# STEP BY STEP INSTRUCTIONS FOR REGISTERING WALKERS Version 6 Mar 2024

Before Registering – make sure you know:

- Details of each walker Name, Address, DOB/Age, contact details phone & email.
- The distances they will each be walking.
- Emergency contact for them while on walk name/phone.
- NB: For under 18's the registration should be made by their parent/guardian.
- Have a team name if creating or joining a team.
- Have a credit or debit card ready.

Then from the Registration Page on the Walk The Test Way web Site click the 'Register Now' button to transfer to the ACTIVE registration system.



Step 1 – Enter the number of adult and Under 18 walkers you want to register in this session

WAL	K THE TEST WAY			
Registration is in preview mode and orders will not be processed.				
		English (Great Britain) 👻		
SELECT CATEGORY	COMPLETE FORM	CHECKOUT		

#### Beta Walk the Test Way 2021

Adult Registration

 Adult Price
 £ 10.00

 • Ages 18 to 100 as of 26/09/2021
 Choose

 Under 18 Registration
 Number of each Type of Walker.

 Under 18 Price
 £ 2.00

 Under 18 Price
 • Ages 1 to 17 as of 26/09/2021



# Step 2 - Sign up for an ACTIVE account

				English (Great Britain) 🗸
	SELECT CATEGORY	COMPLETE FORM		CHECKOUT
Regist	ration			
Ø You may lose y	our registration spot if your bro	wser session is Idle for more than 15 minutes.	You must accept our Tern	x ns of Use and acknowledge our
a: Enter your email address and read &	Email Address		Privacy Policy to use our provide your consent.  I have read and agree Use I have read and agree Policy	to ACTIVE Network's Terms of to ACTIVE Network's Privacy
accept the	test@wttwtest	.com		Next
Terms and		Next		
conditions.				
		OR		
		Sign in wur 🖬		
YOU	JR INFORMATION			
<b>.</b>	John Smith (test@wttwtest.com)	COMPLETE		^
	E-mail address	testBwttwtest.com		
	First name	John		
	- Last name	Smth		
b: Fill in	- Gender	Male		
your	Date of birth	1 • January • 198	• 0	
details.	• Day phone	1234567		
	* Country	United Kingdom	•	
	Address	1 The Road		
	Address line 2			
	- City	The Town		c:
	County			Click Next.
	Postcode	SO1 IAB		

## Step 3 A - Enter the details of the first walker

		a: • •	Select either: Yourself (if you are walking) Adult Under 18 Walker.
		Adult Registration - Adu	Ilt Price
		Participant #1 NCCMPLETE	£ 10.00 🔨
		web Master	(Byeef) Other adult (18+) Minor (under 18)
		PARTICIPANT INFO	
		• First name	
		* Last name	
		• Gender	Male Pemale
		- Date of birth	Day w Month w Year w
		* E-mail address	
		* Day phone	
b: Fill in	$\neg$	* Country	United Kingdom 🔫
walker		* Address	
Details.		Address line 2	
		* City	
		County	
		* Postcode	
		Emergency contact name	
			While you are on the well:
		Emergency contact phone	
			White you are on the walk

NB: If entering details for an Under 18's <u>you will have</u> to confirm that you are the Parent or Guardian

# Step 3 B - Continue to fill in details of the 1<sup>st</sup> walker

Which distance are you registering to walk?     Which is your nominated Charity?     ' How are you going to raise sponsorship for Rotary Club of Romsey Trust Fund (RCRTTF)	St Mary Bourne 25.5 miles Wherwell 16 miles Stockbridge 12 miles Horsebridge 8 miles Mottisfont 5 miles  Please enter charty name and their charty number if known Will create my JustGiving page for RCRTTF I already have a JustGiving link for RCRTTF	<ul> <li>a: Choose Distance.</li> <li>b: Which Charity the are supporting.</li> <li>How they are going to raise</li> </ul>	ey
• Can we contact you next year?	<ul> <li>Will share another walker's JustGiving page</li> <li>Will use Sponsorship Sheets</li> <li>Will share another walker's Sponsorship Sheets</li> <li>Participating in a Corporate or Specific Charity Fundraising Scheme</li> <li>'NB: Except for Corporate or Specific Charity Fundraising Scheme</li> <li>'NB: Except for Corporate or Specific Charity Fundraising Schemes, as per the Walk Terms and Conditions, your JustGiving Page must be set up for the Rotary Club of Romsey Test Trust Fund (RCRTTF), NOT YOUR CHARITY.</li> <li>Main Share S</li></ul>	sponsorship NB: You will get supplementary question depending on yo choice.	ur
TEAM INFO			
Do you want to join o     No     Join a team     Create a team	create a team? create a team? create a team? create a new one you need leader.	ne option to 'Join an existing ew team'. If you are creatin to provide details of the te	g team g a ne am
Create team Team members register them • Team Leader Nam • Team nam E-m	selves. As the team captain, you can use the team captain ne	n centre to manage and invite team members.	
Is this a private team?  No – anyone can join Ves – require a passwo1			

# Step 3 C - Continue to fill in details of the 1<sup>st</sup> walker

#### WAIVERS & AGREEMENTS

Waivers       NOMMENT         Please read the following waivers and agreements carefully. They include releases of liability and a waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all the text presented to you as part of the registration process. <ul> <li>I agree to the Active Agreement and Waiver</li> <li>John Smith (Adult Registration - Adult Price)</li> <li>I agree to the Terms and Conditions</li> </ul>			a: Next you will have to read & agree the terms and conditions of ACTIVE as well as those of the "Walk
Electronic signature		the lest Way".	
	b: You will also need to type in your name as a		
	"digital signature"		

Step 3 D: Repeat steps 3A to 3C for each of the remaining walkers

## **Step 4 – Review Order and enter payment details**

SELECT CATEGORY COMPLETE FORM

CHECKOUT

## Review basket & check out

#### ORDER DETAILS

ITEMS		TOTAL		
Beta Walk the Test Way 2021 - Ad	luit Registration Edit	£10.00		
Adult Price     web Master		🛑 a: F	Review your order Details.	
Beta Walk the Test Way 2021 Team Creation Fee - webmaster team		£0.00		
Coupon code	Sub-to	tal €10.00	h. If have been given a	
APPLY	To The Active Network (EU) Ltd will chan	tal €10.00	voucher code enter it here	
	above			
CHECK OUT				
PAYMENT INFORMATION		A		
We accept the following card types:	:			
VISA 📫 EXTER				
Name on card *				
Card number *		c: Enter	your credit card information	
Expiration date * Month	💙 / Year 💙			
cvv/cvc *	0			
Store	this card for future use			
TRUSTe				
ACCOUNT CREATION				
Empli addar				
website@wal	ikthetestway.org.uk	d: If this is	your first registration with	
Password		ACTIVE you	will need to provide a	
Deserved	the stable or more absoration and evolution	password.		
Pessivords mus three of these: special charact username	Iowercase, uppercase, numeric, and lens. Pesswords cannot be the same as the	This will all	ow you to log back into	
Confirm pass	sword	Active with	your email address to	
		amend the	registration details, add	
		extra walke	ers, etc.	
	COMPLETE			