



# HOW TO CREATE A TEAM

Here's How You Sign Up as a Team Captain and Create Your Team:

1. Begin the registration process by clicking this link: <https://bit.ly/3zY6aq6>
2. Click the blue “**Register for WalkUnitedLA!**” button.
3. You should now be on the registration homepage. Click **Register for WalkUnitedLA.**
4. A new field will appear. Enter your email address. Click **Create Account.**
5. A pop up will show up on your screen. You can either create your account by signing in with Facebook or Google, OR by manually inputting your information. When finished, click **Create My Account.**
6. Next, click **Create a Team.** Enter your team information (Team Name and Team Fundraising Goal). When finished, click **Continue.**
7. Select either **Walker** or **Runner.**
8. A drop down menu will appear. Enter your information including: first name, last name, address, city, state, zip code, country and phone number. Next, enter your personal fundraising goal and an optional donation to kick off your fundraising efforts. When finished, click **Continue.**
9. You will then be taken to the final page “**Review and Billing**”. Here you can review your information, add additional registrants, and/or apply a promo code if applicable.
10. Scroll down the page to enter your billing information. Once finished, click **Complete Registration.**
11. **CONGRATULATIONS!** You're now signed up as a team captain. You have the ability to manage your team page and can upload a team profile photo, recruit team members, raise donations and more!



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