

## MassCPAs Educational Foundation

# 5K WALK/RUN FUNDRAISER

Saturday, April 20

## Directions for Registering a Team

Please visit [masscpas.org/virtual5k](https://masscpas.org/virtual5k) to sign up your registrants.

Note: Registrants may also participate individually. If unable to participate on April 20, times may be submitted any time between April 4–21.

- When you have finished filling in the information for your first registrant, you can click the “+ Add another registrant” button.
- After all registrants have been added, scroll to the bottom of the page where it says “Would you like to create/join a group/team?” and click “Yes.”
- Select “Create a New Team” (see below). This is where you can name your team. You can set a password to share with your colleagues so that only your colleagues can join your team.
- For the next registrant, you can click the header button “Join the Same” and select your team (see below).

If you have any issues,  
please reach out to  
Allie Orlando at  
[aorlando@masscpas.org](mailto:aorlando@masscpas.org).

The screenshot shows a registration interface with four buttons at the top: "No Group/Team", "Join an Existing Group/Team", "Create a New Group/Team" (highlighted), and "Join the Same Group/Team as Zach Donah". Below these buttons is a form with two input fields: "Group/Team Type" (with a dropdown menu set to "Firm/Company") and "Group/Team Name" (with the text "MassCPAs"). There is also a "Description:" field with the text "Create a Firm/Company Team" and a "Set Password" button. Below the form, there is a section titled "Group/Team for Zach Donah" with four buttons: "No Group/Team", "Join an Existing Group/Team", "Create a New Group/Team", and "Join the Same Group/Team as Allie Orlando" (highlighted). At the bottom, there is a radio button selected next to the text "Same MassCPAs Educational Foundation 5k Walk/Fundraiser Group/Team as Allie Orlando: MassCPAs".

- Once you proceed through the rest of the registration process, you should be prompted for payment for all registrants.