



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=LQWW>.
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 see 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!