



RICHMOND WOMEN'S RESOURCE CENTRE & SCOTIABANK HALF MARATHON & 5K SIGN UP & REGISTRATON

THANK YOU for joining the **Richmond Women's Resource Centre (RWRC)** in our first ever Scotiabank Half Marathon & 5K event! Your participation and support in this fundraising event is greatly appreciated!

The 2018 Scotiabank Vancouver Half-Marathon & 5k takes place on **Sunday, June 24, 2018**.

For more information, visit: <http://canadarunningseries.com/scotiabank-vancouver-half-marathon>

Important note: In order for your registration fee to count towards RWRC's commitment to ScotiaRun, each participant must register individually. Please see steps 5 & 6. **If you have questions about the sign-up, please contact RWRC office at 604-279-7060.**

1. To sign up for the 5K or half marathon, go to www.vancouverhalf.com
2. Click "Register Now"
3. A screen opens up with two picture boxes. Click on the **SECOND** one "VANCOUVER HALF-MARATHON & 5K" (Note: the first one is for Vancouver East Side 10K. This is NOT our event.)
4. Follow prompts to enter email address, and create or enter existing password to sign in.
5. Under "Select events for participant 1":
 - a. Enter all data fields with *
 - b. **Add participant to team "RWRC"** – (Note: team denotes running team; can set up different running team if so desired)
 - c. DO NOT enter Promo Code
 - d. **DO NOT add ADDITIONAL PARTICIPANT** (Note: Each participant has to go through the registration process individually to be able to use the Charity discount code.)
6. Follow prompts through to "Do you want to participate in the Scotiabank Charity Challenge as a fundraiser or make a donation?" **Click Yes** (Note: Need to go here to use the Charity discount code and for registration to be counted towards RWRC)
 - a. **Choose "RWRC" as the charity** in the drop-down box
 - b. **Charity discount code for 5K is: 18RWRC5K**
 - c. **Charity discount code for half-marathon is: 18RWRC21K**
7. Under "I would like to create a fundraising account or make a donation", choose from drop down:
 - a. If you would like to make a donation to RWRC, choose "Make a donation" and find us.
 - b. If you're raising funds for a specific RWRC program which RWRC's is aware of, please create a Fundraising Account. Please contact Florence if you have any questions.
8. Follow prompts on payment page.

THANK YOU! WE LOOK FORWARD TO SEEING YOU ON JUNE 24th, 2018!