EASY REGISTRATION TIPS

Register at www.utahpridecenter.org

1. Things to Consider ..................................
2. Pick Your Class (Category)..............
3. Create Your Team .........................
4. Or Join a Team ..................................
5. Filling Your Cart ..............................
6. Checkout ........................................
7. Thank You! .....................................
8. Email Confirmations ......................
9. Create Your Team’s Page ..............
10. Create Your Individual Page ........
11. Share Your Pages Now..................

1 - THINGS TO CONSIDER:  
A. Team Name  
B. Team Captain  
C. Team Member Info  
(Names & Email Addresses / More can join you later.)  
D. Team Fundraising Goal  
E. Your Team Classification / Category (See Wings Below.)  
F. Fun Team Tag Line / Headline  
G. Your Team’s Rendezvous Site to start the Road Rally.

The website can be very sensitive, if you get a white empty box, use your back arrow or refresh. Only click within the current box/field.

2 - PICK YOUR CLASS (CATEGORY)
A. Click on the Winged Wheel representing your category/class.  
(To find and join a team, make sure to know what class they registered their team.  Example: If a School, select the dark green wings.)  
B. A new page appears that matches the color of your wings.  
C. Read the details and scroll to the bottom of the page.  
D. Click the “Register” button.  
E. Choose to Join a Team or Create A Team.  
(If you want to drive by yourself, or not be part of a team, you can do so.  However, you will need to use the ‘Create A Team’ option.)

Choose Your Class to Get Started!

Donate / Current Status  
Family & Friends  
Non-Profit / Community Group  
School (K-12)  
College / University  
Politician / Candidate  
Government Agency  
Small Business  
Medium Business  
Large Business  
Sponsorship Opportunities
3 - CREATE YOUR TEAM

A. Enter Team Name
B. Set Team Fundraising Goal
C. Enter Team Tag Line / Headline
D. Choose Your Rendezvous Site
   The Rendezvous site will be where your team will meet at 9:00 on Sunday, Oct. 11th, and all leave from for the Rally.
E. Click to Accept Rules / Waiver

4 - OR JOIN A TEAM

A. Search for Your Team
   (Make sure you are in the right Class/Category that your team registered.)

5 - FILL YOUR CART

A. Add Your Vehicles w/Driver
B. Add Passenger Team Members(?)
C. Add Virtual Team Members(?)
D. Each Team Members’ Data
E. Select Your Team Captain
F. Add Optional Donation or Skip

6 - CHECKOUT

A. Your Info
   First Name
   Last Name
   Email Address
B. Payment Details
   Credit Card Info
   Billing Address

7 - THANK YOU!

A. Amount Charged
B. Check Your Email
C. View Team Page
D. View Individual Member Pages
8 - CONFIRMATION EMAILS
A. Claim Your Account (Class.org Sign-Up/Login)
B. Claim/Create Your Fundraising Page
C. _____ Has Joined Your Team! (One Per Team Member)

9 - CREATE YOUR TEAM’S FUNDRAISING PAGE
A. Login to Account & Click “Go to” Corner Button to access Team or Individual Pages
B. Click “Manage” Button to Edit Your Page.
C. Choose Item to Edit from Menu Bar
   I. Overview - Review All Edit Options
   II. Story - Personalize / Tell Your Story
   III. Donations - Make A Donation
   IV. Emails - Custom Ask or Custom Thank You
      a. Create/Copy Email w/Link to Your Page
      b. Create/Copy Thank You Email
   V. Details
      a. Upload Your Photo
      b. Edit Your Name, Header, Goal...
D. Click “View” Button to See Your Edits

10 - CREATE YOUR INDIVIDUAL FUNDRAISING PAGE
Repeat Steps A, B, C & D to Edit Your Page

11 - SHARE YOUR PAGES NOW!
A. Share via Facebook
B. Share via Twitter
C. Share via Email

HAVE FUN, HELP RAISE NEEDED FUNDS & GET READY TO “COME OUT & DRAG MAIN!”