



How to Register as a Participant or Create or Join a Team

Step 1: Click on the Register button on the Saddle Up event page to start the process.

Step 2: Select your registration type.

You will have the choice of Joining a Team, Creating a Team, or continuing as an Individual registrant (*no team association*). Depending on what you select, you will be directed to a different page.

- **Join a Team:** If you select Join a Team, you will be directed to this page where you are shown a list of available teams to join. You also have the option to search by team name to limit the results if there are many. Teams are limited to 10 people.
- **Create Team:** If you choose to create a team, you will be prompted to enter your team name, team fundraising goal, and team description. You will automatically be made team captain. You can choose the visibility of your team by determining if the team appears in search results or on the leaderboards. **If you choose to limit the visibility of your team, others will not be able to join your team, so please be sure to make your team visible.**
- **Individual:** If you choose to register as an individual then just click on **Continue as an Individual** and then click **Continue**. Register as an individual if you don't think you will be joining a team. You can always join a team later.

Step 3: Once you have decided how you will participate, you will choose your Registration Type will and then click Continue.

Step 4: After choosing your Registration Type you will be prompted to create your account.

The information entered here will be your login to the Fundraising Hub. An Email, Username, and Password are required for a registrant account. Users that already have an account should select **Have an Account? Log In**. You also have the option to login with Facebook. This will connect your Facebook account for future access with valid Facebook credentials.

Step 5: Complete your contact information. Please agree to the Liability waiver and tell us what size t-shirt you want.

Step 6: The final step in the registration process is checking out. This is where you will pay your registration fee and then review and complete your registration. During this step, you have the option to make a donation. Once you click on **Pay** you will be shown a registration summary.

Step 7: Set up Your Fundraising Page

After completing the registration process, you will be brought to your Fundraising Hub where you can start customizing your fundraising page and begin inviting friends and family to donate. Donations made on your page will count toward prizes.