American Cancer Society **Pedal to End Cancer RI**

Online Registration Instructions

1. Visit [www.PedaltoEndCancerRI.org](http://www.PedaltoEndCancerRI.org)
2. Click “**Sign Up**”
3. Create a username and password (or sign in using an existing Society Account)
4. You will then be prompted to **start a team, join a team, or join as an individual**
5. **Joining as an individual or creating a team on the website reserves one bike at the event**
	* If you want to **ride for the entire 3 hours**, you will select **“Individual”.** If you are signing up as an “Individual” make sure to check the box that says, “Would you like to associate your participation with a Club or School?” and then properly choose the gym location you are participating at from the drop-down menu. Then hit next.
	* If you want to **share the ride** and split the 3 hours with friends or family, you will share a team
		+ **If you are the** **first person** on your team to register, you will select **“Start a Team”** and create your team. Share the team name with your team members so that they can join you!
		+ **If your team has already been created** by a team member, you will select **“Join a Team”** and follow the prompts to search for your team name.
6. Make sure to properly choose the gym location you are participating at from the drop-down menu, and continue to the next page.
7. Under the “Kick Off Your Fundraising” page you will be promoted to confirm your participating type and set your fundraising goal. You will have the option to make an additional donation as well.
8. Complete the registration questions as requested
9. Complete the credit card information to process your $25 required fee (and additional donation if you choose)
10. **If you are part of a team and will be sharing a bike, please note that each team is responsible for allocating their own members’ time slots!**

If you have any questions, please do not hesitate to reach out to your
American Cancer Society staff partner, Alli Katterheinrich, at alli.katterheinrich@cancer.org. If you are having technical difficulties with your Society Account, you can
also contact our website support team toll-free by calling **1-877-957-7848**.