

Frequently Asked Registration Questions

REGISTRATION, STEP-BY-STEP

A. Get Started: Click "Register Now" on the Port to Fort website, or navigate to <http://www.firstgiving.com/believeintomorrow/port2fort2012>, then click on the green "Register" button to get started.

B. Choose Registration Type: In the pop-up window, choose your registration type and the number of people you are registering, then click "Register."

C. Create an Account: Enter the required information and then click "Create account"

***If you have previously registered online for a Believe In Tomorrow event (like past Port to Fort races), skip this step and instead click "Have an account? Sign in" in the upper right corner.*

D. Race Registration: Enter your personal information for race registration. If you plan on joining a team, please choose one from the listed teams or create your own.

E. Customize your fundraising page: Edit the title of your page, include personal photos or story, and set a fundraising goal for yourself. If you don't plan to fundraise, click "I don't want to fundraise" at the bottom right of the page.

F. Payment Information: Enter the required payment information to complete your registration.

HOW DO I KNOW IF I AM REGISTERED?

You will receive a confirmation email once you have completed the registration process. Please ensure you complete the payment information page, or your race registration will not be processed. ***If you did not enter payment information and/or receive a confirmation email, you have not registered for the race.***

HOW DO I REGISTER ANOTHER PERSON?

You have the option of entering the number of people you want to register when you choose your registration type (Step B above). Choose a registration type for each person you are registering. You will then complete a race registration for each person.

HOW DO I KNOW WHO MY TEAM LEADER IS?

If you are joining a team and are unsure of your team name or team leader, contact the person who asked you to join the race. If you guess the name of your team or create a new one, you could end up on a different team altogether. You can always go back and join a team once you've registered.

HOW DO I CREATE OR JOIN A TEAM?

When completing your race registration (Step D above), the last question will ask if you want to join or create a team. Browse the drop down list to find an existing team, or type a team name into the box to create a new team. You can always go back and join a team once you've registered. **Please only join an existing team if you personally know the members of that team.*

DO I HAVE TO FUNDRAISE FOR THE RACE?

No – you can register without creating a fundraising page. When you get to your fundraising page (Step E above), choose "I don't want to fundraise" at the bottom right of the page.

WHAT IS A VIRTUAL RUNNER?

Virtual Runner registration allows you to fundraise and "participate" in Port to Fort without physically attending the race. This is a great option if you will be out of town and unable to attend the race, or if you just want to sleep in! For a \$35 registration fee, you will be considered a registered runner and will receive a commemorative race t-shirt, without even crossing the starting line.

OK, I'M REGISTERED. NOW WHAT?

- Get started by logging into your page at <http://www.firstgiving.com/believeintomorrow/port2fort2012>.
- Customize your page! If you intend to fundraise, tell your donors a little bit about yourself – why you're running, how you learned about the race, etc. Feel free to post photos and videos as well.
- Share your fundraising page! Post the link to your fundraising page on Facebook, Twitter, or other social media, or email to friends and family.
- Track your donations! Online donations will be reflected on your page. If anyone hands you a donation in person, you can log into your profile and add this as an "offline donation." Offline donations will only be shown if you enter them.
- Get training! Hit the road and get ready for the 16th Annual Port to Fort 6k!

FOR MORE HELPFUL INFORMATION:

Visit the Firstgiving support site at <http://support.firstgiving.com>. There are many more commonly asked questions and access to the Firstgiving Hotline, which can assist you with any registration or donation problems you may have.