



## Going the Distance For Brain Injury: Registering a Team or Becoming a Fundraiser

1. Go to <http://www.biarun.org/>
2. Click the black tab at the top of the page that says –Register.
3. Click Register Online now.
4. Click on the orange Register button on the top right hand side of the page.
5. Click on the circle preceding the run/walk for which you want to register.
6. At the top of the page either sign into your imAthlete account or create one (this will enable you to use more features as a team and/or fundraiser).
7. Fill out participant information.
8. If you wish to join an existing team, choose its name from the drop down menu.
9. If you wish to create a new team, name your team in the blank box that appears to the right.
10. Click on continue.
11. Read and initial the waiver.
12. Click on continue.
13. If you have finished, click on the orange checkout button.
14. Upon completion, you will receive an email with your confirmation code. This code can be used to manage both your personal registration and your team registration.
15. Once you complete your order, it takes a few more steps to become a registered team.
16. Click on Become a Fundraiser: the fundraising set up page has to be completed in order to link your specific team name to the Going the Distance Run.
17. Fill out the fundraising details.
18. Choose whether you are joining an existing team or creating a new team.
19. If you choose to create a new team, then type in the name of the team you created on the first registration page.
20. You can now proceed to design your fundraising page by answering the questions and filling in the text boxes.
21. Customize your thank you notes by filling in information that will personalize your thank you note to your friends and family who are supporting you and the Brain Injury Association of KS and Greater Kansas City.
22. You can preview what your page looks like or you can launch it.
23. After setting up your team you will receive an email message with the subject: Managing (YOUR TEAM'S NAME i.e. BIAKS BRAINS) on imAthlete. This email provides you a personalized link that goes directly to your registration page. You can manage both your personal and team registration from this link by entering your purchase confirmation code.
24. Once the code is entered, you can click on the orange "GO" button to the right of the Team: manage your team box. To invite friends to join your team, click on the Invite Team Members button to the right.
25. Friends and family who are not able to register for the run but would like to support your fundraising efforts, can go to: [www.imathlete.com/donate/GoingtheDistanceForBrainInjuryRun](http://www.imathlete.com/donate/GoingtheDistanceForBrainInjuryRun)
  - a. Once they click on the link it will take them to a page where in the left side bar they can choose an individual or a team for whom they are donating.
  - b. Donations may also be mailed to the office.
26. Please call us at 913-754-8883 or email us at [biaksrun@gmail.com](mailto:biaksrun@gmail.com) with questions