



## How to Register as a Runner/Walker and set up your Online Personal Fundraising Page

1. Click here to go to the [Ottawa Race Weekend registration website organized by Race Roster](#).
2. Scroll down until you see **the race you are interested in**: 2km, 5km, 10km, half marathon, marathon, etc.
3. Click the **Register button**.
4. You will then be taken to the **Sign In page**, organized by **Race Roster**. If you are new to the Race Roster registration system, like me, then you will need to **type in your email address and password**, tick the box that you have read and agree to terms and conditions, and then click the **Sign Up button**. **Important**: be sure to **keep a record of your Race Roster password** for use later on.
5. You will be taken to the **Register page**. Here you again **select the race distance** you are interested in, and fill in all the **relevant personal information**. Be sure to answer every question that has an \* beside it. When done, scroll to the bottom. If you are registering another person, click the **Add Another Registrant** button, otherwise click **Continue**.
6. You will be taken to the **Waiver page**. After reading the waiver, tick the **I Agree box**, and then click on **Continue**.
7. Next comes the **Scotiabank Employee page**. Unless you are a Scotiabank employee, click No.
8. **Next comes the very important Scotiabank Charity Challenge page.**
  - a. To become part of the OCISO Run for a New Start team, **click YES!**
  - b. You will then see a **Select Charity box**. Click on it and scroll down til you see **OCISO-Run for a New Start**, and click it.
  - c. You will then see another **pop up box**. Click on **Create Scotiabank Charity Challenge fundraising account** (via Artez, the fundraising system you will use).
  - d. Then type in the **username and password** you would like to use to access your personal fundraising page.
  - e. Optionally, you can type in your **fundraising goal** and/or **make a donation** to OCISO-Run for a New Start (you can also do these later).
  - f. At the bottom, click **Continue to Payment**. **Important**: be sure to keep a record of your Scotiabank/Artez User Name and Password for use later on, to access your fundraising page.

9. On the right hand column, you can **review your payment details**, applicable fees, total amount, etc.

On the left hand column, **click Copy from Participant** and your billing inform will be entered automatically in the appropriate boxes, so you don't need to type again.

At the bottom of the page, fill in your **credit card details** and click **Submit Order**.

NB: OCISO is not permitted to issue an official tax receipt for your registration fee (only for donations). The registration fee is considered an in-kind contribution, for which we are indeed very grateful.

10. Once you have successfully registered, you should see **your confirmation number** at the top of the screen.

**Scroll down the page** until you see Scotiabank Charity Challenge in the right hand column. Below this, you should see an **OCISO-Run for a New Start button**.

**Click this** and you should automatically be **transferred to your online fundraising page** where you can edit your personal fundraising page, upload photos and videos, edit your fundraising goal and message, and send fundraising emails to your friends and families.