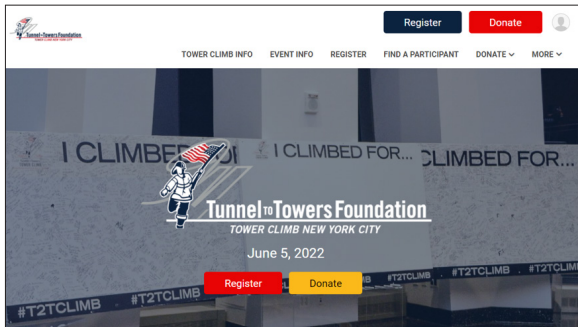


# TUNNEL TO TOWERS TOWER CLIMB NYC CREATE A TEAM

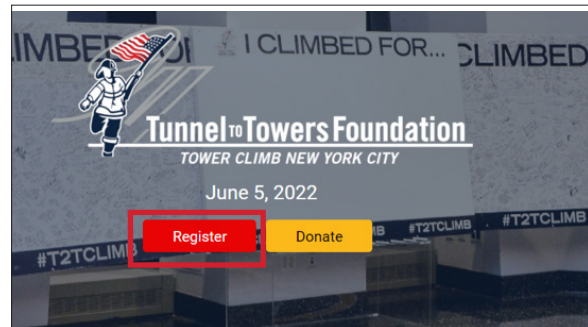


## STEP 1



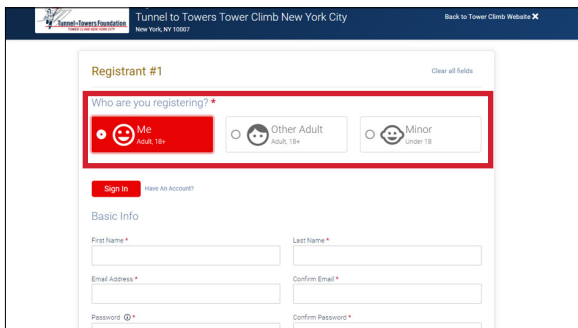
Visit: <https://nyctowerclimb.t2t.org/>

## STEP 2



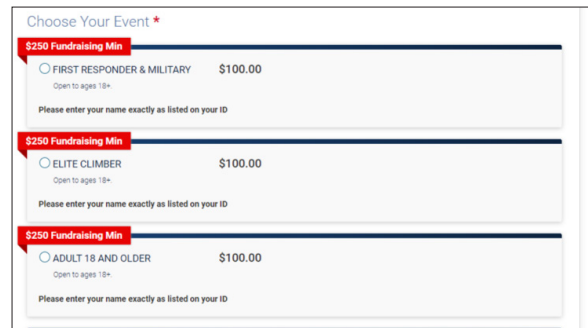
Click the red "Register" button

## STEP 3



Select who you are registering and complete participant information. If you already have an account with RunSignup be sure to select "Sign In."

## STEP 4



Select "Event Type" and then select "Continue"

# TUNNEL TO TOWERS TOWER CLIMB NYC CREATE A TEAM



## STEP 5

A screenshot of a web form titled "Waiver Agreement for Matt". It contains several paragraphs of text, including a "Waiver" section with a checkbox and a "Privacy Policy" link. The form is partially obscured by a red box highlighting the checkbox area.

Review and agree to **Event Waivers**

## STEP 6

A screenshot of a web form titled "Questions for Matt". It includes a "T-Shirt Option" dropdown menu, an "Emergency Contact Name" field, an "Emergency Contact Relationship" field, and an "Emergency Contact Phone" field. There is also a text area for "What is inspiring you to participate in the Tunnel to Towers Tower Climb New York City?".

Answer Event Questions and select **"Continue"**

## STEP 7

A screenshot of a web form titled "Become a Fundraiser". It includes fields for "Your Individual Fundraiser Name", "Your Fundraiser Goal" (set to \$250), and "Page Options". A red box highlights the "Your Fundraiser Goal" field and the "Page Options" section, which includes a checkbox for "I agree to meet the Fundraiser minimum: If I do not reach \$250 in donations by 05/29/2022, I agree to pay the difference." and a checkbox for "Hide from public lists.".

Agree to the fundraising minimum and create a fundraising page

## STEP 8

A screenshot of a web form titled "Team Fundraiser". It includes a "Join a Team Fundraiser" dropdown menu, a "Search Team Fundraisers" button, and a "Create a Team Fundraiser" toggle switch. A red box highlights the "Create a Team Fundraiser" toggle switch, which is currently set to "Yes".

Create a fundraising team by toggling **"Create a Team Fundraiser"** to **Yes**. Continue to add team name and any additional text below.

Please note that you can edit your personal message after completing your registration.

# TUNNEL TO TOWERS TOWER CLIMB NYC CREATE A TEAM



## STEP 9

The screenshot shows a 'Donation' form. At the top, there is a 'Donation Amount \*' field with a dollar sign icon. Below this, there are three radio button options: 'My Name' (selected), 'Anonymous', and 'Other'. At the bottom of the form, there are two buttons: 'Continue' (highlighted in red) and 'Back'.

Optional: Kick-off your fundraising with a self-donation

## STEP 10

The screenshot shows a 'Review your registration information' page. It includes 'Tower Climb Information' (Tower Climb: Tunnel to Towers Tower Climb New York City, Location: New York, NY 10007 US, Tower Climb Date: June 5, 2022) and a 'Registration Cart' table. The cart table has columns for 'Item' and 'Total'. It lists 'ELITE CLIMBER' for \$100.00, 'T-Shirt Medium' for \$0.00, and 'Donation' for \$23.00. A 'Coupon Code' field is also present. At the bottom, there are buttons for '+ Add Another Registrant' and 'Apply'.

Review Participant Info

## STEP 11

The screenshot shows a payment information form. It includes fields for 'First Name \*', 'Last Name \*', 'Street Address \*', 'Country \*' (set to 'US - United States'), 'Zip Code \*', 'City \*', 'State \*', 'Card Number \*', 'Expiration Date \*', and 'CVV (Card security code) \*'. There is a 'Save my credit card for a quicker registration next time.' checkbox. At the bottom, there is a red 'Confirm Payment' button and a 'Back' button.

Scroll down and enter payment information and select  
"Confirm Payment"

## STEP 12

The screenshot shows a 'Congratulations!' page. It says 'You are registered for Tunnel to Towers Tower Climb New York City'. Below this, there are links for 'Refer Your Friends', 'Back to Tower Climb Website', and 'Print'. A 'Refer Your Friends!' section includes the text 'Invite your friends to join you at the Tunnel to Towers Tower Climb New York City' and social media sharing buttons for 'Post to Facebook', 'Tweet', 'Share via Email', and 'Close'.

**CONGRATULATIONS!**  
★ ★ ★ ★ ★ ★ ★ ★  
Your registration is now complete!