: chelsea.ott@choa.org.

For questions and concerns, please contact Chelsea Ott at:
chelsea.ott@choa.org | 404-785-7218