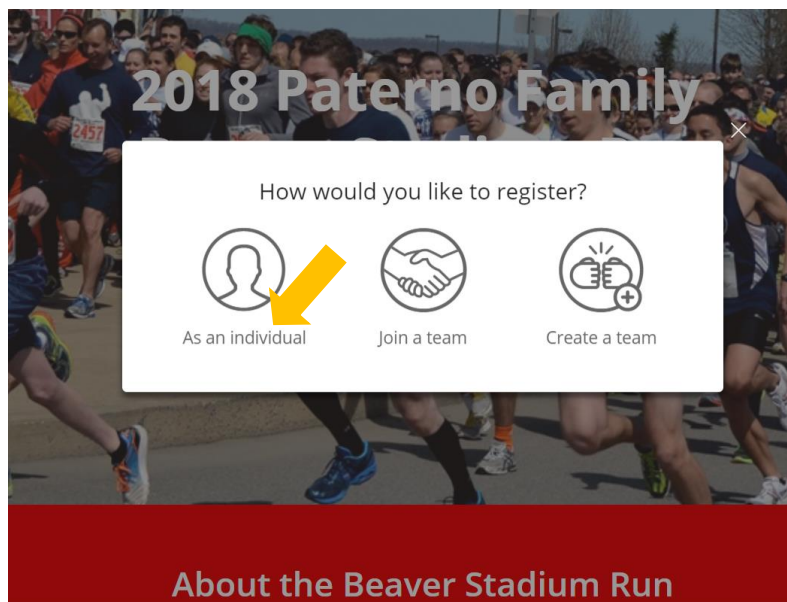


Individual Registration

1. Click on Register to begin the registration process.



2. Select "As an Individual"



3. Select your registration(s)

The screenshot shows a web interface for selecting registrations. On the left, under the heading "Select registrations", there are four items, each with a price and a quantity selector (minus, 0, plus):

- 5K**: Registration fee after 3/30/2018 is \$35.00. Price: \$25.00. Children ages 8 and under are FREE. Use discount code. [Show details](#). Quantity: 0.
- 2 Mile**: Registration fee after 3/30/2018 is \$35.00. Price: \$25.00. Children ages 8 and under are FREE. Use discount code. [Show details](#). Quantity: 0.
- Student Rate - 5K**: Student Registration - ID REQUIRED THE DAY OF THE EVENT. Price: \$20.00. Quantity: 0.
- Student Rate - 2 Mile**: Student Registration - ID REQUIRED THE DAY OF THE EVENT. Price: \$20.00. Quantity: 0.

On the right, under the heading "Your Order", there is a summary:

- XYZ: Add some tickets to your cart to get started.
- Total: \$0.00
- REGISTER button

Each selected registration will show up as an itemized cart product. If you would like to remove a registration from your cart, click on the *remove* link under the cart item. Clicking on *next* will automatically reserve the selected registration(s) while you continue to complete the checkout process.

*Note: Each participant can have a different registration type.

The screenshot shows the "Your Order" page with three itemized registration products. A yellow arrow points to the "Remove" link under the first item:

- XYZ: 3 attendees are joining this team.
- 5K**: Attendee 1. Price: \$25.00. [Remove](#)
- 2 Mile**: Attendee 2. Price: \$25.00. [Remove](#)
- Student Rate - 5K**: Attendee 3. Price: \$20.00. [Remove](#)

Below the items, there is an "ADD PROMO CODE" button, a "Total" of \$70.00, and "START OVER" and "NEXT" buttons.

On the registration selection page, you should see your registrations as an itemized cart product.

4. Fill out attendee information.

The screenshot shows a registration form titled "Complete Registrations" (1 of 1). The form is for a "General Plunger" and is labeled "Attendee 1". It asks for the attendee's information with the following fields: "First name" (with a red asterisk), "Last name" (with a red asterisk), "Email" (with a red asterisk), and "Birth Date". Each field has a corresponding input box.

5. Optional: Add a donation to your registration

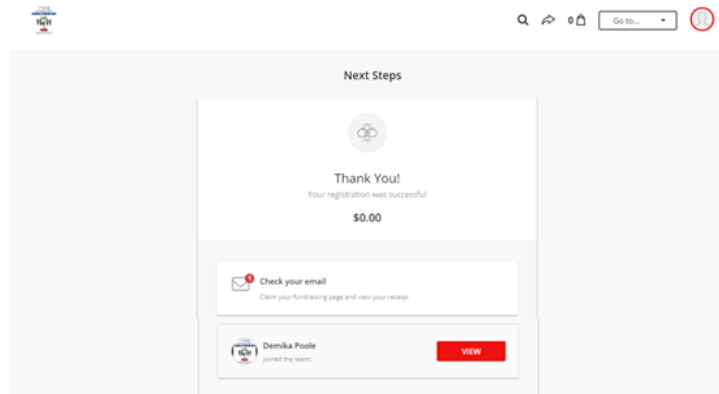
The screenshot shows a form titled "Add a donation". It asks the user to "Select an amount" and provides five red buttons: "\$5", "\$25", "\$50", "\$100", and "Other". Below the buttons, there is a dropdown menu for the currency (set to "USD") and a "One-time" dropdown. A checkbox option is available: "I'd like to cover all transaction fees so 100% of my donation goes to Special Olympics Pennsylvania." At the bottom, there is a "SKIP DONATION" link.

6. Complete Billing Information

Put in billing information, and click on "Register"

The screenshot shows a "Checkout" form. It indicates that the user is paying with a "Credit card". The form is divided into two main sections: "Buyer's Info" and "Payment Info". Under "Buyer's Info", there is a "Name on the card" field (with a red asterisk) containing "Classy" and "Support", an "Email" field (with a red asterisk) containing "syee@classy.org", and a "Card number" field (with a red asterisk) containing a card icon. The "Payment Info" section is currently empty.

7. Once the purchase is complete, you should land on a “Thank You” confirmation page with further instructions.



Click on "view" to check out the team and/or individual pages of the attendees you just registered.

8. **Claim your Account/Fundraising Page**
If you did not have a Classy account prior to signing up for the Beaver Stadium Run, you will get an email to “Claim Your Account” from Classy. Follow the prompts to update your account and set up your fundraising page. For help updating your personal fundraising page, [click here](#).

If you had a Classy account prior to signing up for the plunge, to manage and edit your fundraising page, please look for a "Claim Your Fundraising Page" email that contains the link to access your fundraising page dashboard. If you registered multiple individuals, each individual will need to check the email they were registered with to claim their page.

