



How to Register as a Runner/Walker and set up your Online Personal Fundraising Page

1. **Click on this link** to start the registration process: <https://raceroster.com/24011?aff=MDSVB>.
NB: Ottawa Race Weekend will make a **\$5 referral donation** to OCISO for everyone who registers using this referral link. **So please share the link with others who might like to join the team!**
2. Click on the **red Register button** on the right side of the page.
3. You will then be taken to the **Sign In page**, organized by **Race Roster**. If you are new to Race Roster, you will need to **type in your email address and create a password**.
Important: be sure to **keep a record of your Race Roster password** for use later on.
4. **Click on the race/sub-event you are registering in:** 2km, 5km, 10km, half marathon, marathon, etc.
5. Fill in your personal information, answer all the questions and scroll down the page until you reach this heading, **Scotiabank Charity Challenge or Marathon Relay Team**, and this question: **Are you participating as part of the Scotiabank Charity Challenge or on a relay team?**
6. Be sure to **click on the 3rd option below** to join an existing fundraising team (e.g. OCISO):
 - o I do not wish to fundraise for a charity or join a marathon relay team
 - o I'd like to create a new fundraising team or marathon relay team
 - o I'd like to join an existing fundraising team or a marathon relay team**
7. Once you click on this option, you should then see the following: **Select team**.
Scroll down the list of different teams and **click on "OCISO – Run for a New Start."**
8. You should then see the following on your screen:
Selected fundraising organization for OCISO - Run for a New Start:
 - OCISO - Run for a New Start
9. Continue to scroll down the page. At the very bottom, you will see this: **Enter promo code or 2020 Run Ottawa Membership Number here**. In the box, **enter your exclusive charity code, 2020CHARITYRUNNER**.
10. At the bottom, you can register another person, by **clicking on "Add another registrant."**
11. Otherwise, **click "Continue"** and fill out the relevant info on the other screens, make your **secured online payment**, and you will then be registered as a runner/walker in your event AND registered as a fundraiser for the OCISO – Run for a New Start team. If you have added a donation in this registration process, you will automatically receive a tax receipt by email.

THANK YOU!