

Scotiabank Charity Challenge Registration Instructions

1. Go to our website <http://dixonsociety.ca/news/scotia-bank> and copy and paste the appropriate code (5k vs Half marathon)
2. Click on register and this will take you to Scotiabank Vancouver Half marathon site
3. Click register
4. Enter your email and password if you already have an account. If not, create one.
5. Now choose which race you want to participate in (5k vs Half marathon)
6. Now enter your info or the person who you want to register
7. You have to select a T-shirt size even if you don't want one. You also have to identify how long you think it will take you to finish the race (be kind to yourself, this need not be a competition 😊)
8. Ignore the box that asks for promo code and just click "continue"
9. Agree and continue
10. Are you a Scotiabank employee? Yes or No
11. So now you are taken to a page where it asks you **Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?"**
12. **Choose yes**
13. **Now choose Dixon Transition Society from list of Charities**
14. **Now you can enter your pin code taken from Dixon website**
(Hint: 17DTS21K for Half, 17DTS5K for 5k)
15. Next question is: I would like to create a fundraising account or make a donation. Choose **"create a fundraising account"** (this way you can fundraise and what people donate to your page goes to Dixon)
16. Choose your Artez name and code and set your goal of how much you want to raise (for simplicity I used same name and password)
17. You can donate to your page now or later to kick start your fundraising
18. **You should see a question where it asks you whether you would like to join Team Dixon. If you see it, join our team. If you don't, below are the instructions on how to join our team later**
19. Continue to payment
20. You will see half marathon total is \$60 and 5K is \$30. If that is not the case, return to step 14 to ensure you have entered the correct code.
21. Voila you are done!

Now your fundraising page:

1. You have received an email with a link to your fundraising page
2. You can personalize it. Why you are raising funds for Dixon. You are making an ask so be convincing and express why you care about Dixon's work. Make this part engaging!
3. Add a picture if you like and you are done with the page.
4. Send your request and your link to your page out to start fundraising.

(Note: if family and friends donate cash or cheque that is fine. When Dixon receives it from you we can enter it. You can do so as well on your page)