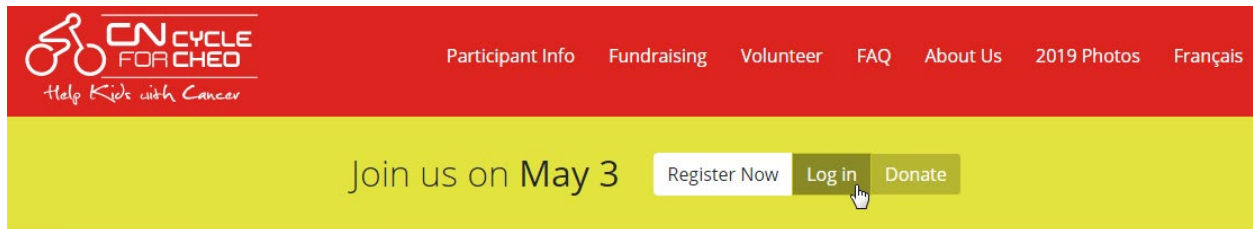


## How to Add a Participant for the CN Cycle for CHEO Event

The following is a step-by-step guide on adding a new participant for the event:

- In your web browser, navigate to [www.cncycle.ca](http://www.cncycle.ca).
- On the main page, click on the **Log In** button which will bring you to the Account Login page.



### LOGIN TO YOUR ACCOUNT

- Enter the email address and password you used to register for the event.
- Click on the Login button.
- If you cannot remember your password click on the Forgot Password link to have an email sent to you with instructions on how to reset your password.

## Account Login

Email Address\*

Password\*

Login

[Forgot Password?](#)



## YOUR DASHBOARD

By default, when you first login, you will see your dashboard page:

You can see that you are logged in by the “Welcome, <your first name>” on the top black banner.

This banner contains actions for your most recent event that you are registered for and the menu items on the banner do not change regardless of what page you are on while logged in.

### REGISTER ANOTHER PARTICIPANT

Under the “Your Fundraising” menu on the left-hand side, click on “Register Another Participant.” That will bring you to the Registration page for another participant. You can add up to 10 participants in one session.

Your Fundraising

- View Your Page
- Edit Registration Details
- Make a Donation
- View Donations Received
- Register Another Participant

Welcome Back! You've already registered for this event, but you can register up to 10 more people.

### Registration Type Participant 1

Participant \*

#### Previous Participant

Choose a participant that you've registered for a previous event.

Create a New Participant

- If you have registered a participant for an earlier event, you can click on Previous Participant to select that person.
- If this is the first time you are registering this person, choose “Create a New Participant.”

**Create a New Participant**  
✓

First Name Last Name

Most of the options will be preselected based on your registration information to make the process of adding an additional participant more efficient.

Use my address for this participant

Relationship to You \* [Select...]

I will manage this participant's fundraising page and receive email about their fundraising progress.

Email Address \*

[Privacy](#)

Participant Type \* **Adult - Fundraiser** [Change](#)

You choose to fundraise a minimum of \$60 in order to have your registration fee waived.

Because the system uses email addresses to identify individual constituents, each person will need to have their own unique email address UNLESS you choose to manage their fundraising page. If you are on a team, your additional participant will automatically be added to the same team.



Managing someone else's fundraising page is a good option if you are registering family members such as children or a spouse and they will not want or need to edit their own fundraising page or edit their details. You will be able to do that on their behalf.

By checking the checkbox beside "I will manage this participant's fundraising page..." the email address field is removed since your email address will be the one attached to this participant.

You can change the participant type to the most applicable choice for this participant.

You will then be asked to enter the details as well as agree to the requirements and the waiver on behalf of the additional participant.

You can choose to continue to the confirmation page for both registrations or you can choose to add another participant.

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**OTHER RESOURCES ARE AVAILABLE ON OUR [HOW-TO PAGE](#):**

- How to Register online – available as a video and in .pdf format
- How to Customize your page – available as a video and in .pdf format
- How to edit Registration details (video)
- How to Change your Team Membership - available as a video and in .pdf format
- How to Add a Participant once you have already registered - available as a video and in .pdf format