

Scotiabank Charity Challenge Registration Instructions

1. Go to our website <http://dixonsociety.ca/news/scotia-bank> and copy and paste the appropriate pin code (note the difference for the 5K or Half Marathon distances)
2. Click on “register” and this will take you to Scotiabank Vancouver Half Marathon site
3. Click “register” and select the Vancouver 5K and Half Marathon race
4. When you select your race of choice (5K or Half Marathon), you will be asked to login. If you have participated in years past, you may use the same login. If you have not, then create a login.
6. Enter basic information as prompted
- 6b. A note about your anticipated finish time: though required, 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? Answer accordingly
11. What you should see: **“Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?”** Answer: Yes!
13. Select Dixon Transition Society as your designated charity
- 14. Now you can paste your pin code taken from Dixon website – this if for your discount!**
(Hint: 18DTS21K for Half, 18DTS5K for 5K)
15. Select, “I would like to create a fundraising account or make a donation.” Choose **“create a fundraising account”** (This part is important and how it is ensured that funds go to Dixon!)
16. Set up your Artez login and determine your fundraising goal (for simplicity I used same name and password)
17. Feel free to kick start your fundraising by making a small donation to yourself!
- 18. “Would you like to join team Dixon?” Yes!** Join our team.
 - Note: If you don’t see this part now, there are instructions below on how to join our team later
19. Continue to payment
20. You will see half marathon total is \$64 and 5K is \$34. If that is not the case, return to step 14 to ensure you have entered the correct pin code.
21. Voila! You are done!

Now for your fundraising page:

1. You should have received an email with a link to your fundraising page
2. Personalize this! Tell others why you are raising funds for Dixon. Make this part engaging and ask us for help if you need it!
3. Add a picture if you’d like.
4. Begin circulating your fundraising page!

(Note: Cash and cheque donations are fine. You may enter those donations manually on your page or Dixon staff will do it when you turn in your cash and cheques.)