

## Runner/Walker Registration Instructions

### Race Roster

1. It is important that you use the following link to access the registration page:

<https://raceroster.com/23445?aff=QUV6G>

Use of this link ensures that your registration will be connected to EMI.

2. You'll be directed to the Race Roster registration site. On the page pictured below, scroll down to find the race distance of your choice and click on the appropriate "Register" button.

The screenshot shows the homepage of the Scotiabank Calgary Marathon 2020 registration site. At the top, there's a navigation bar with links for Contact, Sign in, and Menu. The main title is "Scotiabank Calgary Marathon 2020" with the subtitle "Brought to you by Run Calgary". Below the title, there's a sidebar with "Event details" like Register, Donate to a charity, and Fundraising leaderboards. A progress bar shows \$13,739.00 raised towards a goal of \$700,000.00. The main content area features a section about the marathon, its history, and its impact on the community. To the right, there's a large "Scotiabank CALGARY MARATHON" logo with several call-to-action buttons: REGISTER, MERCHANDISE, REGISTER FOR SERIES, BUY AS A GIFT, TRANSFER, and DONATE NOW.

This screenshot shows the "Registration fees" section of the website. It lists two main race categories: "50k Ultra" and "50 km Ultra Relay - Captain".  
**50k Ultra:** This section shows three pricing options:

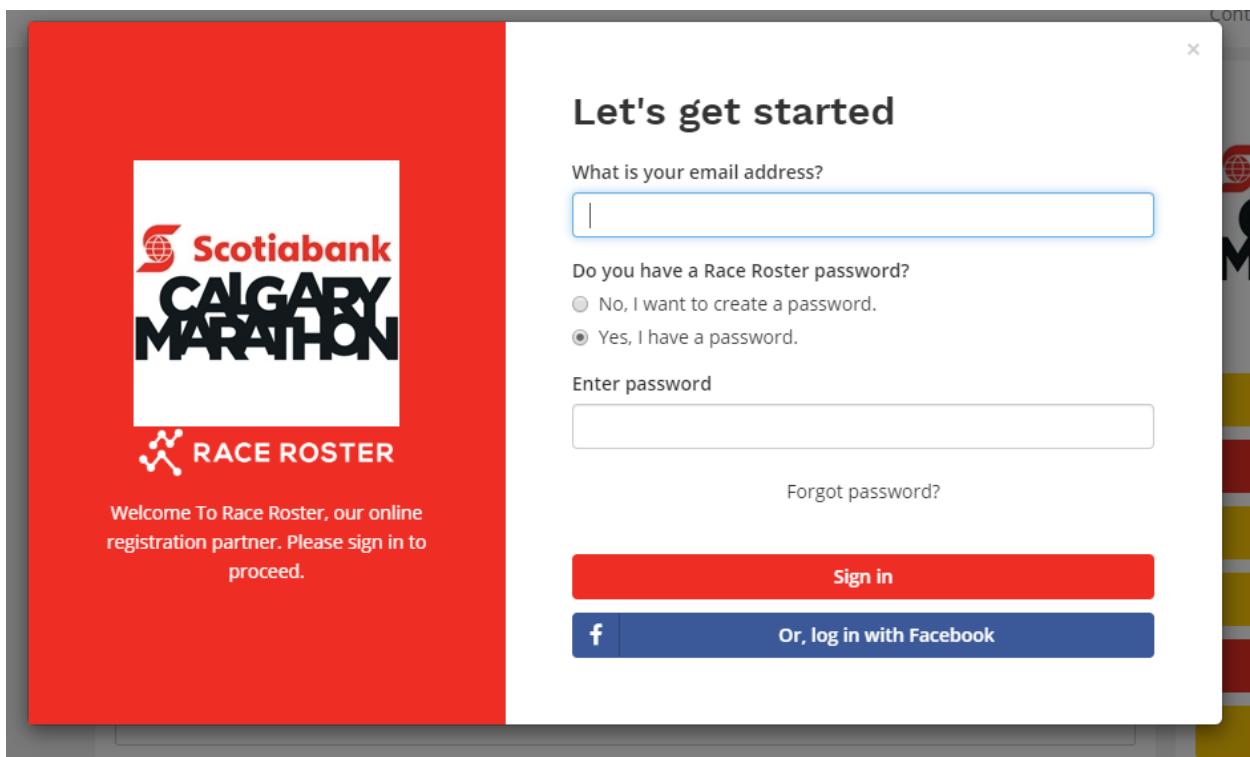
- \$125.00** (Early Bird Pricing) - Now registering Aug. 28 - Feb. 29. Call-to-action button: REGISTER.
- \$155.00** (Regular Pricing) - Feb. 29 - May 1.
- \$180.00** (Late Registration Pricing) - May 1 - May 30.

**50 km Ultra Relay - Captain:** This section shows three pricing options:

- \$280.00** (Early Bird Pricing) - Now registering Aug. 28 - Feb. 29. Call-to-action button: REGISTER.
- \$300.00** (Regular Pricing) - Feb. 29 - May 1.
- \$320.00** (Late Registration Pricing) - May 1 - May 30.

Both sections include a note: "Price changes in 30 days 11 hours".  
The sidebar on the left includes a YouTube video thumbnail for "Run Calgary Participants" and a "Tweets by @CalgaryMarathon" feed. The sidebar on the right provides event details: Date (Sun., May 31, 2020, 7:00 a.m. MDT), Location (1410 Olympic Way SE, CA AB, Canada), and a "Visit Website" link.

3. Once you've clicked "Register", you may see this window pop up, which requires you to either sign in using an existing Race Roster account or create a new one. Race Roster is the platform that manages all race registration and fundraising details.



4. Once you've logged into Race Roster, you'll be directed to an online form that walks you through the registration process as follows:
  - a. Choose your sub-event, which is the race you'd like to enter.
  - b. Complete the Personal Information section
  - c. Complete the Questions section, which collects emergency contact information, etc. Note that only fields with a red star are mandatory.
  - d. **When you reach the Scotiabank Charity Challenge or 50K Relay Team section, do the following:**
    - a. Select "I'd like to join an existing fundraising team or a 50k relay team"
    - b. In the Select team drop-down box, select Engineering Ministries International Canada
    - c. Select any of the optional products you might like
    - d. Choose your t-shirt size
5. If you have another registrant to register, click on the yellow Add Another Registrant button. If not, click the green "Continue" button to go to the payment page.
6. Complete payment online
7. Once you've registered, keep your eye open for an email from Race Roster, confirming your registration. This email contains a link (blue button) that says **View Event Details**. Click to access your event/fundraiser dashboard.

8. To edit your fundraising page, scroll to the bottom of your Race Roster dashboard. You should see a section called Fundraising. Click on the blue Edit page link to edit your fundraising page.
9. Now start spreading the word to your friends and family. They're welcome to sign up to run or to donate to your run. And, of course, start training! May will be here before long...