

# 2019 Scotiabank Toronto Waterfront Marathon Scotiabank Charity Challenge Participant Registration Guide

Giant Steps is participating in the Scotiabank Charity Challenge at the STWM.

There are 2 parts to registering– event registration, and fundraising registration (which is call the Scotiabank Charity Challenge).

You can register for the event and create your fundraising profile page at the same time during this registration process. **Please follow each step as shown below, particularly item #13!**

## Registration for the Event:

1. Go to the **STWM website**: <http://www.STWM.ca>
2. Click on **REGISTER** on the top menu bar
3. Click on **Canadian Runners REGISTER >**
4. Click **'Register'** on the left menu bar

5. **Create a Race Roster account** by entering your email address and creating a password.  
**YOU MUST REGISTER HERE FOR THE RACE BEFORE SIGNING UP TO FUNDRAISE.**

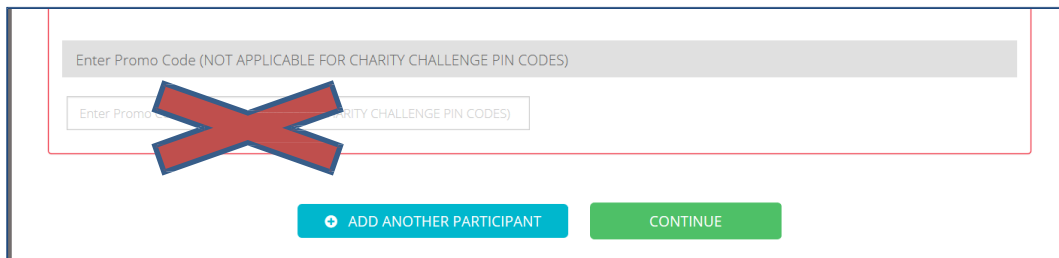
### Note:

If you have participated in the STWM before using the same email address, you'll already have an account and will need to log in with your previous password (if you don't remember it, click on FORGOT PASSWORD). If you have a new email address you can set up a new account.

6. **Select a Sub-event (5k, half marathon or full marathon). Disregard the registration fees shown here, you will receive a discounted rate using our pin codes (shown later in the registration).**
7. **I would like to register...**  
Choose Myself even if you have other participants joining you.  
Each runner should be registered separately to receive the Charity discount.
8. Complete all the following sections (All mandatory fields marked with a \*).

**Note:** At the section that asks "How did you learn about this event? \*" you should choose "Affiliated Charity" from the pull-down menu, and type in "Giant Steps Toronto/York Region" in the following box that asks you to "Please Specify \*".

9. **SKIP** the 'Enter Promo Code' field. **THE CHARITY PIN CODE DOES NOT GO HERE. IT CAN BE ENTERED AT A LATER TIME IN THE SCOTIABANK CHARITY CHALLENGE SECTION**



The screenshot shows a registration form with two input fields for promo codes. The top field is labeled "Enter Promo Code (NOT APPLICABLE FOR CHARITY CHALLENGE PIN CODES)". The bottom field is labeled "Enter Promo Code (CHARITY CHALLENGE PIN CODES)". A large red 'X' is drawn over the bottom field, indicating it should be skipped. Below the fields are two buttons: "ADD ANOTHER PARTICIPANT" and "CONTINUE".

10. Select **CONTINUE** to WAIVER and additional terms

11. On the Wavier screen, please read and check the box beside 'I Agree to Scotiabank Toronto Waterfront Marathon Waiver – Release Waiver And Indemnity. Select **CONTINUE**.
12. **Scotiabank Employee Verification** section – Respond to 'Are you a Scotiabank Employee?'  
NOTE: If you are a Scotiabank Employee, you must select yes to participate in the Employee Program, and to receive the associated program benefits.
13. **Important! Scotiabank Charity Challenge** section – **YOU MUST SELECT 'YES'** to the question 'Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?'
14. **Choose a Charity** – SELECT GIANT STEPS TORONTO/YORK REGION from the drop-down menu.

Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?

**YES** **NO**

Choose a Charity

Please select the charity you would like to support:

Giant Steps Toronto/York Region

Charity Pin Code (if applicable)

Your Charity Pin Code

If you want more information on the PIN code or if your code doesn't work, please contact the selected charity before completing this form. This code gives you access to discount rates, but it is not mandatory.

15. **Once Giant Steps has been selected, you must enter your discount Charity Pin Code:**
  - Marathon or 1/2 marathon (\$80) – **M19GIANTSTEPS**
  - 5k (\$40) – **5K19GIANTSTEPS**
  - 5k with stroller (\$50) – **5ST19GIANTSTEPS**

**NOTE** If you do not enter the discount code here, you will not be able to claim the discount at a later date.

16. **Create your fundraising account-**

Under 'I would like to create a fundraising account or make a donation'

select '**Create a Scotiabank Charity Challenge Fundraising Account (via Artez)**.'

Create a new username and password (KEEP THIS INFORMATION RECORDED FOR FUTURE REFERENCE).

**Note:**

If you have participated in the STWM Charity Challenge before, there may be a previous 'Preferred Artez Username' already in that field. Please disregard this and create NEW username and password.

The screenshot shows the 'RACE ROSTER' website interface. At the top, there is a navigation bar with 'RACE ROSTER', a back arrow, 'Event Details', 'Contact', 'Sign Out', and a 'Menu' icon. Below the navigation bar, there is a grey header with the text 'I would like to create a fundraising account or make a donation'. Underneath, there are four main sections: 1) A selection button for 'Create Scotiabank Charity Challenge Fundraising Account (via Artez)' with a red arrow pointing to it. 2) A 'Preferred Artez Username' field containing 'avp0523' with a red arrow pointing to it. 3) An 'Artez Password' field with masked characters and a red arrow pointing to it. 4) A 'Fundraising Goal (optional)' field with a '\$' symbol and a red arrow pointing to it. A blue 'CHECK AVAILABILITY' button is located below the username field.

17. **If you do not wish to make a donation during registration, skip this step.**

The screenshot shows the 'Donate (optional)' section of the registration process. It features a grey header with the text 'Donate (optional)'. Below the header, there is a prompt: 'Please enter the donation amount'. A note states: 'This donation will be processed separately by FrontStream.' There is a text input field with 'CA\$' as a placeholder. Below the input field, another note says: 'This donation will appear on your personal fundraising page and it will help you to reach your fundraising goal.' At the bottom of the section, there is a green button labeled 'CONTINUE TO PAYMENT'.

18. **Select 'Continue to Payment'**

19. Verify **Order details** (on the right hand side of the screen). This will include **your Event Distance, Registration Fee, & Charity discount** (**Ensure the discount has been applied as you cannot claim it later – the cost should be \$80 for marathon/half marathon, \$40 for 5k, \$50 for 5k with stroller**).

### Billing information

Copy from participant  
Select...

First name [Redacted] Last name [Redacted]

Email address [Redacted] Phone number [Redacted]

Address [Redacted]

City [Toronto] Country [Canada]

State/province [Ontario] ZIP/postal code [Redacted]

Please send me updates on event promotions and news from Race Roster.

### Order Details

2019 Scotiabank Toronto Waterfront Marathon  
Toronto, ON, Canada

Participant #1

Name [Redacted]  
Sub-event **5km Run/Walk**

REGISTRATION & ADD-ONS	
Registration fee	\$50.00
+ 5k Souvenir Shirt - Women S	\$0.00
<b>Registration &amp; add-on subtotal</b>	<b>\$50.00</b>

DISCOUNTS & PROMO CODES	
Promo code [Redacted]	-\$10.00
<b>Discount &amp; promo code subtotal</b>	<b>-\$10.00</b>

**PARTICIPANT TOTAL** **\$40.00**

### Order Summary

[Add/remove a promo code or gift code](#)

Registration total	\$40.00
HST	\$5.20
Processing fee	\$4.73
<b>TOTAL (CAD)</b>	<b>\$49.93</b>

20. Complete **payment information** and click **Submit order**. **Important! Click the button ONCE ONLY**; it will look like it's not processing but in fact there is a slight delay before transaction is complete.

Result: **Thank You!** Confirmation Number screen

## Thank You!

Confirmation Number [Redacted]

You have successfully registered for 2019 Scotiabank Toronto Waterfront Marathon. Details regarding your registration, and updates on the event will be sent to your email address on file (anhvuong88@hotmail.com). If you have any questions concerning the event, please contact Canada Running Series / Circuit du Canada at 855-959-5515 or [support@racerooster.com](mailto:support@racerooster.com).

21. **NOW SET UP YOUR PERSONAL FUNDRAISING PAGE-**

**Transfer** over to your **Personal Online Fundraising Account** by clicking on the “Giant Steps Toronto/York Region” button in the Scotiabank Charity Challenge window.

(screenshot may not be exactly as shown)

✓ Thank You!

Confirmation Number: [REDACTED]

Print Your Receipt    Add to Apple Wallet

You have successfully registered for 2017 Scotiabank Toronto Waterfront Marathon. Details regarding your registration, and updates on the event will be sent to your email address on file (anhvuong88@hotmail.com). If you have any questions concerning the event, please contact Canada Running Series / Circuit du Canada at 855-969-5515 or support@raceroster.com

Share this with your friends!

Thanks for registering! This is a great chance to compete or get together with friends. Send out the link below to spread the word and get others involved.

I just registered for 2017 Scotiabank Toronto Waterfront Marathon using Race Roster. Join me in this event by registering here - <https://raceroster.com/events/2017/10447/2017-scotiabank-toronto-waterfront-marathon?aff=X4DQP>

Share on Facebook    Tweet This

Share via Email    Share on Google+

Scotiabank Charity Challenge

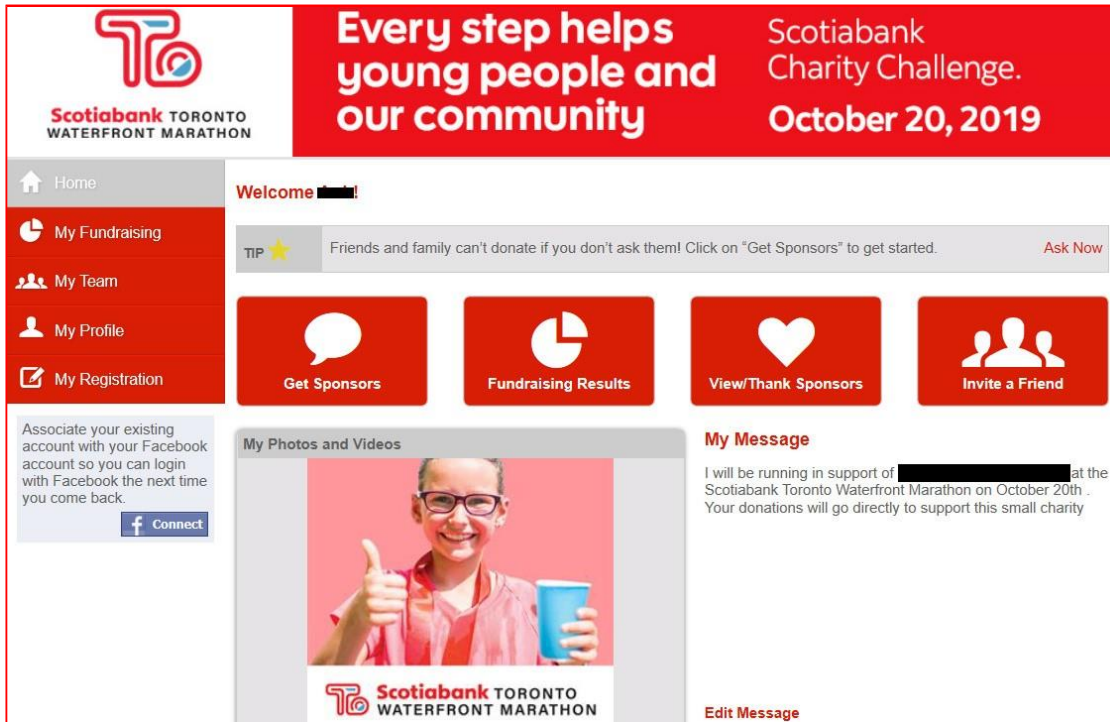
Please click the charity button below to sign in to your personal online fundraising account, customize your page and start fundraising.

Help Me Raise Money

GIANT STEPS TORONTO/YORK

## Fundraising for the Event:

Once you click on your Charity on the Confirmation screen, you will automatically be transferred over to your fundraising page in Artez.



The **'Home'** tab shows the message that will appear on your personal fundraising page. **Please edit and personalize this message!** Click **'Edit Message'** below the text content. To **add photos and videos**, select **'Add Media'**.

To remove the generic photo that is already there, click on it and deselect 'Display Image'. To access images that can be used on your page (ie, Giant Steps' logo, a group photo), click on our Dropbox link [2019 STWM materials for GS participants](#)

The **'Fundraising'** tab will allow you to **change your fundraising goal, email potential sponsors, see donations** made to you, **manually enter cash and cheque donations** and more!

To **edit any of your personal information** on your fundraising page, select **'Profile'**  
**Note- this does not change the information on your race registration, only the information on your fundraising page.**

The **'Registration'** tab is **NOT your race registration** – it is stating that you are registered in Artez for fundraising.

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**Important!** To log back into your fundraising account, use the steps below (save the link for easy access):

Click <https://secure.e2rm.com/registant/startup.aspx?eventid=277862>

Enter the **username and password created in Step #13 (setup of fundraising account)**.

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ONCE BOTH REGISTRATIONS ARE COMPLETED, you will receive two confirmation emails

**YOU MUST SAVE BOTH EMAILS!**

- Race Registration from Race Roster -  
This contains a .pdf of your race registration confirmation & number. You will need this email to pick up your race packet prior to race day.
- Charity Fundraising Registration from your Charity -  
This contains a link to your personal fundraising page, and how to log back into your account.

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For help with registration, setting up your fundraising page, or with any questions, please contact Julia Fabrizio at [jfabrizio@giantstepstoronto.ca](mailto:jfabrizio@giantstepstoronto.ca) or 416-528-0855