Online Registration Instructions


- Click the [REGISTER NOW!](http://www.IllinoisRide4Respect.com) button.

Get Started

- Individuals who have participated in the past or previously created a Donor Drive account should select

![Been here before?](http://example.com/)

- If this is your first time utilizing Donor Drive please complete the below fields and select

![CONTINUE TO NEXT STEP](http://example.com/)
Online Registration: Step 1 of 3

- During Step 1, if not pre-selected, you will want to select your Participant type.

- If you will NOT be participating as part of a team, select “Individual” as your role and click CONTINUE TO NEXT STEP.

- Proceed to Registration Details

Creating a Team – Team Captains

- If you are the team captain, you are responsible for creating your team. Select “Create a Team.”

- When creating a team you will be prompted to select a “Team Type.” To clarify, there are two different team types available:
  - Classic Car Club or Group
  - Hot Rod Club or Group
  - Jeep Club or Group
  - Motorcycle Club or Group
  - Other

- After selecting your Team Type you will be promoted to create a Team Name and enter your team Fundraising Goal.

- Once entered, select CONTINUE TO NEXT STEP.

Joining a Team – Team Members

As a team member, joining your team is easy!

- Select “Join a Team”

- Click Search and use search for your team name.

- Once you have selected your team, click CONTINUE TO NEXT STEP.
Online Registration, cont.:

- During this Step, you will enter your Registration Details
- Once entered, click [Continue to Next Step]

Save & Add Another Participant

- You are able to add another participant to your registration by clicking [Save & Add Another Participant]
- Here you are given two options:
  - Previous Participant – choose this option if you are registering someone that you managed their account previously (i.e. Polar Plunge, etc.)
  - Create a New Participant – select this option if you are registering someone for the first time
- If you select “Create a New Participant” you will need to follow the steps to enter this Registration Details.
- For individuals who will manage their own page, you will need a unique email address for this plunger. If you do not have an email address for them, please select “I will manage this participant’s fundraising page”.

Online Registration: Review Details/Payment

- During the last step of registration, you will be asked to review the details entered. Be sure that each participant you registered is included and their participant type is correct.
- If you need to edit any information, select “Make Changes” for the appropriate section
- Once detailed are confirmed, click [Pay with Credit Card]
- Once payment has been placed, click [Complete Registration!]
Online Registration: Confirmation

- You will receive an email (from fundraising@donordrive.com) titled “Thank you for registering!” to confirm your registration.

- At this time you will be prompted to customize your personalized fundraising page. Once updated, you are able to share your efforts with family and friends via social media.

- may also share your participation through social media, register another participant or personalize your fundraising page – all options are displayed on the right-hand toolbar.

- Navigate to different areas within your account by utilizing the options displayed within the header.

- If you have any additional questions on the registration process, please contact Sandy Nash.