

Below are the **Instructions for Registering for the TCS Toronto Waterfront Marathon Charity Challenge for 2022**. If at any point you need assistance, please call Ian Greene at 416-571-8742 or Steve Dranitsaris at 647-880-4214.

\*\*Please keep in mind that you need to complete the online registration in one sitting. The registration screen will time out after about 15 minutes of inactivity, and then you would have to start the process again\*\*

- Go to the following link <https://raceroster.com/34025?aff=MKU66>. Accept cookies if asked.
- Click “Register” at the right-hand side. Enter your email address and your password. If you registered last year or the year before, you can use the same password. If you registered last year, we suggested that you use “Yura2021” as your password (or “Yura2020” if you were a continuing participant from 2020). This should still be your password. If this is not the right password or if you can’t remember your password, click “Forgot Password,” and you will be sent an email to create a new password. If you create a new password, we suggest “Yura2022.” **\*\*\*Keep a copy of your username and the password\*\*\***
- You will be taken to a page called “registrant No. 1” at the top left. You are registering yourself so you are “Registrant No. 1,” but after you register yourself you will be asked if you want to register others such as family members, and if you do, they would be “Registrant No. 2” and so on.
- **Select Sub-Event and distance. \*\*\*YURA participants are generally doing the Virtual 5km Walk \$55, but you may wish to do more\*\*\* We are asking all our supporters to pay for their own registration. Please register soon, as the registration fee goes up as the summer progresses.**
- Next, fields appear for **Personal Information**. Complete the Personal Information section. All mandatory fields are marked with an asterisk\*. You will be asked whether to use the same address for shipping. We suggest you click “Yes” unless you want your race kit shipped to a different address. As well you will need to click “Yes” that you understand you must pay for additional shipping if you want your medal and shirt delivered outside Canada.
- You will be asked “What device or app do you use to record your activities? ACICS Runkeeper, Wearable GPS device, Strava, MapMyRun, Nike Run, None, or Other. Unless you use one of these apps, click “None.”
- You will be asked how you learned about this event. From the drop-down menu, choose “Affiliated Charity.” In the field that says “please specify,” enter York University Retirees Association.
- You will be asked what is your inspiration to walk/run. You can simply state “to support my charity.”

- You will be asked which industry you work in. Scroll down to “Education.” Your “position title” could simply be “retired.”
- You will be asked if you are you an Athletics Ontario member? I don’t think any of us are so don’t click the box.
- You will be asked if you want to subscribe to the Canada Running Series Newsletter or other newsletters. Up to you, but you must check the YES or NO box.
- General & TCS Charity Challenge Fundraising Team
  - Check “Add this registrant to a team created by someone else,” then scroll down under to “Fundraising Team - TCS Charity Challenge,” then scroll down to York University and confirm.
  - Agree that the team captain will be able to see various details of my registration, including contact information (Steve Dranitsaris of the YURA Executive Committee is the captain).
- Souvenir Shirt (included):
  - Click “Option” and check off your shirt size.
- You will be asked if you want to make a donation to plant a tree. That’s up to you.
- You will be asked if you want to make a donation to support Canada’s trail network. That’s up to you.
- You will be asked if you want to purchase iTAB metal engraving. We suggest skip this.
- You will be asked if you want to subscribe to the Canadian Running Magazine. Up to you.
- There will be a question about international shipping. Skip unless you are living outside of Canada.
- Enter promo code or gift code: skip
- Click Continue
- Read the waiver, and then click “on behalf of all registrants, I agree to ... release waiver and indemnity.” “On behalf of all registrants” simply means you agree on behalf of yourself and any others you have or will register. Most of you will not register anyone else, but some of you may wish to register spouses, children or friends, so this phrase covers you and anyone else you register.
- “I understand that registration and shipping fees are non-refundable...”
  - Check “On behalf of all registrants I agree”

- You will be asked to agree to the Refund Policy Waiver + COVID Agreement. Check “on behalf of all registrants, I agree to Refund Policy Waiver + COVID agreement.
- Check that you agree to zero tolerance policy. Note: you must scroll down through the whole policy before you will be allowed to sign.
  - Enter your name again to sign.
- Continue
- Next, you have an option of making a donation to the York University Retirees’ Association to quick start your fundraising. You can donate to your fundraising page, the fundraising page for YURA, or make a general donation to YURA. IF you decide to donate, we suggest donating to your fundraising page, because this will encourage your family and friends to support you when they see your own donation on your fundraising page. Please decline any administrative fees – YURA is covering all of these, while ensuring 100% of funds donated go to the scholarship endowment.
- Would you like a donation receipt? Make sure that this is checked “Yes”.
- Donation privacy: check if you wish your name and/or donation amount to be hidden from public view on your fundraising page. We suggest you not check these as showing your willingness to donate will encourage your potential sponsors, but it’s up to you.
- Donor details: Most will check off “this donation is from me and my name appears on the credit card that will be used in this transaction.” You have an option of a different display name, such as “an admirer,” or donation from a company if your company is making the donation on your behalf.
- Enter a personal message for this donation: You could say something like “I hope YURA has the best fundraising year ever to raise funds for YURA graduate scholarships” if you wish.
- You will be asked if you want to protect your purchase with RegShield from unforeseen circumstances that prevent you from attending. This is really for those who register for the in-person walk/run on October 16.
- Checkout: enter your credit card information. Registration for the 5K will cost you \$55 at the moment. Closer to the race the amount will increase. Register now!
- Submit order
- Your web page will confirm that your order has been received. Scroll to the bottom to click on your fundraising page. You can begin to edit your fundraising page by adding a personal message, entering your fundraising goal, and uploading a photo. We suggest that your fundraising goal be anywhere from \$250 to \$2000. When you upload your photo, you must expand the small box in the upper left (after you have uploaded) to highlight the part of the photo you want displayed. Otherwise only a small square in the

upper left of your photo will be displayed. If you have trouble with this, contact Steve or Ian and one of them will add your photo.

- Save the URL of your fundraising page, which will be the URL of the page you are on. You can continue to edit your fundraising page in the future by logging on to it with the same email and password that you used for your Race Roster account.

After you log out of your fundraising page, you will notice that you will have received two emails. The first will be from Race Roster confirming your registration. Your tax receipt will be attached to this email if you made a donation. The second will be from Canada Running Series confirming your registration to be part of the YURA Charity Challenge Team. Near the bottom of the second email, there is a “Fundraising” button. If you click it, it will take you to your fundraising page. This is an easy way to find the URL for your fundraising page, or to log in to your fundraising page to edit it. Make sure you save these emails where you can find them again, and we recommend printing them.

- To fundraise for YURA, send individual emails to your family, friends and former colleagues/co-workers something like the following:

Hello (your prospect’s name),

I will be participating in the 5K Toronto Waterfront Marathon Charity Challenge this October. I am doing this to help the York University Retirees’ Association raise funds for graduate scholarships that YURA sponsors at York University each year. The students who receive our scholarships go on to accomplish great things, and they are so incredibly grateful to YURA for financial support. Please sponsor me for any amount – you will receive a tax receipt by email from York University for any amount over \$20. Just go to my fundraising page at **[enter the URL for your fundraising page]**, click the link for “donate,” and follow the instructions. Make sure that you decline the option of paying administrative fees – YURA will cover all of these costs, while ensuring 100% of your donation goes to the scholarship program. If you prefer not to donate on-line, please contact me and I will give you an alternative.

Sincerely,

[your name]

- A few of your email contacts may prefer not to donate on-line. In that case, ask them to mail you a cheque or give you cash, and then you will be able to make an online donation on their behalf via your fundraising page using your credit card. Make sure you have their full name, address, and telephone number so their tax receipt can be processed. The tax receipt will be sent to whatever email address you enter. If you have it sent to your email address, then you can print it and send the printed copy to the donor.