

How to register A Relay Team for the Rev3 sheJAMs Olympic Triathlon

to benefit Women, Work, and Community's 35th Anniversary

Before you begin, it helps to have the following information from your Team Mates: Date of Birth, Email address, Phone, USAT Sanctioning Number (if your team mates are members of USA Triathlon – if not, you will need to purchase a one-day membership at \$12 each, or they can choose a one-year membership at \$45 if they plan to participate in any other triathlons in 2013), T-Shirt Size, whether or not they want to participate in the post-race lobster bake, and whether or not they want to rent a bike or wet suit. Your group should also decide on a Team Name.

One person will be the designated **Team Captain** and keeper of the fundraising page. Note that all fundraising will fall under the Team Captain's name in the data base. sheJAMs requires that each participant raise a minimum of \$100 **each**; therefore, the other team members will need to come to the race with individual \$100 cash or check donations in order to participate in the triathlon, regardless of the overall team fundraising amount. (If this changes, WWC will let you know.)

Go to: <http://rev3tri.com/maine/sign-up-me/registration/>

Click on "CLICK HERE TO REGISTER" which will take you to the Active website.

<http://www.active.com/triathlon/old-orchard-beach-me/rev3-maine-and-she-jams-2013>

You will see a list of triathlon options as you scroll down. To register, click on the green "Register Now" button at the top right side of the page.

Select category: Make a selection: Under the "sheJAMs Olympic Rev" choose the sheJAMs Olympic Relay (2-3 women completing the triathlon). Click "Continue" once you have chosen the option you prefer.

Sign in: Choose either "new user" and enter your email address and click Continue, or if you have registered with Active before chose "Sign in with your ACTIVE.com account" and enter your email address and password, then click Sign In.

-Choosing "New user" will ask you for a variety of information including your name, gender, date of birth, address, and contact numbers (see below).

Team Info: Enter a Team Name for your team, the number of members, and a team description.

Team Captain Info: The Team Captain needs to enter Name, Gender, DOB, Phone, Address, Emergency Contact, Classification (not sure? pick Age Group), Occupation, How Did You Hear About (enter Women, Work, and Community); Health Issues, Additional Purchases, T-Shirt Size. You'll need to enter this information for your fellow team mates later.

Donate: Only if you wish at this time. Note that this will not show up on your Fundraising Page, because you have not created it yet. If you would like to donate to Women, Work, and Community – choose University Of Maine System, Inc.

Additional Purchases: If you need to rent a wetsuit for the swim portion of the race, you can choose the type and size here. Additionally, if you wish to participate in the post-race lobster bake you can purchase tickets here. The cost will be added to your total due at the end.

USAT sanctioning: If you are a member of USA Triathlon you will need to enter your membership number. If not, you will need to purchase a one-year membership (\$45) or a 1-day membership (\$12) to compete. If you don't plan to do any other triathlons in 2013 it is recommended to purchase the 1-day membership to save cost. Choose your option here and check the box at the end of the agreement and sign in the box your electronic signature.

Waivers and agreements: You must check the box to agree to the Active Agreement and Waiver and sign your name in the box Electronic signature.

Click Continue.

Team Captain: Pick your role in the triathlon (which leg of the triathlon).

Team Member 2: Enter Name, Gender, DOB, email address (not required), role, T-Shirt size, rentals and post-race lobster bake.

USAT Sanction Team Member 2: Enter her USAT number, or purchase her one-year (\$45) or one-day (\$12) pass.

Team Member 3: Enter Name, Gender, DOB, email address (not required), role, T-Shirt size, rentals and post-race lobster bake.

USAT Sanction Team Member 3: Enter her USAT number, or purchase her one-year (\$45) or one-day (\$12) pass.

Click Continue.

Review Cart.

Check out by entering your payment and billing information.

Account Creation to Fundraise: Now, this part is tricky. This is where you want to begin creating your fundraising page through Active Network Giving, a different website that has merged with Active.com.

Log into Active.com

Look at the top right in the blue bar and click Login. Enter your email address and password you created.

On the left hand side look for Active Giving, and click Fundraising. Again, this is where you want to begin creating your fundraising page through Active.com Giving, a different website that has merged with Active.com.

Click I Do Not Have A User Name or Password. This gets you into the Active Network Giving website. Click Create Account. Enter your email address (login) and a password (using the same one as before is a good idea) a couple of times. It will feel like you are being taken in circles until you finally are given the option to Skip This Step. Choose Skip This Step, and you're in. Stay with this because once you get in, you can create your fundraising page.

Organization Information:

Organization Name: Women, Work, and Community through the University of Maine System
Federal Tax Number: Skip this. It is not required.

Accounting Information:

Make Checks Payable to: Women, Work, and Community
Address 1: 46 University Drive
Address 2: University of Maine at Augusta
City: Augusta
Country: United States
State: ME
Zip: 04330-9410

Contact Information:

First Name: Gilda
Last Name: Nardone
Phone: 1-800-442-2092
Email: nardone@maine.edu

Click Continue

Title of Team: Enter Your Team Name.

Create Web Address: This will create your fundraising page web address. Make it easy for people to find.

Service Agreement: WWC donations will be deducted 6.5% + 1 cent. Click Agree and continue.

Campaign Details: Add a catchy tagline here.

Welcome Message: Add your personal touch about why you are raising money for WWC. Be sure to mention WWC's 35th anniversary. For ideas, visit some of the existing fundraising sites for language.
<http://www.active.com/donate/TeamMaineEyeCenter>

<http://www.active.com/donate/teamcare>

Upload Image: Choose a photo of your team.

Suggested Donation: Click three times for three levels, then fill in the names and amounts for each.

Set a Goal: No commas.

Goal Date: August 31st is good, since some might donate after the event.

Active Fundraising: Click NO on these.

Display Options: Choose how you'd like your donations displayed.

Save and Finish. Note – You cannot preview yet. Your site will not be active (live) for 48 hours. You will not be able to preview it until it is live. You must respond to an email from Active.com within 48 hours first. If you cannot preview your site once you've responded to the email from Active.com, contact Active.com.

Other Options: Be sure to customize a thank you. One we recommend is - Thanks so much for your generous donation. Your financial contribution will have an immediate and lasting impact on Women, Work, and Community (WWC). Because of you, WWC is able to continue helping Maine people succeed in the workplace, develop tools for business success, achieve financial security, and become community leaders - all at no charge to their participants. Visit their website (www.womenworkandcommunity.org) for updates, and thank you again for your support.

Send confirmation of each donation to: Put your email address here so you can see family and friends who have donated. You will receive emails for every online donation received. Please keep these emails in a folder on your computer. WWC may need them for verification.

Last, you can choose various tabs under Customize My Website to make any changes. Choose colors, fonts. Just be sure to click SAVE!

Questions: Contact Gigi Guyton at gigi.guyton@maine.edu, or 207-799-5025.

Thank you for your willingness to fundraise for WWC. Have fun, and happy triathlon!