

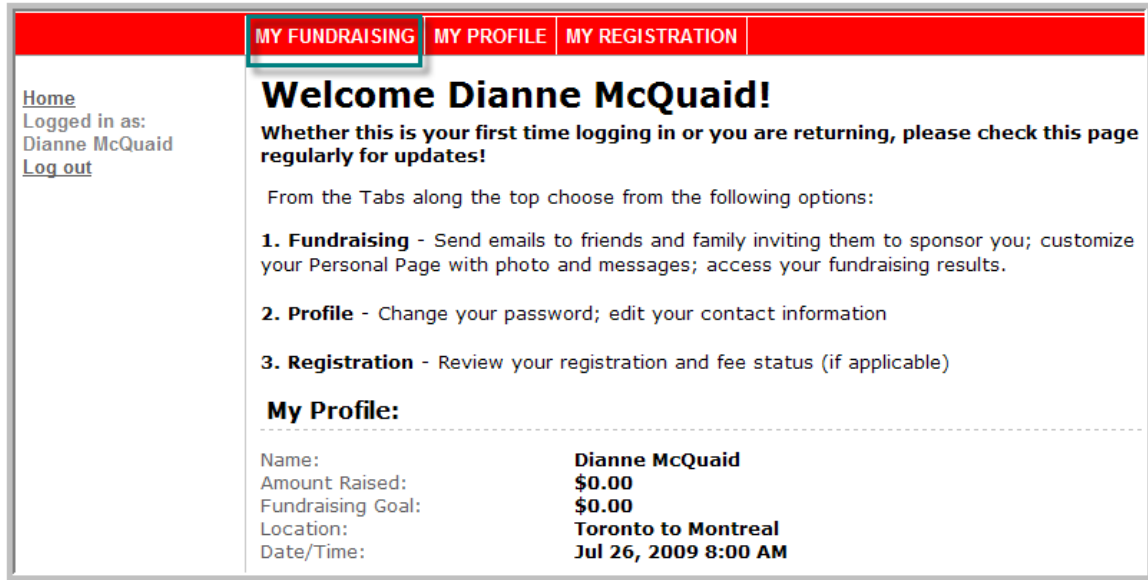
# Artez “How To” Join a Team After Registration

These instructions are for riders who have already registered for the 2009 Friends For Life Bike Rally.

Sign into your pledge pages as you normally would at [www.bikerally.org](http://www.bikerally.org).

## Join a Crew (Team)

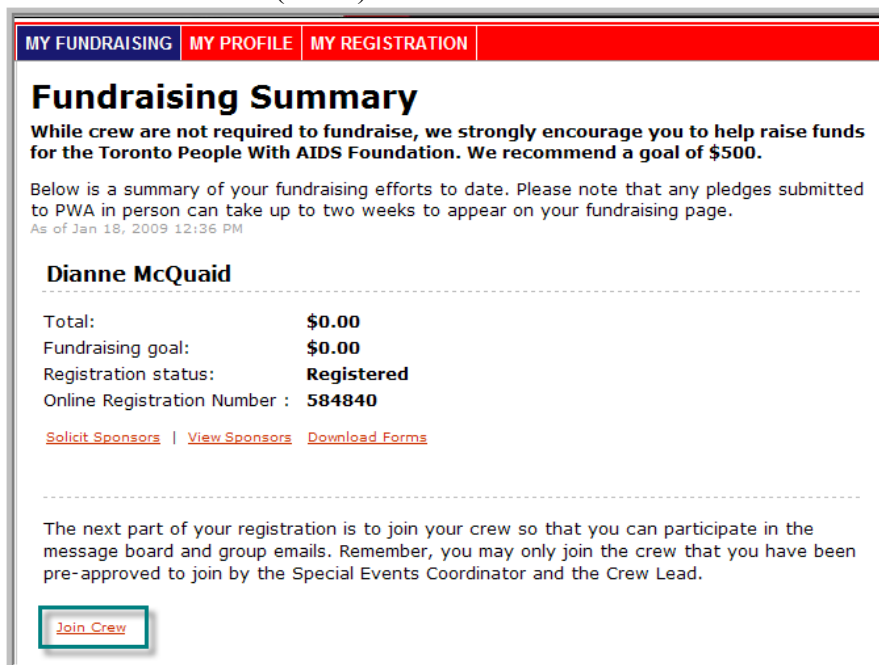
To join a specific team, click on **My Fundraising** from your home page.



The screenshot shows a user interface with a red navigation bar at the top containing three tabs: "MY FUNDRAISING" (which is highlighted with a blue border), "MY PROFILE", and "MY REGISTRATION". On the left side, there is a sidebar with the text "Home", "Logged in as: Dianne McQuaid", and "Log out". The main content area features a large heading "Welcome Dianne McQuaid!" followed by a message: "Whether this is your first time logging in or you are returning, please check this page regularly for updates!". Below this, it says "From the Tabs along the top choose from the following options:" and lists three numbered items: 1. Fundraising - Send emails to friends and family inviting them to sponsor you; customize your Personal Page with photo and messages; access your fundraising results. 2. Profile - Change your password; edit your contact information. 3. Registration - Review your registration and fee status (if applicable). Underneath, there is a section titled "My Profile:" with a dashed line separator. Below the separator, there is a table of profile information:

Name:	<b>Dianne McQuaid</b>
Amount Raised:	<b>\$0.00</b>
Fundraising Goal:	<b>\$0.00</b>
Location:	<b>Toronto to Montreal</b>
Date/Time:	<b>Jul 26, 2009 8:00 AM</b>

Click on “Join Crew (Team)”.



The screenshot shows a page titled "Fundraising Summary" with a red navigation bar at the top containing three tabs: "MY FUNDRAISING" (highlighted with a blue border), "MY PROFILE", and "MY REGISTRATION". The main content area has a heading "Fundraising Summary" followed by a message: "While crew are not required to fundraise, we strongly encourage you to help raise funds for the Toronto People With AIDS Foundation. We recommend a goal of \$500." Below this, it says "Below is a summary of your fundraising efforts to date. Please note that any pledges submitted to PWA in person can take up to two weeks to appear on your fundraising page." and "As of Jan 18, 2009 12:36 PM". Underneath, there is a section titled "Dianne McQuaid" with a dashed line separator. Below the separator, there is a table of fundraising summary information:

Total:	<b>\$0.00</b>
Fundraising goal:	<b>\$0.00</b>
Registration status:	<b>Registered</b>
Online Registration Number :	<b>584840</b>

Below the table, there are three links: [Solicit Sponsors](#) | [View Sponsors](#) | [Download Forms](#). At the bottom of the page, there is a message: "The next part of your registration is to join your crew so that you can participate in the message board and group emails. Remember, you may only join the crew that you have been pre-approved to join by the Special Events Coordinator and the Crew Lead." and a button labeled "Join Crew".

## Search Crew (Team)

You can search for a specific team in 3 ways:

### 1. Search All Crews (Teams)

Click on **Search** to see a list of teams

[MY FUNDRAISING](#) | [MY PROFILE](#) | [MY REGISTRATION](#)

## Join Existing Crew

Enter the crew's information to help find the crew you want to join. You can enter any combination of the information to help find the crew.

---

**Crew Name**  
(starts with)

**Crew Lead's First Name**  
(starts with)

**Crew Lead's Last Name**  
(starts with)

Click on a team from the list.

[MY FUNDRAISING](#) | [MY PROFILE](#) | [MY REGISTRATION](#)

## Join Existing Crew - Search Results

### Select the crew from the search results.

Select the crew that you want to join.

Records: 1 - 4 Total: 4

<u>Crew Name</u>	<u>Crew Lead Name</u>
<a href="#">Fake Team</a>	McQuaid, Stefanie
<a href="#">Food Crew</a>	Davies, Todd
<a href="#">Rubbermaid Rustlers</a>	beerman, robert
<a href="#">Wellness</a>	Smith, Bill

---

**Crew Name**  
(starts with)

**Crew Lead's First Name**  
(starts with)

**Crew Lead's Last Name**  
(starts with)

You will then be asked to confirm your selection. Click **Join Crew (Team)** to continue.

**MY FUNDRAISING** | **MY PROFILE** | **MY REGISTRATION**

## Join Existing Crew- Confirm

Please confirm that you want to join the specified team.

**Fake Team**

**Crew Lead:** Stefanie McQuaid  
**Description:** Team # 9, we rock

## 2. Search by Crew (Team) Name

Type in the name of the team and click on the **Search** button (this will allow you to see a list of all teams).

**MY FUNDRAISING** | **MY PROFILE** | **MY REGISTRATION**

## Join Existing Crew

Enter the crew's information to help find the crew you want to join. You can enter any combination of the information to help find the crew.

**Crew Name** (starts with)

**Crew Lead's First Name** (starts with)

**Crew Lead's Last Name** (starts with)

Click on the team name.

Crew Name	Crew Lead Name
Fake Team	McQuaid, Stefanie

Crew Name (starts with)

Crew Lead's First Name (starts with)

Crew Lead's Last Name (starts with)

You will then be asked to confirm your selection. Click **Join Crew (Team in rider pledge pages)** to continue.

MY FUNDRAISING MY PROFILE MY REGISTRATION

## Join Existing Crew- Confirm

Please confirm that you want to join the specified team.

**Fake Team**

**Crew Lead:** Stefanie McQuaid

**Description:** Team # 9, we rock

### 3. Search by Crew (Team) Leader's Name

Type in the name (full name or part of) the Crew (Team) Leader and click on **Search**. Note the "First Name" and "Last Name" fields are not case-sensitive.

[MY FUNDRAISING](#) | [MY PROFILE](#) | [MY REGISTRATION](#)

## Join Existing Crew

Enter the crew's information to help find the crew you want to join. You can enter any combination of the information to help find the crew.

---

**Crew Name**  
(starts with)

**Crew Lead's First Name**  
(starts with)

**Crew Lead's Last Name**  
(starts with)

Click on the team name.

[MY FUNDRAISING](#) | [MY PROFILE](#) | [MY REGISTRATION](#)

## Join Existing Crew - Search Results

### Select the crew from the search results.

Select the crew that you want to join.

Records: 1 - 1 Total: 1

<u>Crew Name</u>	<u>Crew Lead Name</u>
<a href="#">Fake Team</a>	McQuaid, Stefanie

---

**Crew Name**  
(starts with)

**Crew Lead's First Name**  
(starts with)

**Crew Lead's Last Name**  
(starts with)

You will then be asked to confirm your selection. Click **Join Crew (Team)** to continue.

**MY FUNDRAISING** | **MY PROFILE** | **MY REGISTRATION**

## Join Existing Crew- Confirm

Please confirm that you want to join the specified team.

**Fake Team**

**Crew Lead:** Stefanie McQuaid  
**Description:** Team # 9, we rock

The **My Crew (Team)** tab is now enabled on your home page and you are taken to the **Crew (Team) Summary** page.

### Crew (Team) Summary

The **Crew (Team) Summary** page displays a list of team members.

**MY FUNDRAISING** | **MY CREW** | **MY PROFILE** | **MY REGISTRATION**

[Home](#)  
Logged in as:  
Dianne McQuaid  
[Log out](#)

[Crew Summary](#)  
[Message Board](#)

## Crew Summary

Track your crew's fundraising progress.

**Fake Team**

**Crew Lead:** Stefanie McQuaid  
**Crew Description:** Team # 9, we rock

**Amount Raised:** \$0.00  
**Number of Members:** 4  
**Number of Sponsors:** 0

### Crew Members

Name	Amount Raised	Sponsors
McQuaid, Dianne	\$0.00	0
McQuaid, Julie	\$0.00	0
McQuaid, Stefanie	\$0.00	0
Stone, Patsy	\$0.00	0
Willes, Jenni	\$0.00	0

## Message Board

To review posted messages or to post a new message for team members, click on **Message Board**.

MY FUNDRAISING MY CREW MY PROFILE MY REGISTRATION

Home  
Logged in as:  
Dianne McQuaid  
[Log out](#)

Crew Summary  
**Message Board**

### Crew Message Board

Have something to share with your crew? Post a message or photo below.

As of Jan 18, 2009 1:08 PM

Crew Lead: **Stefanie McQuaid**  
Crew Description: **Team # 9, we rock**

#### Current Posts


Message	# of comments	Date
<a href="#">Team Meeting on Friday</a>	2	Jan 11, 2009 2:45 PM

**Add New Post here:**

\* denotes required information

Title: \*

  
  
Message: \*  
  
Select Image to Upload: (File size constraint of 200 KB). Images will always appear at the BOTTOM of the message.  
   
  
 Do you give the bike rally permission to use this post for their own purposes?  

Powered by  [www.artez.com](http://www.artez.com)

Click on a post to review it. When you review a post, you can also reply to it.

[Home](#)  
 Logged in as:  
 Dianne McQuaid  
[Log out](#)

[Crew Summary](#)  
[Message Board](#)

[MY FUNDRAISING](#) [MY CREW](#) [MY PROFILE](#) [MY REGISTRATION](#)

## Crew Message Board

**Please comment on a message below.**

As of Jan 18, 2009 1:17 PM

Crew Lead: **Stefanie McQuaid**  
 Crew Description: **Team # 9, we rock**

**Message from Crew: Fake Team**

Message	Made by	Date
Team Meeting on Friday Hi Gang - We will have our first Crew meeting on Friday at the local pub.	Stefanie McQuaid	Jan 11, 2009 2:45 PM
RE: Team Meeting on Friday I'll be there!	Stefanie McQuaid	Jan 11, 2009 2:51 PM
RE: Team Meeting on Friday Me too!	Julie McQuaid	Jan 11, 2009 9:59 PM

[Back to Message Board](#)

**Add New Comment here:**

\* denotes required information

Post your comment here: \*

Enter the text for your post and click on "Add Comment" below.

Do you give the bike rally permission to use this post for their own purposes?

[Back to Message Board](#) [Add Comment](#)


The new post appears as a reply (“RE”) to the previous post.

[Home](#)  
 Logged in as:  
 Dianne McQuaid  
[Log out](#)

[Crew Summary](#)  
[Message Board](#)

[MY FUNDRAISING](#) | [MY CREW](#) | [MY PROFILE](#) | [MY REGISTRATION](#)

## Crew Message Board

 Message comment was saved successfully.

**Please comment on a message below.**

As of Jan 18, 2009 1:20 PM

Crew Lead: **Stefanie McQuaid**  
 Crew Description: **Team # 9, we rock**

**Message from Crew: Fake Team**

Message	Made by	Date
Team Meeting on Friday Hi Gang - We will have our first Crew meeting on Friday at the local pub.	Stefanie McQuaid	Jan 11, 2009 2:45 PM
RE: Team Meeting on Friday I'll be there!	Stefanie McQuaid	Jan 11, 2009 2:51 PM
RE: Team Meeting on Friday Me too!	Julie McQuaid	Jan 11, 2009 9:59 PM
RE: Team Meeting on Friday Wouldn't miss it for the world.	Dianne McQuaid	Jan 18, 2009 1:20 PM

[Back to Message Board](#)


**Add New Comment here:**

\* denotes required information

Post your comment here: \*

Do you give the bike rally permission to use this post for their own purposes?

[Back to Message Board](#) | [Add Comment](#)

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You can also post a message directly from the Home page.