How to Register as a Runner/Walker in the 2021 Virtual Ottawa Race Weekend and set up your OCISO Online Personal Fundraising Page

NB: for 2021, there are NO organized races. Each runner/walker selects a distance (2km, 5km, 10km, half marathon, marathon) and aims to run or walk that distance sometime in May 2021, either solo or in a safe-distanced group. More information can be found on the Virtual Ottawa Race Weekend website: https://www.runottawa.ca/torw/runners/registration-information.

1. To register, click on this link to start the registration process: https://raceroster.com/34303?aff=LTQWW. NB: Ottawa Race Weekend will make a $5 referral donation to OCISO for everyone who registers using this referral link. So please share the link with others who might like to join the team!

2. Scroll down and click on the red Register button on the right side of the page.

3. You will then be taken to the Sign In page, organized by Race Roster. If you are new to Race Roster, you will need to type in your email address and create a password. Important: be sure to keep a record of your Race Roster password for use later on.

4. You will then be taken to a Register page. Click on the distance you are registering for: NB: the fee for 2km is $24, while it costs $39 for the 5km, 10km, half marathon, and marathon.

5. Fill in your personal information, answer all the questions and scroll down the page.

6. You will see a heading “Green Bib.” Below this you will this question: Would you like to opt out from receiving a medal and go green? * NB: there is no obligation to say yes, but if you do opt out of receiving a medal, then you may designate in the drop down menu that $15 of your entry fee will go to OCISO.

7. Next, scroll down until you reach this heading, Scotiabank Charity Challenge and this question: Are you participating as part of the Scotiabank Charity Challenge?

8. Be sure to click on the 3rd option below to join an existing fundraising team (e.g. OCISO):
   o I do not wish to fundraise for a charity
   o I'd like to create a new fundraising team
   o I'd like to join an existing fundraising team

9. Once you click on this option, you should then see the following: Select team. Scroll down the list of different teams and click on “OCISO – Run for a New Start.”

10. You should now see the following on your screen, be sure to click in the box to agree to this:
    By joining a team, I understand and agree that: *
    □ The team captain will be able to see various details of my registration, including my contact information.
11. Below this you should see the following on your screen:
   Selected fundraising organization for **OCISO - Run for a New Start**:
   - OCISO - Run for a New Start

12. At the bottom, you can register another person, by clicking on “Add another registrant.”

13. Otherwise, click “Continue” and you will arrive at the Agreements page. Click on the box to agree to the Ottawa Race Weekend Waiver.

14. Click Continue and fill out the relevant info on the other screens, where you can make an optional donation to OCISO, then make your secured online payment, and you will then be registered as a runner/walker in your event AND registered as a fundraiser for the OCISO – Run for a New Start team. If you have added a donation in this registration process, you will automatically receive a tax receipt by email.

15. **Promo code**: if you were registered for a 2020 Ottawa Race Weekend event, you should have received a unique promo code that you can use to get 50% off any 2021 Virtual Ottawa Race Weekend event.

16. After you have registered, you will be taken to a confirmation page, and at the bottom there will be a button that says **View Fundraising Page**. If you click this button, it will take you to your personal fundraising page, where you can create/edit your fundraising message, set a fundraising goal, upload a photo, etc.

THANK YOU for joining our OCISO Run for a New Start team and for your support!