

2016 Vancouver Sun Run – Joining an Existing Team

If you are joining an **existing** team for the 2016 Vancouver Sun Run, please follow the steps outline below.

Step 1: Get to the registration page

In an internet browser of your choice, go to register.vancouversunrun.com.

Please note the registration site is not compatible with **Internet Explorer version 8** or older. The registration is mobile-device (iPhone, iPad, etc.) compatible. We always recommend using a PC or laptop.

Step 2: Join your team

Click the “Join an Existing Team” option. It is the third option in the top row of selections on the main page.

Step 3: Signup, Login, or Continue as Guest

As the Vancouver Sun Run is using the same registration provider for 2016, you can log into an existing registration account if you participated in 2014. Logging into an existing account expedites the registration process as we already have the majority of your information.

If you prefer you can register as a Guest. Guest registration will not create a user account for you.

Step 4: Find your team

Search for your team by typing in the Team Name. You can also search by the Team Manager’s name by selecting that option from the drop-down menu.

Once you’ve found your team, click the blue Join Team button.

Step 4 a: Team access code

If an Access Code is required to join your team, be sure to contact your Team Manager to obtain it.

Step 5: Register a participant

This will be the most important part of the registration process. Please be sure to follow each step carefully.

- a) **Who do you want to register?:** In the drop-down option select your profile or create a new registrant by clicking the checkbox “someone else”.
- b) Complete the profile form with all the required information marked with a red asterisk and **save your profile by clicking “Next”**

- c) **Select or Add an address:** All first-time registrants will need to create an address for their profile. In the drop-down menu which says “---Select an option---“ choose to Create a New Address by checking the box “add an address”. Once complete be sure to **save your address by clicking “Next”**.
- d) **Category Select:** Teams only have one category option, either Corporate or Youth. Review which category you are automatically put into based on your age and gender. If the category is incorrect, you will need to edit your profile to the correct age or gender.
- e) **Payment Method:** Choose whether to pay full price or whether your Team is to be Invoiced for your entry. Your team manager can provide some guidance on which option to choose. Once you’ve selected your option, be sure to **save your category by clicking “Next”**.
PLEASE NOTE if you are registering in your workplace: Certain corporate networks block and do not allow the selection of a payment options. This is due to the specific network configuration and not a problem with the registration system. If you are unable to select a payment option on your work computer, you will need to try again at home or on a non-work network.
- f) Complete all the additional registrant information. All options marked with a red asterisk require an option selected. **Continue by clicking “Next”**

Step 5a: Complete and Add Another Participant

If you wish to register someone else, click the blue button “Complete and Add Another Participant” to save the registration and open a blank form.

Step 6: Checkout

If you do not want to register anyone else and wish to proceed to checkout click the green “Complete and Proceed to Cart” button

Step 7: Waiver

Read and agree to the waiver. There are two checkboxes which must be checked and a name field which must be completed. Once complete click “I Agree” to proceed.

Step 8: Summary of your registration

Review your registration to be sure all the details are correct

Step 9: Payment

If you are paying for your entry, enter choose or enter your billing address and your card details to complete your transaction.

If your payment is refused please contact our payment provider 2Mevents at 1.888.988.2453 and they will assist and troubleshoot.

Step 11: Complete Transaction

You must complete the transaction in order to be officially registered, regardless of payment method. Be sure to click the blue “Complete Transaction” button. Once your registration is processed you will see an on-screen confirmation and receive a confirmation email to the email address provided.

Congratulations! You’re now registered for the 2016 Vancouver Sun Run.

Event Office: 6604.689.9441 or info@vancouver.sunrun.com

Tech Support: 1.866.606.2638 or info@2mev.com