Thank you for your interest in the Melanoma Research Foundation’s Miles for Melanoma program! We are so excited that you decided to become a Team Captain! Here are some instructions to help you register as a team captain and form your team.

1. Find a Miles for Melanoma event near you at [http://join.melanoma.org/2017mfmevents](http://join.melanoma.org/2017mfmevents) and click on the event name to be directed to the event homepage

2. To register, click the “Form a Team become a team captain” button

Continue on next page
3. On the next page, enter your Team Name, Teammate Recruitment goal, and Team Fundraising Goal. If you would like to make your team **public** (open to everyone), skip the password. If you would like to make your team **private** (only open to those invited by the Team Captain), enter a password. *Note: your teammates will need that password in order to join your team.* If your team is connected to a national or local sponsor or the CURE OM initiative, select the Team Company from the drop down menu. If you are not affiliated with a company or CURE OM, simply skip this step.

4. The next page allows you to choose your participation type, enter the discount code (if one is provided and the participation type requires a fee), adjust your personal fundraising goal, add an additional gift if you would like, and answer any remaining questions. Once finished, click “Next Step” at the bottom of the page.
5. You will then have the opportunity to create your unique username and password. Every Miles for Melanoma participant will create a username and password. This will allow you to access your Participant Center later. Once you have created a username and password, and provided all additional required(*) demographic information, click “Next Step” at the bottom of the page.

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Participant Center Access Information

- User Name: 
- Password: 
- Repeat Password: 
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Please note: because this is a new software, your log in information from 2015 and prior will not work. You will need to select “Join as a new participant” unless you have participated in a 2016 Miles for Melanoma event. If you try to register as a new user and receive an error message that there is already a username associated with that email address, try the “Email me my login information” option to reset your password. If you have further trouble trying to log in, call our office at (202) 347-9675 and our staff can assist you.

6. Read the waiver and check the box “I agree with the terms and conditions above”

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WAIVER

Please take a moment to read the above waiver.

☐ I agree with the terms and conditions above.
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Continue on next page
7. On the registration summary page, make sure the information you have provided is correct. If you need to make changes, you can click on the steps (numbered at the top of the screen) to jump back to the previous screen. If you'd like to register more family members or friends, add their names and information using the “Register Family Member” option. If you are finished, click “Complete Registration”.

8. Complete your transaction (if necessary) by entering your credit card and billing information. Click the “Process Payment” button on the bottom of the page to continue.
9. Once you have completed your transaction, you will receive an on-screen confirmation. You will also receive a confirmation via email. Be sure to save this email, as there will be links to access your Participant Center in the future. Your Participant Center is where you can check your personal and team fundraising progress, email friends and family to request donations and recruit members of your team, and where you can send thank you messages.

If you have any additional questions or need help registering, please email milesformelanoma@melanoma.org or call our office at (202) 347-9675 for assistance. Miles for Melanoma is a national program, so please be sure to include the event name when you email or call.