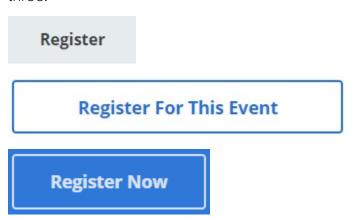
[New] Peer-to-Peer Participant Registration Guide

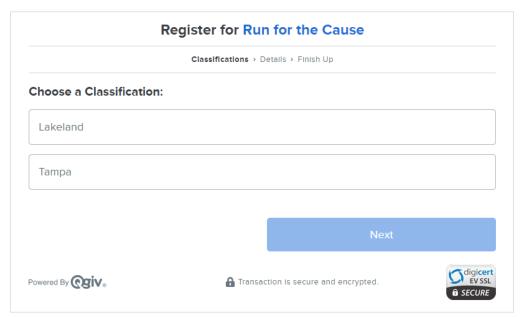
This guide will walk you through the registration process for a peer-to-peer event powered by Qgiv.

First, click one of the **Register** links on the event site. The Register link may appear as a button on the site's main page, as a link in the site navigation, in the site's footer, or all three!



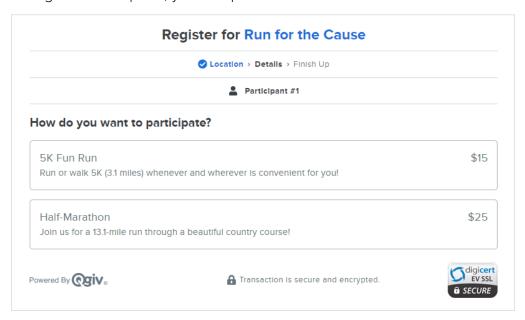
To start, you'll need to select how you'll be participating in the event.

Depending on how the organization has configured registration, you may first be asked to select a **Classification**. For this example, the classification is a location: Lakeland or Tampa. Make your selection, and then click **Next**.

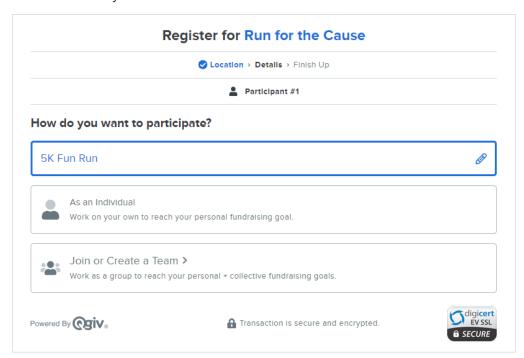




Next, you'll likely be asked **how you want to participate**. If the organization has only configured one option, you'll skip this screen.

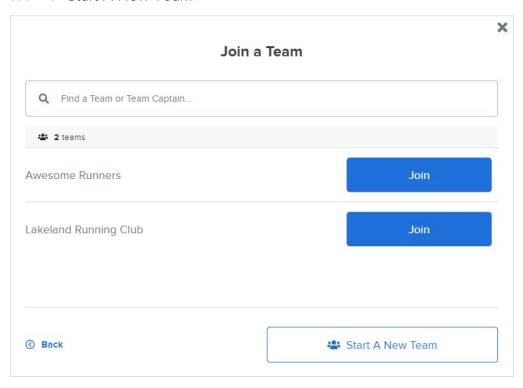


After that, if teams are enabled for the event, decide if you'll be participating **As an Individual** or if you want to **Join or Create a Team**.



Please note: If the organization has not configured classifications or multiple participation options, the Individual or Team selection will be the first step of the registration process. If there are no classifications, only one participation option, and no teams for the event, you'll skip straight to the Details page when you begin registration.

If you select **Join or Create a Team**, you'll see a pop-up asking you to **Join** an existing team or **Start A New Team**.

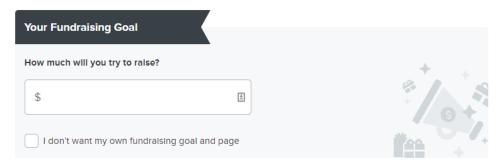


If you Start A New Team, you'll choose the team's name and decide the team's fundraising goal. You'll also be designated as the team captain, which means you can edit the team's fundraising page.

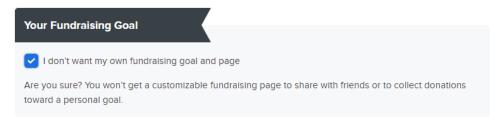
<		>
	Start A New Team	
	You'll be team captain.	
	What do you want to name your team?	
Т	Team Name	
	How much does your team want to raise?	
Money rais	sed by each team member will count toward the collective team goal, plus their own personal goal.	
	\$	
	Save My Team	



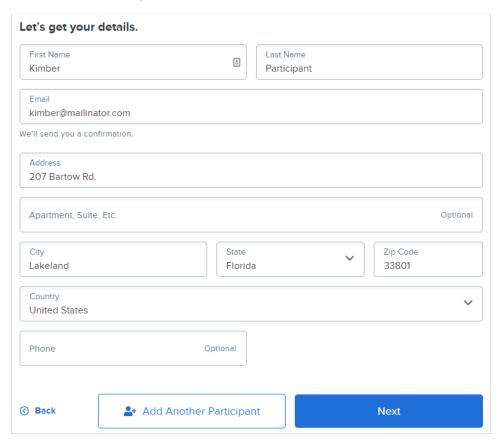
On the **Details** screen, you'll determine your fundraising goal. If you're part of a team, your personal goal will contribute to the team's goal.



If you don't want to have a fundraising goal and page, click the checkbox. This option is for registrants who want to participate in the event without fundraising.

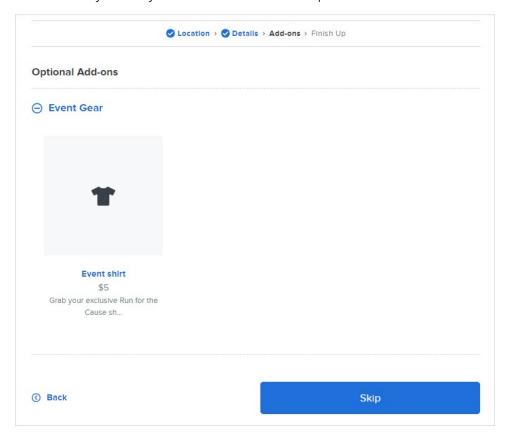


Then, fill in your personal information. If you'd like to **Add Another Participant**, you can do so now. Otherwise, click **Next**.

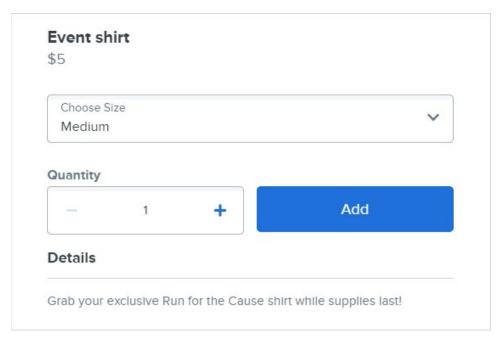




If the organization has store items available for purchase during registration, you'll be able to select any items you want on the next step.



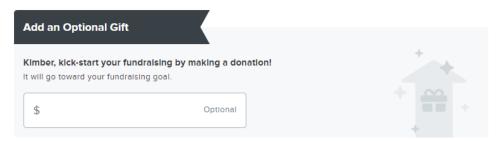
To add an item to your cart, click the item's name, choose your quantity and any other attributes, and then click the **Add** button.



Any items you add to your cart will appear on your registration summary. Click the **Next** button to proceed to checkout.

If you don't wish to purchase any store items, just click the **Skip** button.

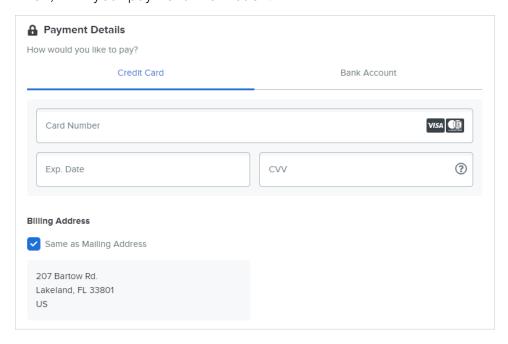
On the **Payment Details** screen, you can opt to include a donation. If you're participating as a fundraiser, any optional gifts you make will count toward your fundraising goal.



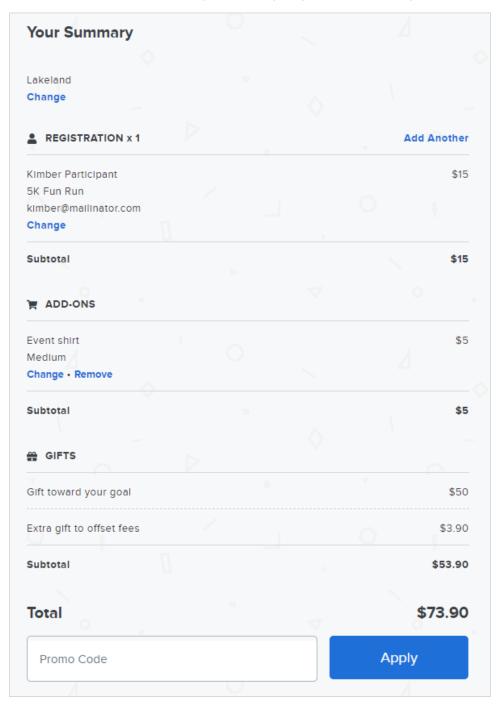
If you choose to add an optional gift, you can use the checkboxes to configure your anonymity settings.



Then, fill in your payment information.



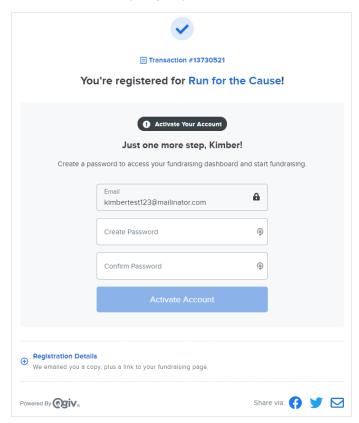
Before completing registration, you can review your registration summary on the right side of the screen. This is where you'll apply any promo codes you have.



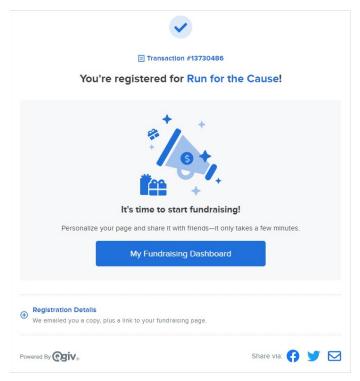
When you're ready, click Complete Registration.

Complete Registration • \$73.90

On the registration confirmation screen, if you've never participated in a peer-to-peer event powered by Qgiv, you'll be asked to create an account.

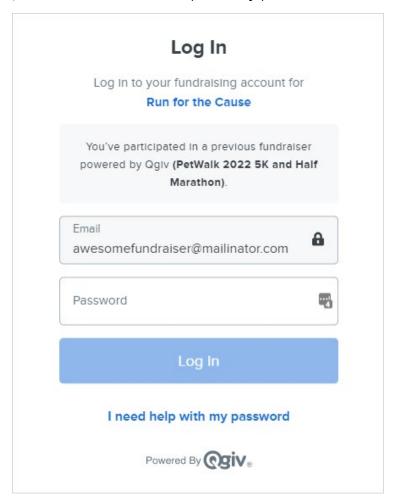


Click My Fundraising Dashboard to set up and manage your personal fundraising page.





If you've participated in a peer-to-peer event powered by Qgiv in the past, you'll be prompted to log in after you click My Fundraising Dashboard. If you don't remember your password, click I need help with my password, and a reset link will be emailed to you.



Thank you for registering for a peer-to-peer event powered by Qgiv! Happy fundraising!