



2019 Calgary Marathon Registration Step by Step

1. Go to www.calgarymarathon.com
2. Click register (yellow button)
3. Scroll down and click the **REGISTER HERE** section in the middle of the page
4. Click "Register" on the right or left-hand side of the page - both are the same
5. Type in an email address
6. Enter your password or reset your password or
7. Click "no, I want to create a password" and create a password
8. Click "I have read & agree to the terms & conditions"
9. Sign up
10. Participant #1 information - Race Roster
 - a. Choose a race for participant #1
 - b. Complete the registration information
 - i. Unless you are a Scotiabank Employee, ignore the Scotiabank Employee question
 - ii. Be sure to click "Yes" for the Earn, Burn and Learn school contest.
 - iii. Choose "Foothills Academy" from the drop down menu
 - iv. Skip promo code or gift code
 - c. all questions with * must be filled in
11. Once you have completed the registration for participant #1, you have the option to add additional participants (Click "Add Another Registrant" - Yellow Button)
12. Click "continue" once you have completed all registrations for your team/family
13. Click "I agree to Waiver"
14. Continue
15. Click "No" to Scotiabank Employee (unless you are)
16. Click "Yes" to "Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?" **This is your fundraising page**
17. Choose "Foothills Academy Society" in the drop down
18. Click "No" to Charity Pin Code
19. Under "I would like to create a fundraising account or make a donation" select: "Create Scotiabank Charity Challenge Fundraising account via Artez"
20. In the preferred Artez username section, if you are having trouble getting the system to accept a name, add 2019 to the end of the name you have chosen
21. Create a password
22. Set a fundraising goal
23. Enter all of your billing information



- a. Review order details
 - b. Order summary
24. Submit order
25. Write down your confirmation number just in case you forget it
26. Scroll down to **Scotiabank Charity Challenge** and click “Foothills Academy Society”
27. You have now been directed to your fundraising page
- a. On the left side, you will see a section with different options for your fundraising page
 - b. To create your team, click on “My Team” and then “Create Team”(do the captain first so that you can add members later) and follow the steps
 - c. If you have registered more than one registrant follow step d. (below). **Please note that we do not have access to race registration information; we can only access people registered in the Charity Challenge. This is how we are able to track contributions to the Family Commitment.**
 - d. To set up Fundraising Pages for each additional participant that you just registered, please follow the steps below:
 - i. Go to www.calgarymarathon.com
 - ii. From the yellow drop-down menu tab on the left, choose **Scotiabank Charity Challenge**
 - iii. Scroll down and click on **Foothills Academy**
 - iv. Click on **Fundraise**
 - v. You can try to Sign In using last year’s Username and Password. If you are unsuccessful, start fresh by clicking on the **Sign Up button**
 - vi. Choose Join a Team of Fundraisers
 - vii. Search the captain/team you already created with the first registration
 - viii. You will need your Race Registration Number from your Registration Confirmation email
 - ix. Fill in all additional information
 - x. Repeat steps for each additional team member
28. Once registered, you will have an opportunity to create a fundraising page. Creating a compelling message on your fundraising page will inspire your friends and family to support you and Foothills Academy in the Calgary Marathon. They may even decide to join your team and help fundraise too!

When you are setting up your fundraising page, you have the opportunity to write a message to explain to people why they should support you. Personal stories and testimonials make the most impact. If you are comfortable with it, share you or your child's personal experience with Foothills Academy and the impact it has had on them and you. People are drawn to images so please include some photos and/or video on your page too.

Here are some ideas to get you started on your fundraising page:

I am running/walking in the Charity Challenge on behalf of Foothills Academy because.....

or

Because of Foothills Academy.....

You can also include these words (personalized for your situation):

"I am running/walking to raise funds for the bursary fund at Foothills Academy Society to ensure that children and families affected by Learning Disabilities can access specialized programs and services to help them reach their potential. If we reach our goal, more than 10 children will be able to attend Foothills Academy next year who otherwise wouldn't be able to. Please sponsor me today. Thank-you!"