

## Instructions for Registering for the TCS Toronto Waterfront Marathon Charity Challenge for 2024.

*We appreciate your taking the time to register. The instructions below, while they may look a bit intimidating, are designed to guide you smoothly through the process, with suggested responses to some of the questions on the TCS Charity Challenge site. We encourage you to read through these instructions first and to create your password. Please keep in mind that you will need to complete the online registration in one sitting. The screen will time out after 15 minutes of inactivity and then you would need to start the process over again. **If at any point you need assistance, please call Steve Dranitsaris at 647-880-4214 or Sheila Forshaw at 647-637-3479.***

- Go to the following link: <https://raceroster.com/79618?aff=P2MPX>  
Accept cookies if asked.
- Click “Register” at the right-hand side. Enter your e-mail address and your password. If you registered last year or the year before, you can use the same password. In each of the past 4 years, we had suggested using the password, Yura 2023\$, Yura2022, Yura2021 and Yura2020. If one of these is not the right password or if you can’t remember your password, click “Forgot Password,” and you will be sent an e-mail to create a new password. If you create a new password, we suggest **Yura2024\$** -- Race Roster now requires a 9-digit password for new account holders, so just add a dollar sign at the end. **\*\*\*Keep a copy of your username and the password\*\*\***
- You will be taken to the Race Roster Homepage where you click on 2024 TCS Toronto Waterfront Marathon REGISTER NOW to arrive at a page called “Registrant No. 1” at the top left. You are registering “Myself” so you are “Registrant No. 1.” After you register “Myself,” you will later be asked if you want to register others such as family members. This is likely not the case, but if you do, they would be “Registrant No. 2” and so on.
- **Select Sub-Event and distance. \*\*\* YURA participants are generally doing the Virtual 5 km Walk \$55 – YURA will be organizing its own “virtual” walk on University’s Keele Campus -- you can certainly do more, if you wish \*\*\***
- **You will be asked if you are doing either the Virtual 5K or the Green Bib Virtual 5K.** The Virtual 5K comes with a shirt and medal that will be sent to you. The Green Bib Virtual 5K does not include a shirt and medal – instead, a donation is made to a sustainability charity on your behalf by TCS. Your choice. **We are asking all our supporters to pay for their own registration (which will be reimbursed by YURA following this year’s event). Please register early. The registration fee will increase in August.**
- Next, fields appear for **Personal Information**. Complete the Personal Information section. All mandatory fields are marked with an asterisk\*. You will be asked whether to use the same address for shipping. We suggest you click “Yes” unless you want your race kit shipped to a different address. As well you will need to click “Yes” that you understand you must pay for additional shipping if you want your medal and shirt delivered outside Canada.

- You will be asked how you learned about this event. From the drop-down menu, choose “Charity Partner.” In the field that says “please specify,” enter York University Retirees’ Association. Alternatively, select “Other” and enter, “Affiliated charity: York University Retirees’ Association.”
- You will be asked what is your inspiration to walk/run. You can simply state “to support my charity.”
- You will be asked “What device or app do you use to record your activities? ACICS Runkeeper, Wearable GPS device, Strava, MapMyRun, Nike Run, None, or Other. Unless you use one of these apps, click “None.”
- You will be asked what shoe you plan to race in. Scroll down to find your brand of shoe.
- You will be asked for the highest level of education you have completed? Select the appropriate level or “prefer not to disclose”.
- You will be asked which industry you work in. Scroll down to “Education.” Your “position title” could simply be “retired.”
- You will be asked about total combined income.
- This event is partnering with the Abbott World Marathon Majors. Select “Yes” to create a free full profile with AbbottWMM to receive your Age Group World Ranking, free access to MAJORS Magazine, and the AbbottWMM Global Run Club. Select “No” if not interested.
- If you selected the Green Bib option (of supporting a sustainability charity in lieu of a shirt and medal) you will be asked if you want the \$10 donation to go to “Trans Canada Trail” or “Trees for Life”.
- You will be asked if you want to subscribe to the Canada Running Series Newsletter or other newsletters and promo information. Up to you, but you must check the YES or NO boxes.
- Team Category – select TCS Charity Challenge Fundraising Team
  - Check “**Add this registrant to a team created by someone else,**” then scroll down under to “**Fundraising Team - TCS Charity Challenge,**” then scroll down to **York University Retirees’ Association** and confirm.
  - Agree that the team captain will be able to see various details of my registration, including contact information (Sheila Forshaw, member of the YURA Executive Committee, is this year’s captain).
- Souvenir Shirt (included): Click “Option” and check off your shirt size. (Not applicable for Green Bib registrants)
- You will be asked if you want to make a donation to plant a tree. That’s up to you.

- You will be asked if you want to make a donation to support Canada’s trail network. That’s up to you.
- You will be asked if you want to purchase iTAB medal engraving. We suggest skip this.
- You will be asked if you want to subscribe to the Canadian Running Magazine. Up to you.
- There will be a question about international shipping. Skip unless you are living outside of Canada.
- Enter promo code or gift code: Skip this.
- Click Continue
- Read the waiver, and then click “on behalf of all registrants, I agree to ... release waiver and indemnity.” “On behalf of all registrants” simply means you agree on behalf of yourself and any others you have or will register. Most of you will not register anyone else, but some of you may wish to register spouses, children or friends, so this phrase covers you and anyone else you register.
- “I understand that registration and shipping fees are non-refundable...”
  - Check **“On behalf of all registrants I agree”**
- You will be asked to agree to the Refund Policy Waiver + COVID Agreement. Check **“on behalf of all registrants, I agree to Refund Policy Waiver + COVID agreement.”**
- Check that you agree to zero tolerance policy. Note: you must scroll down through the whole policy before you will be allowed to sign.
  - **Enter your name again to sign.**
- Click Continue
- Next, you have an option of making a donation to the York University Retirees’ Association to quick start your fundraising. You can donate to your fundraising page, the fundraising page for YURA, or make a general donation to YURA. IF you decide to donate, we suggest donating to your fundraising page, because this will encourage your family and friends to support you when they see your own donation on your fundraising page.
- Option of Covering Credit Card and Service Fees – up to you. *This ensures the full amount of your donation goes to the cause.*
- Would you like a donation receipt? Make sure that this is checked “Yes”. *York University automatically produces charitable tax receipts for our donors.*
- Donation privacy: check if you wish your name and/or donation amount to be hidden from public view on your fundraising page. We suggest you **not** check these as showing your willingness to donate will encourage your potential sponsors, but it’s up to you.
- Donor details: Most will check off “this donation is from me and my name appears on the credit card that will be used in this transaction.” You have an option of a different display

name, such as “an admirer,” or donation from a company if your company is making the donation on your behalf.

- Enter a personal message for this donation: If you wish, you could say something like “I hope YURA has a great fundraising year to help those York students facing food insecurity.”
- Click Continue
- You will be asked if you want to protect your purchase with RegShield from unforeseen circumstances that prevent you from attending. This is really for those highly competitive runners, many travelling long distances to compete, who register for the in-person Waterfront Marathon on October 15. We suggest that you skip this.
- Checkout: Enter your credit card information. Registration for the 5K will cost you \$55 at the moment. Closer to the race the amount will increase. Register now!
- Submit order
- Your web page will now confirm that your order has been received. Scroll to the bottom to click **View Fundraising Page**. You can begin to edit your fundraising page by adding a personal message, entering your fundraising goal, and uploading a photo. We suggest that your fundraising goal be anywhere from \$250 to \$1000. When you upload your photo, you must expand the small box in the upper left (after you have uploaded) to highlight the part of the photo you want displayed. Otherwise only a small square in the upper left of your photo will be displayed. If you have trouble with this, contact Steve or Sheila and they will add your photo.
- Save the URL of your fundraising page, the page you are on. You can continue to edit your fundraising page in the future by logging on to it with the same email and password that you used for your Race Roster account.

After you log out of your fundraising page, you will notice that you will have received two e-mails. The first will be from Race Roster confirming your registration. Your tax receipt will be attached to this e-mail if you made a donation. The second will be from Canada Running Series confirming your registration to be part of the YURA Charity Challenge Team. Near the bottom of the second e-mail, the link to “Visit Dashboard” will take you to your personal registration page where there is a link to “Edit my Fundraising Page.” This is an easy way to find the URL for your fundraising page, or to log into it to edit it. Make sure you save these e-mails where you can find them again, and we recommend printing them.

***To fundraise for YURA, send individual e-mails to your family, friends and former colleagues/co-workers – something like the following:***

Hello (your prospect’s name),

I will be participating in the 5K Toronto Waterfront Marathon Charity Challenge this October. I am doing this to help the York University Retirees’ Association raise funds for student food insecurity at the University. According to a Campus Well-Being Survey conducted in 2023, one in four students at York struggles to afford food. The demand for assistance with food has continued to increase over the past 12 months.

Additional funding is required to support the YFS Food Support Centre, the Glendon Food Bank, and other initiatives such as the open fridge program and grocery gift cards. Last year, YURA raised more than \$20,000 for this cause and we hope to equal or surpass that amount this year.

Please join YURA in combating food insecurity at York. Adequate access to food and proper nutrition is key to student success. I ask that you sponsor me in this effort for any amount – you will receive a tax receipt by e-mail from York University. Just go to my fundraising page at **[enter the URL for your fundraising page]**, click the link for “donate,” and follow the instructions. If you prefer not to donate on-line, please contact me and I will give you an alternative.

Sincerely,

*[Your Name]*

A few of your email contacts may prefer not to donate on-line. In that case, ask them to mail you a cheque or give you cash, and then you will be able to make an online donation on their behalf via your fundraising page using your own credit card. Make sure you have their full name, address, telephone number and e-mail address so their tax receipt can be processed. The tax receipt will be sent to whatever e-mail address you enter. If you have it sent to your e-mail address, then you can print it and send the printed copy to the donor.