



## How to 'Join a Team'

This document will walk a team member through the steps to register to an existing team.

1. Go to our website at [www.komen-dallas.org/](http://www.komen-dallas.org/), click on the **Events** tab and select *Komen Dallas Race for the Cure*
2. Click on the **Register a Team** pink box at the top of the page.
3. If you are a returning participant, log in to your *Participant Center* to bring your team back. Otherwise, select **First Time Registration**.
4. You will be taken to the team registration page. At the bottom of this page, select **I would like to join an existing team**.
5. Fill in your team name or the name of the Company your team may be associated with. Press **Search for a Team**.
6. Find the team with the team captain who invited you and select **Join**. If you cannot find the team you're looking for, make your spelling is correct or reach out to us at [info@komen-dallas.org](mailto:info@komen-dallas.org).
7. Select your participation type (Adult, Sleep In for the Cure®, Youth, BAM or HAM)
8. **If** your company is paying for your registration fee, you should already have a team code provided by your company. Enter it in the "discount code" box. If your company has not provided a team code, skip the "discount code" box.
9. Enter your individual fundraising goal (This is for your fun only and is not required). This is a goal that you personally would like to meet.
10. Check the appropriate boxes for additional add-on's and click the Next Step box at the bottom.
11. If you are a returning participant, look over the personal data and correct anything that has changed. If you did not have to log in because this your first event with us, simply fill in all the blanks and press Next Step at the bottom of the page.
12. Read over the waiver. Check the appropriate box near the bottom and select Next Step at the bottom.
13. On the next page you should verify that your registration information is correct. You will now be able to register another family member before you complete your registration.  
NOTE: \*\*You will have to pay the registration fee for everyone that you register.  
\*\* Please use their personal email address and mailing address.
14. If you are not registering another individual you must press the Complete Registration button at the bottom of the page to get to the payment step.
15. Complete the payment form and select process payment. You must confirm the transaction in order to complete the transaction process.

Now that you are done with registration the next step is to **update and personalize your personal web pages and shortcut URL**. Then use that shortcut URL to **send out recruiting and fundraising emails**.