

## [New] Peer-to-Peer Participant Registration Guide

This guide will walk you through the registration process for a peer-to-peer event powered by Qgiv.

First, click one of the **Register** links on the event site. The Register link may appear as a button on the site's main page, as a link in the site navigation, in the site's footer, or all three!

**Register**

**Register For This Event**

**Register Now**

To start, you'll need to select how you'll be participating in the event.

Depending on how the organization has configured registration, you may first be asked to select a **Classification**. For this example, the classification is a location: Lakeland or Tampa. Make your selection, and then click **Next**.

### Register for Run for the Cause


[Classifications](#) > [Details](#) > [Finish Up](#)


**Choose a Classification:**


Lakeland

Tampa

**Next**

Powered By 

 Transaction is secure and encrypted.

 **SECURE**

Next, you'll likely be asked **how you want to participate**. If the organization has only configured one option, you'll skip this screen.

The screenshot shows a registration page titled "Register for Run for the Cause". At the top, there is a breadcrumb trail: "Location > Details > Finish Up". Below this, it says "Participant #1". The main heading is "How do you want to participate?". There are two options listed in a list-like format:

- 5K Fun Run** - \$15  
Run or walk 5K (3.1 miles) whenever and wherever is convenient for you!
- Half-Marathon** - \$25  
Join us for a 13.1-mile run through a beautiful country course!

At the bottom of the page, there are three elements: "Powered By Qgiv", a security notice "Transaction is secure and encrypted.", and a "digicert EV SSL SECURE" badge.

After that, if teams are enabled for the event, decide if you'll be participating **As an Individual** or if you want to **Join or Create a Team**.

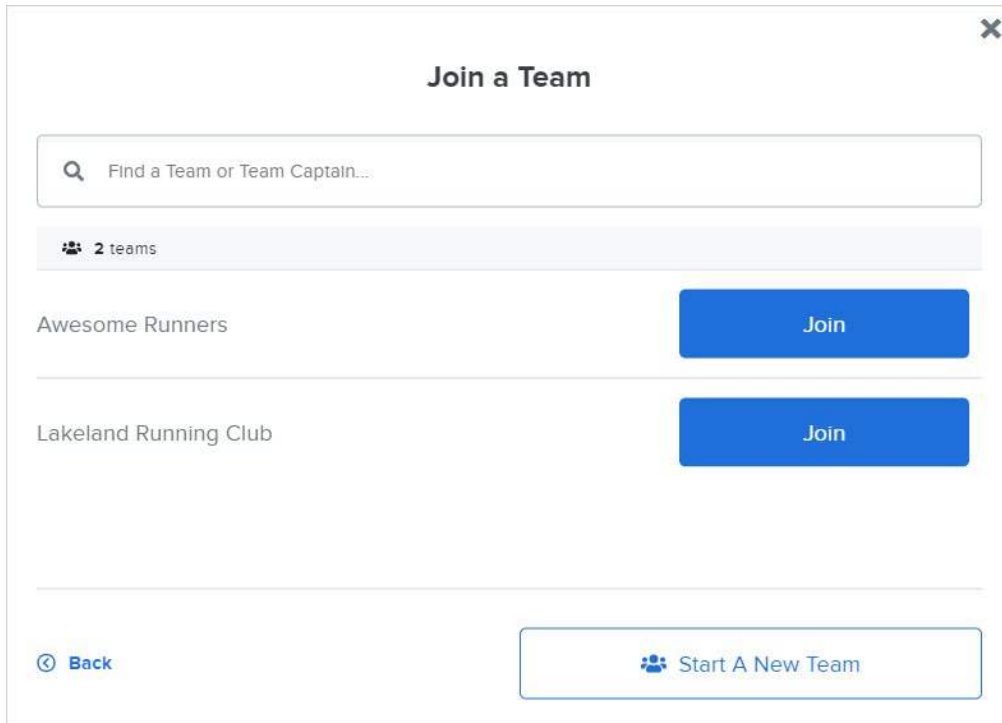
This screenshot is similar to the first one, but it shows a different set of options. The "5K Fun Run" option is selected and highlighted with a blue border. Below the event options, there are two choices for how to participate:

- As an Individual** - Work on your own to reach your personal fundraising goal.
- Join or Create a Team >** - Work as a group to reach your personal + collective fundraising goals.

The bottom of the page features the same "Powered By Qgiv", security notice, and "digicert EV SSL SECURE" badge as the previous screenshot.

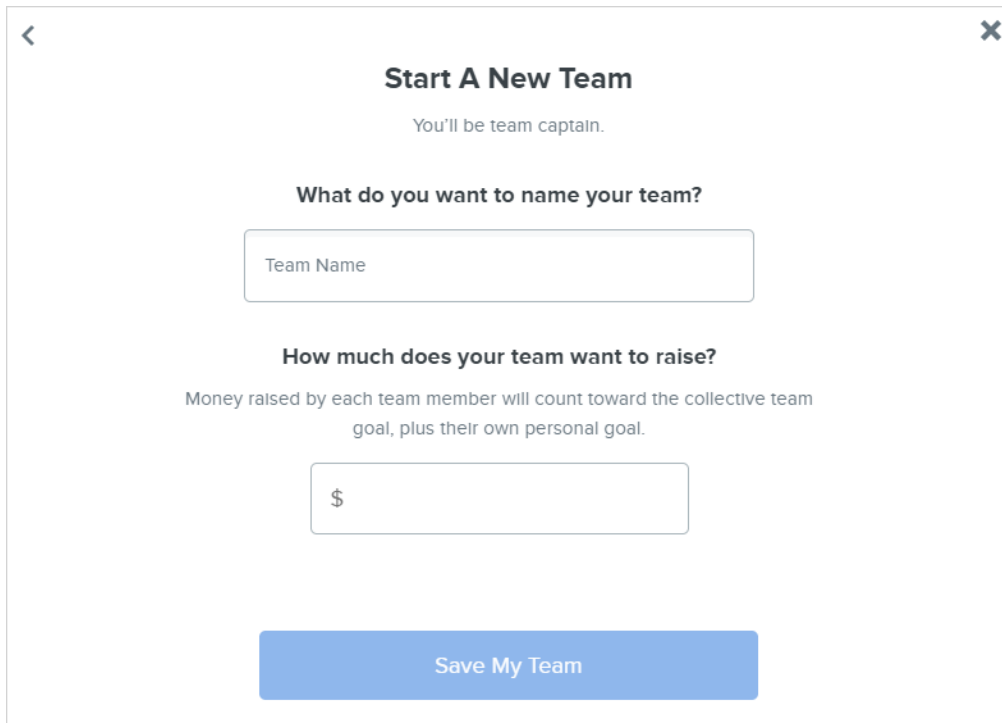
**Please note:** If the organization has not configured classifications or multiple participation options, the Individual or Team selection will be the first step of the registration process. If there are no classifications, only one participation option, and no teams for the event, you'll skip straight to the Details page when you begin registration.

If you select **Join or Create a Team**, you'll see a pop-up asking you to **Join** an existing team or **Start A New Team**.



The screenshot shows a pop-up window titled "Join a Team" with a close button (X) in the top right corner. At the top, there is a search bar with a magnifying glass icon and the placeholder text "Find a Team or Team Captain...". Below the search bar, a grey bar indicates "2 teams". The main content area lists two teams: "Awesome Runners" and "Lakeland Running Club". Each team name is followed by a blue "Join" button. At the bottom left, there is a "Back" button with a left-pointing arrow. At the bottom right, there is a button with a group icon and the text "Start A New Team".

If you Start A New Team, you'll choose the team's name and decide the team's fundraising goal. You'll also be designated as the team captain, which means you can edit the team's fundraising page.



The screenshot shows a pop-up window titled "Start A New Team" with a back arrow in the top left and a close button (X) in the top right. Below the title, it says "You'll be team captain." The first section is titled "What do you want to name your team?" and contains a text input field with the placeholder "Team Name". The second section is titled "How much does your team want to raise?" and includes the text "Money raised by each team member will count toward the collective team goal, plus their own personal goal." Below this text is a text input field with a "\$" symbol. At the bottom, there is a blue button labeled "Save My Team".


On the **Details** screen, you'll determine your fundraising goal. If you're part of a team, your personal goal will contribute to the team's goal.

**Your Fundraising Goal**

How much will you try to raise?

\$

I don't want my own fundraising goal and page



If you don't want to have a fundraising goal and page, click the checkbox. This option is for registrants who want to participate in the event without fundraising.

**Your Fundraising Goal**

I don't want my own fundraising goal and page

Are you sure? You won't get a customizable fundraising page to share with friends or to collect donations toward a personal goal.

Then, fill in your personal information. If you'd like to **Add Another Participant**, you can do so now. Otherwise, click **Next**.

**Let's get your details.**

First Name  
Kimber

Last Name  
Participant

Email  
kimber@mailinator.com

We'll send you a confirmation.

Address  
207 Bartow Rd.

Apartment, Suite, Etc. Optional

City  
Lakeland

State  
Florida

Zip Code  
33801

Country  
United States

Phone Optional

[Back](#) [+ Add Another Participant](#) [Next](#)

If the organization has store items available for purchase during registration, you'll be able to select any items you want on the next step.


✓ Location > ✓ Details > **Add-ons** > Finish Up

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**Optional Add-ons**

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⊖ **Event Gear**



**Event shirt**  
\$5  
Grab your exclusive Run for the Cause sh...

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⏪ **Back** **Skip** ⏩

To add an item to your cart, click the item's name, choose your quantity and any other attributes, and then click the **Add** button.

**Event shirt**  
\$5

Choose Size  
Medium

**Quantity**

− 1 +

**Add**

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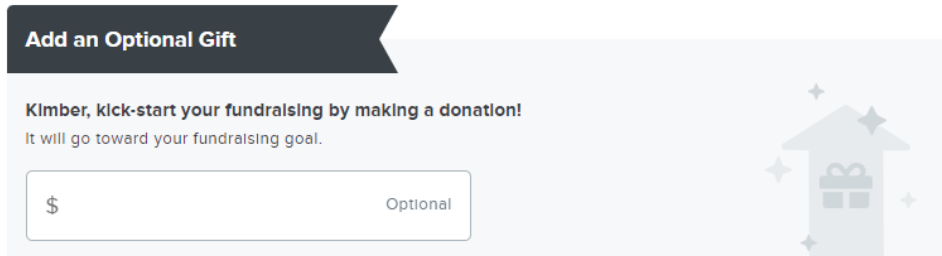
**Details**

Grab your exclusive Run for the Cause shirt while supplies last!

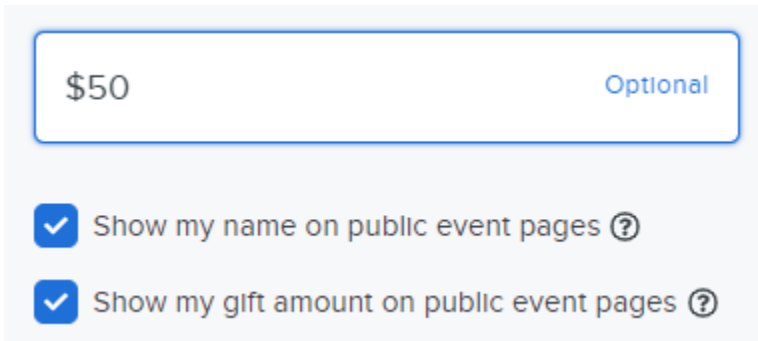
Any items you add to your cart will appear on your registration summary. Click the **Next** button to proceed to checkout.

If you don't wish to purchase any store items, just click the **Skip** button.

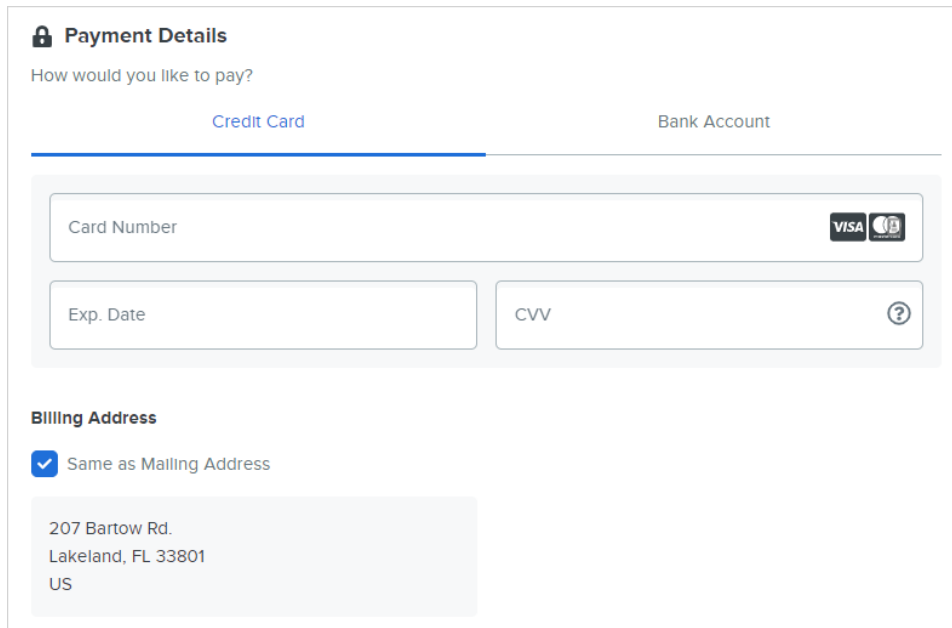
On the **Payment Details** screen, you can opt to include a donation. If you're participating as a fundraiser, any optional gifts you make will count toward your fundraising goal.



If you choose to add an optional gift, you can use the checkboxes to configure your anonymity settings.



Then, fill in your payment information.



Before completing registration, you can review your registration summary on the right side of the screen. This is where you'll apply any promo codes you have.

### Your Summary

Lakeland  
[Change](#)

**REGISTRATION x 1** [Add Another](#)

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Kimber Participant \$15  
5K Fun Run  
kimber@mallinator.com  
[Change](#)

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**Subtotal** **\$15**

**ADD-ONS**

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Event shirt \$5  
Medium  
[Change](#) • [Remove](#)

---

**Subtotal** **\$5**

**GIFTS**

---

Gift toward your goal \$50

---

Extra gift to offset fees \$3.90

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**Subtotal** **\$53.90**


**Total** **\$73.90**

[Apply](#)

When you're ready, click Complete Registration.

**Complete Registration • \$73.90**

On the registration confirmation screen, if you've never participated in a peer-to-peer event powered by Qgiv, you'll be asked to create an account.


  
**Transaction #13730521**


**You're registered for [Run for the Cause!](#)**


**1 Activate Your Account**

**Just one more step, Kimber!**

Create a password to access your fundraising dashboard and start fundraising.


kimbertest123@mailinator.com 









**Activate Account**


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 **Registration Details**  
We emailed you a copy, plus a link to your fundraising page.


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Powered By Share via:   

Click [My Fundraising Dashboard](#) to set up and manage your personal fundraising page.


  
**Transaction #13730486**

**You're registered for [Run for the Cause!](#)**





  
**It's time to start fundraising!**  
Personalize your page and share it with friends—it only takes a few minutes.

**My Fundraising Dashboard**

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 **Registration Details**  
We emailed you a copy, plus a link to your fundraising page.

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Powered By Share via:   





If you've participated in a peer-to-peer event powered by Qgiv in the past, you'll be prompted to log in after you click My Fundraising Dashboard. If you don't remember your password, click **I need help with my password**, and a reset link will be emailed to you.

## Log In

Log in to your fundraising account for  
**Run for the Cause**


You've participated in a previous fundraiser powered by Qgiv (**PetWalk 2022 5K and Half Marathon**).

Email  
awesomefundraiser@mailinator.com 

Password 

**Log In**

**I need help with my password**

Powered By 

Thank you for registering for a peer-to-peer event powered by Qgiv! Happy fundraising!