

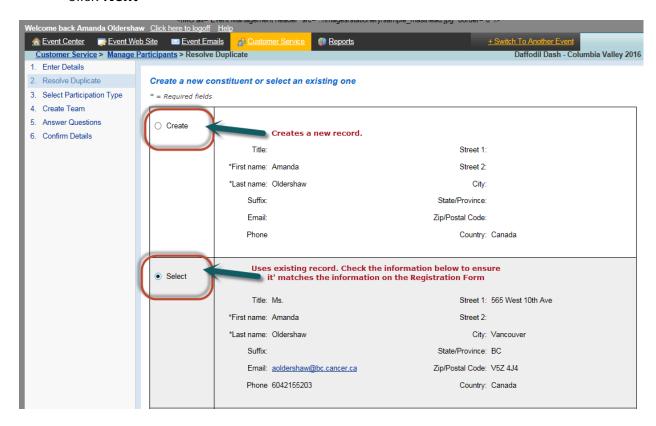
Adding an Offline Registration

Login to the EMC and select the event you would like to manage.

- Click on the Customer Service tab.
- Click *Manage Participant*, under the Related Actions menu.
- Click Register New Participant

When entering a new Participant, always check and see if the participant already has a record in the database. There is no obvious search button on this screen, but if you add the First Name and Last Name only then click next it will provide you with all the records of the same name in the database.

- Add Participants First Name and Last Name only
- Click Next



If the Participant has an existing record in the database:

- Select that record
- Click Next

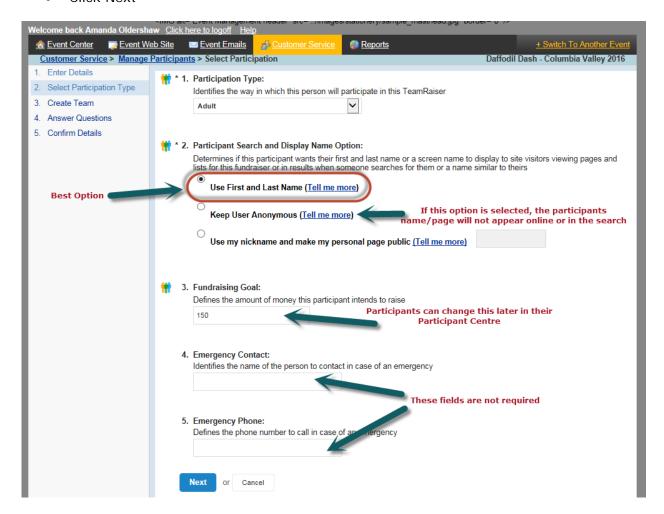
If the Participant does not have an existing record:

- Choose *Create*
- Click Next
- Click Enter Details, in the left hand menu
- Add the remaining information for the participant that has been provided on the form (address, email, phone etc)
- Click **Next**



Select Participant Type:

- Choose the **Participant Type** from the dropdown menu
- Choose the participant search and display name option best suited for the participant
- Type in a Fundraising Goal
- Click Next



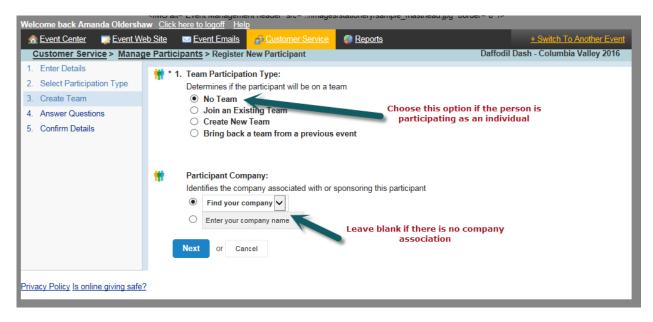


Create Team Page:

Different options will be provided based on the option chosen in the first question.

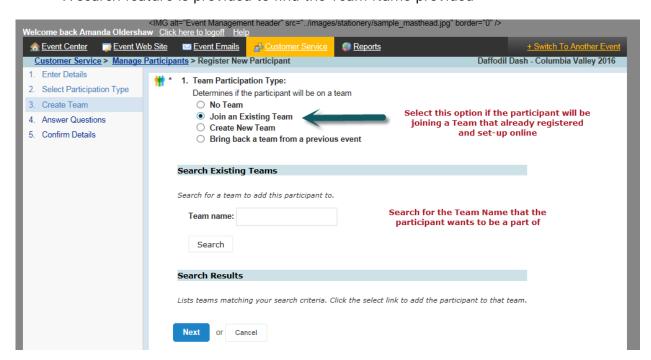
No Team

• Choose this option if the person is participating as an individual



Join an Existing Team

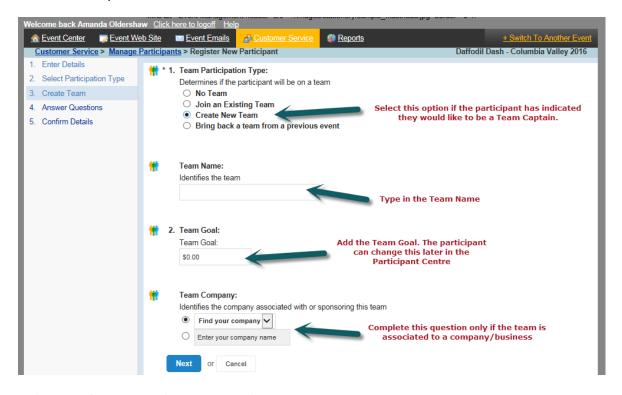
- Choose this option if the participant will be joining a team that has already registered online.
- A search feature is provided to find the Team Name provided





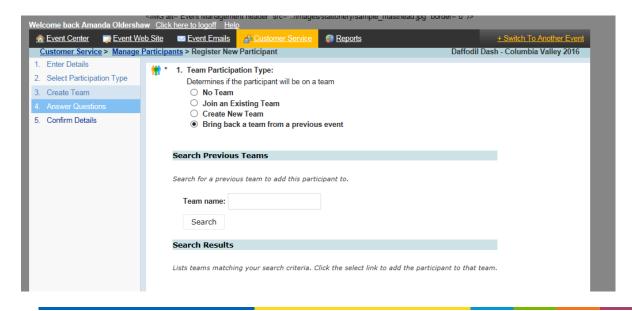
Create a New Team

- Choose this option if the participant has indicated they would like to be a Team Captain.
- Type in the Team Name provided by the participant
- Add the Team Goal amount raised by the entire team. This can be changed later in the Participant Centre



Bring Back a Team from a Previous Event

- Choose this option if this a Returning Team (this option will only work if the correct record associated with last year's team was selected in step 1. If a new participant record was created there will be no history on that record of last year's team.)
- Enter the returning Team Name into the search
- Select the Team from the search Results





Answer Questions:

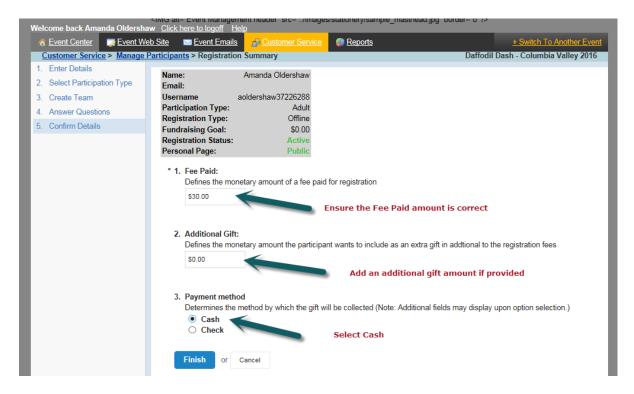
If additional questions were added to the registration for they will appear here. Some questions may be mandatory and will be indicated with a star.

Complete the questions if the information has been provided.

Confirm Details:

Review the information to confirm it's all correct.

- · Enter the Fee Paid amount
- Enter the Additional Gift, if provided.
- Select Cash
- Click Finish



If any information was forgotten, use the left hand navigation menu to move around to the different screens. Always click next or finish to save your changes.

A registration confirmation email will be automatically generated and sent if an email address was provided, or already existed on the selected record.