

HOW TO CREATE A TEAM

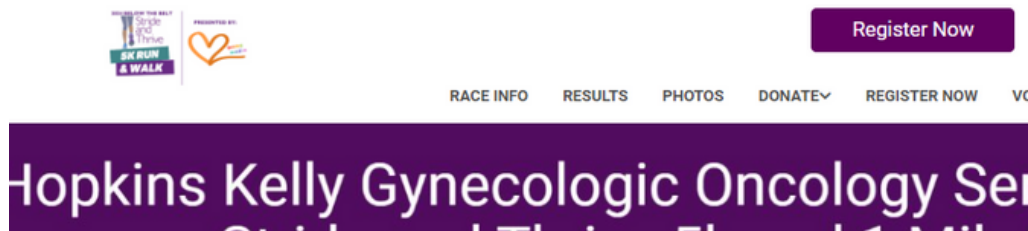


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VISIT: [HTTPS://RUNSIGNUP.COM/RACE/MD/BALTIMORE/HOPKINS](https://runsignup.com/race/md/baltimore/hopkins)

2

CLICK THE REGISTER NOW
BUTTON IN THE TOP RIGHT



3

FILL OUT YOUR REGISTRATION DETAILS

Registrant #1

Clear all fields

[Sign In](#) Login with your RunSignup account.

Who are you registering? *

First Name *

Last Name *

Email Address *

Confirm Email *

Create Password ⓘ *

Confirm Password *

This will be the password for your RunSignup account.

Date of Birth *

Used for age group calculations

Gender *

☐ Male ☐ Female
☐ Non-Binary ☐ Prefer Not to Say

Phone *

Format: ###-###-####

Street Address *

Country *

Zip Code *

City *

State *

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CHOOSE YOUR EVENT

4

Choose Your Event *

☐ 5K Run/Walk

\$40.00

Special Pricing

☐ 1 Mile Walk

\$25.00

Special Pricing

☐ Virtual 5K

\$40.00

5

ADD ADDITIONAL REGISTRANTS (OPTIONAL)



+ Add Another Registrant

6

FILL OUT THE WAIVER AND CONTINUE TO ANSWER NEXT SET OF
REGISTRATION QUESTIONS

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ALL PARTICIPANTS WILL AUTOMATICALLY RECEIVE A FUNDRAISING PAGE, REGARDLESS OF WHETHER OR NOT THEY PLAN TO FUNDRAISE.

THERE IS NO FUNDRAISING MINIMUM REQUIRED, BUT WE ENCOURAGE PARTICIPANTS TO DO SO IF THEY ARE ABLE. ALL DONATIONS WILL DIRECTLY SUPPORT OUR SURVIVORSHIP PROGRAM.

IF YOU WANT TO UTILIZE YOUR FUNDRAISING PAGE, YOU'LL HAVE THE OPTION TO LOGIN AND MAKE UPDATES TO THE PERSONALIZED FIELDS BELOW WHENEVER YOU NEED TO

Fundraiser

You must create a new Fundraiser.

Become a Fundraiser
Create a personal page, collect donations, and set your personal Fundraiser goal!

Fundraiser for Test Test

Your Fundraiser Name *
Test Test

Your Fundraiser Goal
\$ 100

Page Options
☐ Hide from public lists.
Still visible via direct link.

Tagline
[Empty field]

Create Your Custom Fundraiser URL
https://runsignup.com/

Choose your image
You can upload .png, .jpeg, .jpg, or .gif files.
☐ Save as my profile picture

Personal Message Heading
Story

Personal Message to Display on Your Fundraiser Page

File Edit View Insert Format Tools

Paragraph [Dropdown] [Bold] [Italic] [Underline] [List] [Link] [Undo] [Redo] [Image] [Code]

Thank you for your contribution to Johns Hopkins Kelly Gynecologic Oncology.

P

TYPE IN KEY WORDS
TO SHORTEN YOUR
FUNDRAISING LINK.
THIS LINK WILL BE
USED TO SEND TO
FAMILY AND FRIENDS
TO ASK FOR SUPPORT

INCLUDE A PERSONALIZED
HEADER AND STORY ON
YOUR FUNDRAISER PAGE.
THIS SHOULD INCLUDE
WHY YOU ARE
PARTICIPANT AND
ENCOURAGE OTHERS TO
JOIN YOU OR DONATE.

SET YOUR FUNDRAISING GOAL.
YOU CAN ALWAYS GO BACK
AND CHANGE THIS AMOUNT.

UPLOAD AN IMAGE OF
YOURSELF OR A MEANINGFUL
PHOTO THAT REPRESENTS
WHY YOU ARE PARTICIPATING.
THIS IMAGE WILL SHOW ON
YOUR FUNDRAISING PAGE.

BY CHECKING THIS BOX, THIS
IMAGE WILL ALSO SHOW AS YOUR
PERSONAL ICON ON ANY PAGES
THAT SHARE FUNDRAISER PAGES

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7 TO CREATE A TEAM CLICK THE TOGGLE TO "YES" UNDER "CREATE A TEAM FUNDRAISER"

CREATE A TEAM NAME.
BE SURE TO SHARE THIS
NAME WITH THOSE YOU
WANT TO JOIN YOUR
TEAM SO THEY CAN
EASILY FIND YOU

 Team Fundraiser

In addition to being a Fundraiser, you can also join or create a Team Fundraiser to set and achieve a goal with others!
Team Fundraisers have personal pages and funds raised contribute toward the team goal.

Join a Team Fundraiser Create a Team Fundraiser

(New Team Fundraiser) Yes ☐

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INCLUDE A PERSONALIZED
HEADER AND STORY ON
YOUR TEAM PAGE.

AS A TEAM CAPTAIN, YOU
CAN ALWAYS LOGIN LATER
TO UPDATE THIS PAGE

New Team Fundraiser Name

New Team Fundraiser Goal

\$ 1000

☒ Show goal thermometer.
☒ Show scrolling list of donors.

Personal Message Heading

Story

Personal Message to Display on New Team Fundraiser Page

File Edit View Insert Format Tools

Paragraph  

Please join and start a Fundraising Team.

SET YOUR TEAM
FUNDRAISING GOAL.
THIS IS THE
COLLECTIVE TOTAL
YOU AIM TO RAISE
BETWEEN ALL TEAM
MEMBERS,

YOU CAN ALWAYS GO
BACK AND CHANGE
THIS AMOUNT.

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**IF YOU'D LIKE TO DONATE, YOU CAN DO SO AT THIS STEP.
ANY DONATION YOU MAKE WITH YOUR REGISTRATION WILL BE ADDED TO YOUR
PERSONAL FUNDRAISING TOTAL**

A screenshot of a web form titled 'Donation' with a purple icon of a person running. Below the title, it says 'Enter a custom donation amount or select a donation level below.' There is a text input field with '\$ 0.00'. Below this are three purple buttons labeled '\$100', '\$50', and '\$25'. Further down is a section titled 'On Behalf Of' with a dropdown menu. Below the dropdown are three radio button options: 'My Name' (which is selected), 'Anonymous', and 'Other'. At the bottom of the form are two buttons: a purple 'Continue' button and a grey 'Back' button.

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**RESULT NOTIFICATION MEANS THAT YOU WILL RECEIVE A TEXT
MESSAGE WITH A LINK TO YOUR TIMED RACE RESULTS IF YOU
ARE PARTICIPATING IN THE 5K RUN/WALK.**

**YOU CAN CHOOSE TO OPT-IN, OTHERWISE, SKIP THIS STEP AND
CLICK CONTINUE**

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ENSURE YOUR SHIPPING ADDRESS IS LISTED CORRECTLY AND CLICK CONTINUE

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ENTER YOUR PAYMENT INFORMATION.

REVIEW THAT YOUR REGISTRATION ANSWERS ARE CORRECT AT THE BOTTOM (YOU CAN ALSO ADD ANOTHER REGISTRANT AT THIS TIME IF YOU CHOOSE TO DO SO)

ONCE REVIEWED, CLICK THE "CONFIRM PAYMENT" BUTTON TO PROCESS YOUR REGISTRATION(S) AND ANY (OPTIONAL) DONATION

YOU WILL RECEIVE A CONFIRMATION EMAIL UPON COMPLETION OF YOUR PAYMENT.

Enter Your Payment Information

Card Number * 

Expiration Date * CVV *

Month Year

First Name * Last Name *

TEST TEST

Street Address *

Country * Zip Code *

US - United States

City * State *

☐ Save my credit card for a quicker registration next time.

Purchase Summary

Item	Total
5K Run/Walk Test Test	\$40.00 \$40.00
Race T-Shirt Youth X-Large	\$0.00 \$0.00
Coupon Code ⓘ	
	Apply
Base Cost:	\$40.00
Processing Fee: ⓘ	\$0.00
Total:	\$40.00

☐ Would you like to cover the cost of the processing fee for your registrations? Fees vary based on registration total. (\$3.40)

You can clear this transaction within 15 minutes. There are no refunds of entry given for this event.

Enter the initials "TT" to agree to the refund policy: