

FOR TEAM CAPTAINS

CREATING YOUR TEAM

1. Go to www.KomenIowa.org
2. Click on 'Komen Race for the Cure®' (top header menu), and then 'Register.'
3. Click the gray button titled 'Start a Team.'
4. Enter your team name, company (if applicable), fundraising goal and recruitment goal. Then click 'Next Step.' Below are some team name tips:
 - We recommend NOT starting your team name with the words 'Team,' 'A,' or 'The.'
 - DO NOT use a comma or quotation marks in the title.
 - DO NOT use all lower case letters.
 - Team names are case sensitive.

Please note that selecting a password for your team is OPTIONAL and only necessary if you wish to restrict team registrants to those who have the password.

5. You will need to register yourself in order to create your team. Select your participation type, make an additional donation if you choose, and decide your individual fundraising goal. Then click 'Next Step.'
6. Now you will be asked to log in. If you are a returning user (have registered for a past Komen Race online, and received an e-mail with a username and password), use your username and password. Then click 'Log In.' If you forgot your username and password, enter your e-mail address associated with your Komen Iowa account, into the box and click 'Send Username.' An e-mail will be sent with your username and password.
7. Enter your contact information, Participant Center access information and answer the additional information questions. (If you are a returning user you will need to verify all your information is current, and answer the additional information questions.) When finished, click 'Next Step.'
8. Next is the waiver. Please read the waiver carefully and check the 'I agree with the terms and conditions above' box. Then click 'Next Step.'
9. Please review your registration summary, and make any correction by clicking edit. If you have additional team members you would like to register with the same credit card, you may do so now by filling in their first and last names and clicking 'Register Another Person.' If not, please click 'Next Step.'
 - **Please note that team captains signing up their entire team (or several team members) with one e-mail address will encounter problems if they are not all entered in the same transaction!**
10. You will be asked for billing and payment information. When finished, click 'Next Step.'
11. Please review your payment information and click 'Process.' To make corrections, click 'Previous Step.'
12. Congratulations! You have created a team and registered yourself as team captain. Team captains can modify both their personal fundraising page and their team page from their Race Participant Center.

ACCESSING YOUR TEAM CENTER

1. Go to www.KomenIowa.org
2. Click on Komen Race for the Cure® (top header menu), and then Participant Center. You will be taken to the log in page. Enter your username and password and click log in.
3. You will be taken to your participant home page. Here you can get an overview of your progress, get fundraising tips and activities, import contacts from your personal address book, get a team member report, view your team roster, and connect with Facebook for fundraising purposes. Team Captains can access and customize both their personal fundraising pages and their team page from this Participant Center. E-mail addresses imported or entered in your Participant Center are not available to the Komen Iowa Affiliate and will not be added to any mailing lists.
 - Click on the e-mail tab to send e-mails. There are several suggested messages, but feel free to personalize the message and be sure to sign your name at the end.
 - Click on the Progress tab to get a detailed view of your personal and team fundraising. Click on the Personal Page tab to personalize your fundraising page.
 - Click on the Team Page tab to personalize your team fundraising page.
 - If you would like to see your team page and your personal page, click on the links at the top of the page.

FOR TEAM MEMBERS

HOW TO REGISTER FOR A TEAM

1. Go to www.KomenIowa.org
2. Click on Komen Race for the Cure® (top header menu), and then Register.
3. Click the gray button titled, 'Join an Existing Team.'
4. Enter the name of the team you would like to join. Then click 'Search for a Team.'
5. Select the team you wish to join from the search results.
 - If you are having trouble finding your team, please enter a shortened version of the team name and search again. Team search criteria are case sensitive.
6. Now you need to register yourself. Select your participation type, make an additional donation if you choose, and decide your individual fundraising goal. Then click 'Next Step.'
 - **Remember, if you register before October 9, 2011, your t-shirt will be mailed to you individually at the address you use for your registration. You will receive your t-shirt at least one week prior to the Race.**
7. Now you will be asked to log in. If you are a returning user (have registered for a past Komen Race online, and received an e-mail with a username and password), use your username and password. Then click 'Log In.' If you've forgotten your username and password, enter your e-mail address associated with your Komen Iowa account, into the box and click 'Send Username.' An e-mail will be sent with your username and password.
8. Enter your contact information, Participant Center access information and answer the additional information questions. (If you are a returning user you will need to verify all your information is current, and answer the additional information questions.) When finished, click 'Next Step.'
9. Next is the waiver. Please read the waiver carefully and check the 'I agree with the terms and conditions above' box. Then click 'Next Step.'
10. Please review your registration summary, and make any correction by clicking edit. If you have additional team members you would like to register with the same credit card, you may do so now by filling in their first and last names and clicking 'Register Another Person.' If not, please click 'Next Step.'
 - **Please note that if you are signing up multiple people with one e-mail address, you will encounter problems if they are not all entered in the same transaction!**
11. You will be asked for billing and payment information. When finished, click 'Next Step.'
12. Please review your payment information and click 'Process.' To make corrections, click 'Previous Step.'
13. Congratulations! You have joined a team and registered yourself as a race participant. Team members can modify their personal fundraising page from their Participant Center.

ONLINE FUNDRAISING AND THE PARTICIPANT CENTER

1. Go to www.KomenIowa.org
2. Click on Komen Race for the Cure® (top header menu), and then Participant Center. You will be taken to the log in page. Enter your username and password and click log in.
3. You will be taken to your participant home page. Here you can get an overview of your progress, get fundraising tips and activities, import contacts from your personal address book and connect with Facebook for fundraising purposes. E-mail addresses imported or entered in your Participant Center are not available to the Komen Iowa Affiliate and will not be added to any mailing lists.
 - a. Click on the e-mail tab to send e-mails. There are several suggested messages, but feel free to personalize these e-mails and be sure to sign your name at the bottom.
 - b. Click on the Progress tab to get a detailed view of your personal fundraising.
 - c. If you would like to see your team page and your personal page (to see what the public sees), click on the links at the top of the page. All team members are listed on the team page, along with their fundraising totals.