



## Gwynedd & Anglesey Relay 2013

**One town, Your team. Your town. Saving lives together. Take part in Relay For Life and help beat cancer. Visit <http://relay.cancerresearchuk.org>**

### **REGISTRATION HELP!**

Find us online at <http://relay.cancerresearchuk.org/> and go to the Gwynedd & Anglesey Relay using the following link :  
<http://crukwyneddmonrelay.co.uk/index.html>

**Note: If you had a team registered last year, you can sign in using your username (usually your e-mail address) and password, and you should be able to use the same details!**

#### **I. Find the Gwynedd & Anglesey Relay Event Page**

If the URL above does not work, you can find the event by clicking the menu bars or one of the blue button to 'Take part in a Relay' and find the Gwynedd & Anglesey Event page

To start a new team, the first person to register (who should usually be the team captain!) should click the blue link to 'Team Captain' on the home page.

#### **2. Registering a New Team**

The first part of the registration process screen requires you to enter the following:-

- **Team Name** - You can change this at any time if you wish, and there are no real restrictions on your team name. If you are taking part on behalf of a company, charity, or other organisation or group, you may use all or part of that name in your team name, or you can be creative and call your team something that represents your team and it's message!
- **Team password** - Make this something memorable as you will need to send this round your prospective team members to allow them to log in to your team page and enter as a participant.
- **Fundraising Target** - This can be as much or as little as you would like, if you do or don't make this target it doesn't matter, but it is a good guide for your team depending on what events or how you intend to fundraise for your team. It can be changed at any time!

**Click next!**

#### **What type of participant are you?**

The next screen asks you to choose the type of registration, so you just need to click the appropriate entry and then click next. If you need to register others you can do that later. Children and survivors can register for free! You can also enter a personal fundraising goal if you wish!

**Click next!**

## **Participant Details**

The next screen taking your details is quite important, if you register as a team captain you should make sure your team name and password are kept in a safe place so you can give it out to other members of your team to register for the Participant Zone of the CRUK website. Make sure you order a new t-shirt even if you've had one from past events because all of Relay has been rebranded for 2013.

## **Nearly there....**

The final two pages are for you to enter your payment and confirm your entry.

**WELL DONE – YOU ARE NOW READY TO RELAY!**

**OR...Register By phone** Teams can register by phone too, by calling 0871 641 2602. However, we do ask people to register online if at all possible, as it helps to keep CRUK administration costs low.

## **3. What happens now.....?**

Once you are registered you will be emailed log in details for the Participant zone on the CRUK website, where you can create fundraising pages for your team, and a group version for your team. You will also be able to access a range of tools and templates they can use to recruit members for your team if you need, encourage support and help promote the Relay in their area.

When team members have registered they will receive a welcome pack in the post containing everything they need to start fundraising. Team members will also be sent details to access the Participant zone.

Make sure you encourage your team members to register as early as possible so that they can get into your team page and enter their fundraising details too!

## **4. Team Member Registration**

Once the team is up and running, your team members can go to the homepage and click on the blue link to 'Join a Team'

You can find your team by

- Entering an existing team name; or
- Finding your friend by entering their first name and surname to find the team!

Once you have your team page up, you click on the link at the right which says 'Join this team' and the steps are almost identical to the above, but you only need the password for the team and you can get into the team page and register in the same way as above.

**CONGRATULATIONS AND THANK YOU!**

**UNITED, WE ARE STRONGER THAN CANCER.**