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## How to Register for the FUN RUN

This is the step-by-step process necessary to register for the ADAPT FUN RUN. If you don't understand something or have a question, please to contact us at <http://adaptfunrun.org/question.htm>.

1. Type <http://adaptfunrun.org/> in your web browser or click on the link provided.
2. Select the "Register for the Fun Run" link, located in the upper left corner of the screen.
3. You will see a screen titled "Registration Information". If you did not participate in last years' FUN RUN, jump to Step 5.
4. If you were a participant in the prevoius FUN RUN, you can register faster by selecting the "Sign On" button, then following the steps (a) – (f) outlined below:
  - a. Type the Username you used in the previous FUN RUN in the field: "Username".  
If you do not remember your username, select the "Contact support for assistance" link provided on this screen.
  - b. Type your password in the field: "Password". If you do not remember your password, select the "Forgot Password?" link and we will email it to your email address that you registered with last year. If you don't have changed your email address since last year's FUN RUN, please select the "Contact support for assistance" and we will help you.
  - c. If you select the "Remember Me" check box, the next time you sign on from this computer the sign on screen will automatically enter your Username so you will just need to type your password to sign on.
  - d. If you select the "Keep me signed on" check box, you can go to the FUN RUN web site on this computer without having to sign on again.
  - e. Next, select the "Sign On" button. You will be taken to the new runner's home page.
  - f. To register for the FUN RUN, select the "Register for ADAPT'S 2010 FUN \* RUN" link located in the third paragraph.
5. The "Select a FUN RUN" screen appears with a list of the active FUN RUNs. Select the FUN RUN you want to participate in and select the "Continue" button.
6. You will now see the "Runner Registration" screen. It is worth noting that if you were registered in the previous FUN RUN, some of the information is already filled in for you, however you will need to verify that all of the information is correct. All of the fields preceded with a red asterisk must not be left empty. Follow steps (a) – (l) as outlined below to complete this screen.
  - a. Type your name in the "Name" field. Please type your name like "James Brown" not "jamesbrown". This field is used on many reports and other administration screens to refer to your sponsors and donations so it is rather important that you are represented properly.

- b. You may provide your mailing address in the fields provide, however it is not required.
  - c. If the “Email Address” field is empty, or you have a new email address; please type it in the “Email Address” field.
  - d. If the “Username” field is empty, please type it in.
  - e. If the “Password” is empty, please type it in the “Password” field.
  - f. Please type the same password in the “Confirm Password”. This must match exactly the password enter in the “Password” field.
  - g. Select the Organization you are supporting via the “I am supporting” drop down box.
  - h. If you are participating in a local Fun Run, use the “Fun Run Location” drop down box to make your choice.
  - i. Select one of the options listed in the “I am able to” drop down box. If you select “Virtual Runner”, jump to step k.
  - j. Select one of the options listed in the “Estimated Laps” drop down box.
  - k. The “Notify me via email when one of my sponsors makes a pledge” check box is selected by default. This means that the web site will automatically send you an email when one of your prospective sponsors makes a pledge. **No advertisements are ever sent to you via this web site.**
  - l. **Important:** Select the “Read Our Web Site Usage Agreement and Privacy Policy” and read this document. If you agree to these terms, select the “I Agree to the Web Site Usage and Privacy Agreement” check box.
  - m. Select the “Continue” button and proceed to step 7.
7. The registration process is almost complete. You will be receiving an email with “Please verify your information for the ADAPT Fun Run!” in the subject line. Usually this email is received almost instantly but it could take up to 15 minutes.  
**If you are unable to locate it in your inbox, please check your spam folder. If you still can’t locate it, please Contact Support at: <http://adaptfunrun.org/support.php>; we will be happy to assist you.**
8. Once you receive the verification email, open the email message and select the provided link with your verification key. Once you select this link, a web browser window will appear with a screen titled “Verified Registration”.
9. At this point, you are registered but there is still some work left to do before you can start recruiting sponsors. Soon, you will receive another email with “Welcome to the ADAPT Fun Run!” in the subject line. Please follow the instructions in that email to obtain the link to your custom web page and preview/edit your personal web page message. You may also want to refer to the “How to Preview/Edit My Personal Web Page Message” tutorial.