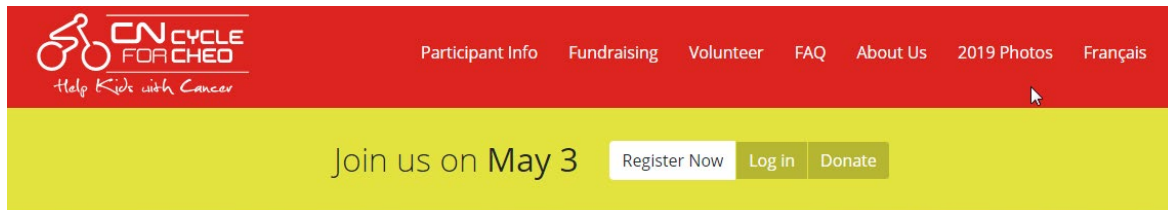


How to Register for the CN Cycle for CHEO Event

The following is a step-by-step guide on registering for the event online:


- In your web browser, navigate to www.cncycle.ca.
- On the main page, click on the **Register Now** button which will bring you to the Registration page.



CREATE OR LOGIN TO YOUR ACCOUNT

- If you have made a donation or have registered for an event with the CHEO Foundation, you can login to the account you have already created by clicking on the link “Login to your account”.
- If this is the first event you have done with the CHEO Foundation and you have never made an online donation to us, you will have to create an account in the system.

Get Started

 Have you made a donation to the CHEO Foundation or registered for an event with us in the past?
[Login to your account](#) to prefill the fields below with your information.

Name*

Email Address*
[Privacy](#)

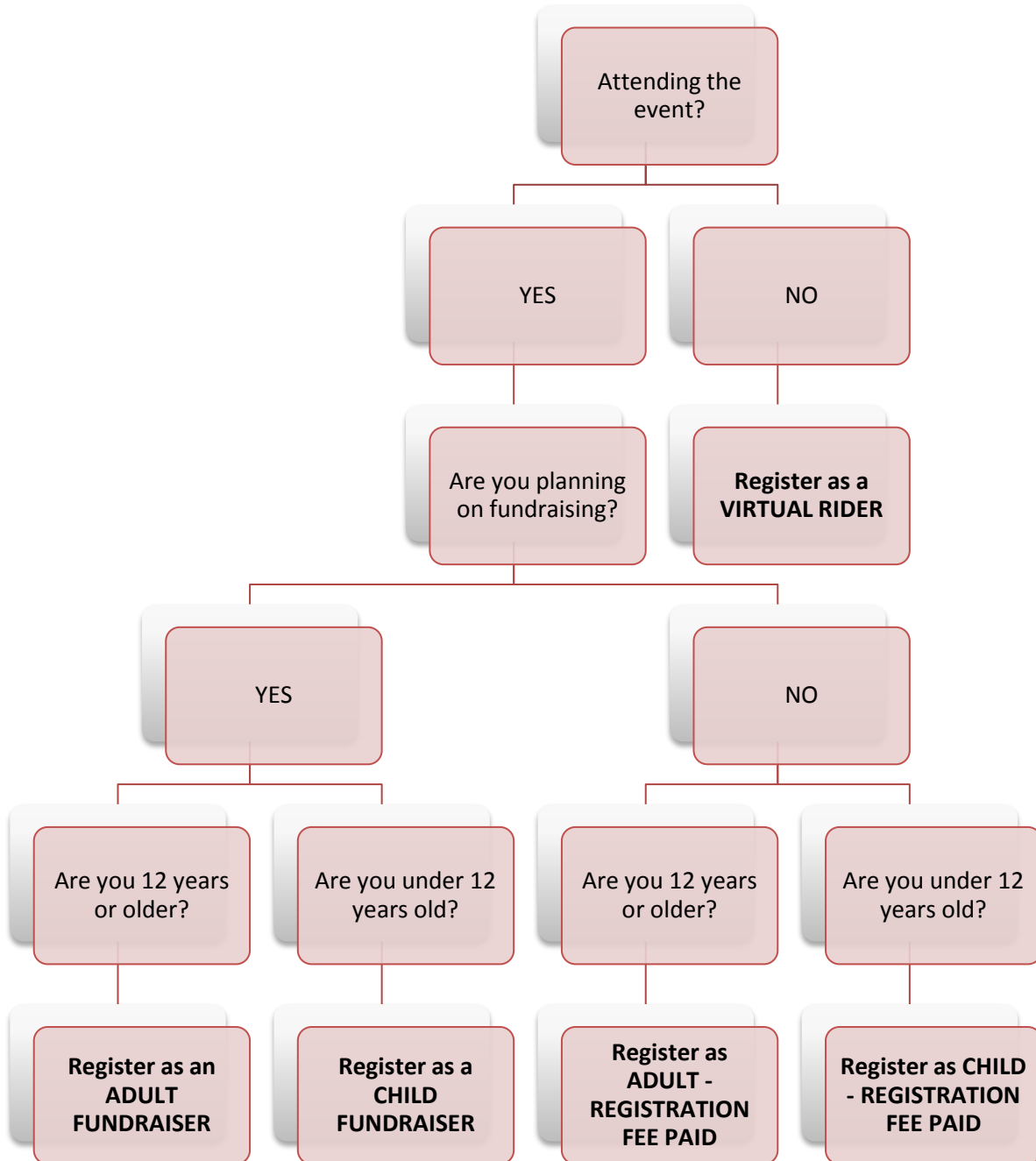
Create Password* [Show](#)

CONTINUE TO NEXT STEP

[Cancel](#)



CHOOSE YOUR REGISTRATION TYPE





If you have chosen to pay your registration fee, you will be asked for credit card information during the registration process. Registration fees are non-refundable and non-transferable. Tax receipts are not issued for registration fees paid.

If you have chosen to register as a fundraiser you commit to fundraising the minimum amount in order to have your registration fee waived. If you are unable to meet the minimum amount, you will be asked to remit the remainder during check-in.

CHOOSE YOUR PARTICIPANT ROLE

You can choose to participate in the following ways:

- **An Individual**
- **Join a Team** – choose this option if someone has already created a team and has asked that you join. Once chosen, you have the ability to search for the team you wish to join.
- **Create a Team** – choose this option if you want to create a team of five people or more. You will be the team captain. 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.

Once you have chosen your registration type and role, click on the “Continue to Next Step” button.

ENTER YOUR REGISTRATION DETAILS

- Enter your registration details including event, emergency contact information and goal. All fields marked with a red asterisk are required.
- Read and agree to the Terms and Conditions.



Registration Details

Your Fundraising Goal *

\$

Adult - Fundraiser participants must have a goal of at least \$60.00.

Make a Donation *

- Yes! I'd like to make a donation toward my fundraising goal.
- No thanks.

Shirt Size

[Select...]

Event *

[Select...]

I understand I am required to wear an approved safety helmet. *

Yes

I understand headphones are not permitted while cycling. *

Yes

Gender *

[Select...]

Year of Birth

Emergency Contact *

Emergency Contact Phone Number *

(ex: 123-123-1234)

Address Information

Street *

Apt/Suite/Other

City *


State/Province * [Select...] ▼

Zip/Postal Code *

Country * ▼

Phone *

Mobile Phone (Optional)

Sign up for text alerts? 

Terms and Conditions for Participation

I Agree to the [Terms and Conditions](#)

- If you would like to register another person, click on the “+ Save & Add Another Participant” (see the next page for more instructions on this).
- If you are only registering yourself, click on the “Continue to Confirmation” button.

COMPLETING YOUR REGISTRATION

Before you finish the registration process, you have the ability to confirm your information one last time. This page allows you to view your choices and make any changes.

If you are satisfied with the information you provided, click on the “Complete Registration!” button. Once clicked, you can customize your page and get ready to fundraise!

Complete Registration

Please review your details and complete your registration below.

COMPLETE REGISTRATION!

[Cancel](#)

Name & Email [Make Changes](#)

test test testtest@cheofoundation.com

Registration Type [Make Changes](#)

Participant Type Adult - Fundraiser

Registration Details [Make Changes](#)

ADDING ANOTHER PARTICIPANT

Clicking on the “+ Save & Add Another Participant” button brings you to the Registration page for the second participant. Most of the options will be preselected based on your registration information to make the process of adding an additional participant more efficient.

Registration Type Participant 2

Name *

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.

 1 Participant Added

test test You

Adult - Fundraiser

CONTINUE TO NEXT STEP

Cancel Additional Registration

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.

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 confirmation for both registrations or you can choose to add another participant – you can add up to ten additional participants in one session.

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

- How to Register online (video)
- 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 - 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