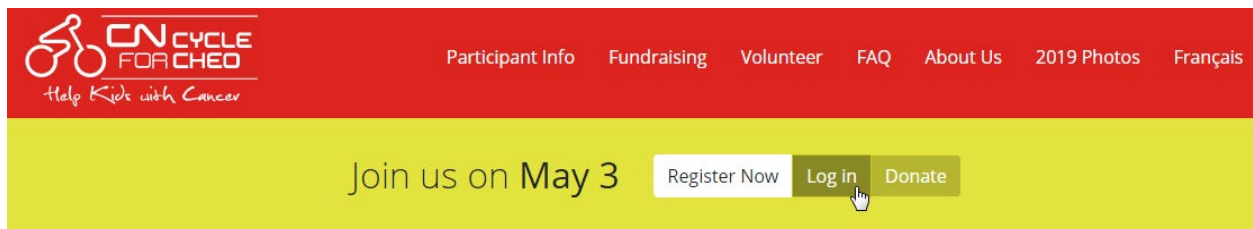


How to Change your Team Membership for the CN Cycle for CHEO Event

The following is a step-by-step guide on changing your team membership for the event:

- In your web browser, navigate to 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*

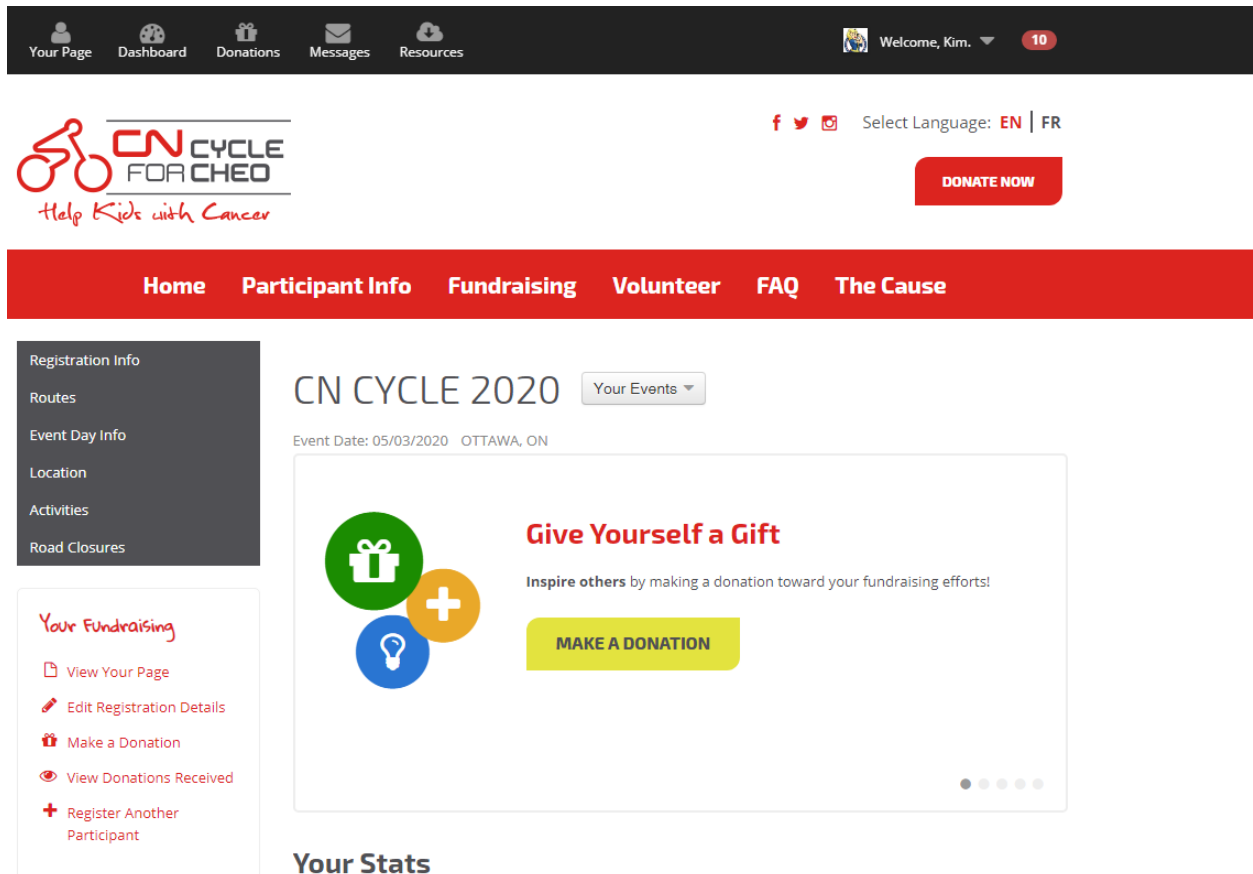
Password*

Login

[Forgot Password?](#)

YOUR DASHBOARD

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



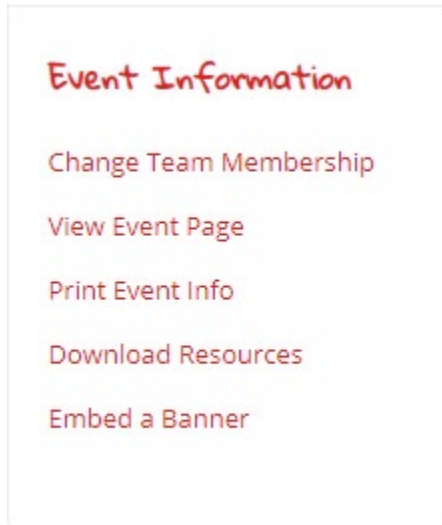
The screenshot shows the user's dashboard. At the top is a dark navigation bar with icons for 'Your Page', 'Dashboard', 'Donations', 'Messages', and 'Resources'. On the right, it says 'Welcome, Kim.' and shows a notification count of '10'. Below this is a secondary navigation bar with the CN Cycle for Cheo logo, social media icons, a language selector for 'EN | FR', and a 'DONATE NOW' button. A red navigation bar contains links for 'Home', 'Participant Info', 'Fundraising', 'Volunteer', 'FAQ', and 'The Cause'. The main content area features a sidebar with 'Registration Info' (Routes, Event Day Info, Location, Activities, Road Closures) and 'Your Fundraising' (View Your Page, Edit Registration Details, Make a Donation, View Donations Received, Register Another Participant). The main content displays 'CN CYCLE 2020' with a 'Your Events' dropdown, the event date '05/03/2020' in 'OTTAWA, ON', and a 'Give Yourself a Gift' section with a 'MAKE A DONATION' button. Below this is a 'Your Stats' section.

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.

CHANGE TEAM MEMBERSHIP

- Under the “Event Information” menu on the left-hand side, click on “Change Team Membership.”



On the Change your Team Membership page, you will see your current participation role.

Change Your Team Membership



Kim
Currently participating as an Individual

I would like to:

Choose

- Click on the drop-down menu to leave a team (if you had originally joined or created a team) and participate as an individual, join a team, or create a team.

PARTICIPATING AS AN INDIVIDUAL – JOIN A TEAM OR CREATE A TEAM

If you are currently participating as an individual, you will have the choice to join or create a team.


I would like to:

- Choose
- Choose
- Join a Team
- Create a new Team

JOIN A TEAM

- Choose the “Join a Team” option from the drop-down menu.
- Search for the team by clicking on the “Search” button.

Team *



Find a Team to join

Search

A pop-up window appears with a list of teams in alphabetical order and a search field.

- Search by team name or by captain name.

Find a Team to join

dream te

2020 Dream Team ~ L'équipe de rêve

Captain: [2020 Dream Team](#)

- Select the team you wish to join and click on "Continue to Next Step."
- Confirm your change by clicking on the "Join this Team" button.

Confirm Team Membership Changes

You are joining 2020 Dream Team ~ L'équipe de rêve.

Please review your details below and click the "Join this Team!" button.

JOIN THIS TEAM!

[Cancel](#)

You will now see the changes on your dashboard by the addition of another tab named, "Your Team Fundraising" and your team name under the event.

Event Date: 05/03/2020 OTTAWA, ON / Team: [2020 Dream Team - L'équipe de rêve](#)

Captain: [2020 Dream Team](#)

Your Fundraising

Your Team Fundraising

CREATE A TEAM

- Choose the “Create a Team” option from the drop-down menu if you want to create a team of five members or more. You will be the team captain.

I would like to:

Team Name *

Team Fundraising Goal *

Team Type *

- Enter the Team name, team goal, and team type.
- Team types include:
 - **Cycling Club** – choose this option if you are forming a team of five or more with people from a cycling club you are already a part of.
 - **Friends and Family Team** – choose this option if you are forming a team of five or more with friends and family.
 - **Workplace Team** - choose this option if you are forming a team of five or more with workplace colleagues.
 - **Workplace Subteam** – choose this option if your workplace team is a department or area within a larger workplace team created by our event sponsors.

ON A TEAM – LEAVE A TEAM, JOIN A NEW TEAM OR CREATE A TEAM

If you are currently on a team, you will have the choice to leave a team, join a new team, or create a team.

I would like to leave this team and:

Choose
Choose
Continue as an Individual
Join another Team
Create a new Team

- Confirm your choice.

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 – available as a video and in .pdf format
- How to Change your Team Membership (video)
- How to Add a Participant once you have already registered - available as a video and in .pdf format