



SOROPTIMIST  
Best for Women

## Instructions for Forming Your Online Team...

First of all we would like to thank you! It is people like you who make a difference in our community. To learn more about changes we have made please visit our website at [www.sialbany.org](http://www.sialbany.org). Let's do this thing!

As the Team Captain, when you form your team online you must first create an account. Here are step-by-step instructions on forming your Team online:

1. Go to <https://sialbany.org> and click on the Walk for the Cause tab. This will bring you to our Registration Homepage.
2. Click on Register Here.
3. Create an account.
4. Register yourself; it will ask you "Are you going to be associated with a team"? click on Yes, let me create a new team.
5. Create a Team Name.
6. Will this team be sponsored? Either Not Sponsored or choose from the list of Sponsors.
7. Participation Type, choose one.
8. Would you like to make an additional gift along with your registration fee?
9. My Personal Goal, complete if applicable.
10. What T-Shirt Size do you Prefer (note: Shirts are Dry Fit and run a little large)
11. Are you a Survivor and would like to be recognized as such? Your T-shirt will have Survivor on the sleeve if you answer this questions "Yes".
12. Next.
13. Waiver, please read the waiver and click on the box, I agree with the terms and conditions above, click on continue button.
14. Pay Now or Add Another member at this time.
  - If you choose to just pay for yourself, proceed with payment information, submit payment.
  - If you would like other team members to register themselves, they would go through the same process you did, but under Are you going to be associated with a team they would pick "**Yes, let me choose from an existing team**", then under Associated Team they would pick the team name from the drop down and would then proceed through the steps to register.
  - Sponsored teams will not be charged for their walk registration fees while there is still complementary space available on that team. Once all the "free" registration spots are filled it will prompt the team member to pay. Sponsored teams are password protected.

We would encourage each Team Member to seek donations for your team, you can do this by sending the Soroptimist Link <https://sialbany.org> to your friends and family, have them click on the "Donate to a team /individual. Provide them with your team name. They can make the donation on line. Find lots of fundraising ideas on our website.