

# MassCPAs Educational Foundation

# 5K WALK/RUN FUNDRAISER

SATURDAY, MARCH 19 – SATURDAY, APRIL 2

## Directions for Registering a Team

Please visit [masscpas.org/virtual5ksignup](https://masscpas.org/virtual5ksignup) to sign up your registrants.

Note: Registrants may also participate individually. If unable to participate on March 19, times may be submitted until April 2.

- 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: "No Group/Team", "Join an Existing Group/Team", "Create a New Group/Team" (highlighted), and "Join the Same Group/Team as Zach Donah". Below the buttons, there is a form with "Group/Team Type" set to "Firm/Company" and "Group/Team Name" set to "MassCPAs". A "Set Password" button is visible. Below the form, a confirmation message reads "Group/Team for Zach Donah". At the bottom, there are 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). Below these buttons, a radio button is selected for "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.