

Step-by-Step Directions to Register:

Decide if you would like to create an account or log in to an old account? A non-fundraising participant can register without creating an account. Please note that if you would like to create a team or to fundraise, you must also create an account.

Steps 1-3 (all)

1. Visit the walk website: icubaby.org/hope
2. Click “Register” or “Log In or Sign Up”
 - If you click “Register” it takes you directly to registration.
 - If you click “Log In or Sign Up” it takes you to either sign-in to a preexisting account (feel free to reset your password) or register for this event by clicking “Sign-Up Now”.
 - This then leads you to the registration page.
3. Choose:
 - Adult (18+ yr), Child (1-17 yr) or Baby (< 1 yr) registration

Are you registering as an Individual/Family or Team?(all)

4. Register as an Individual/Family or Team?

Here is the difference...

Individual/Family | Register yourself, partner and/or children altogether! You can choose to fundraise or simply participate in the walk. You will be the primary registrant and messages will come to your email.

Team | The same as the Individual/Family except with this option you can ask family members, friends and colleagues to sign themselves up under your team. Create a team name and gather a group! You will be the team captain. These folks registering under your team name will be able to enter their own email address to receive Hope Parade communications directly.

Note - if you register as a fundraising individual and then decide to join or create a team later you can do that right from your dashboard!

Note - You can skip ahead to Team Registration a few pages if you are not registering as an Individual/Family.

INDIVIDUAL/FAMILY REGISTRATION

AS AN INDIVIDUAL - Example as Adult

5. Please write in your Fundraising Goal if you wish to fundraise.

6. If you wish to register as a non-fundraising participant (and simply want to walk/participate at the event) check the box that says: “I don’t want my own fundraising goal and page”.

- If you select this box you will not get your own fundraising dashboard page.

7. Fill in your details

- First Name
- Last Name
- Email
- Address
- Phone Number

8. Then answer a few questions about who you are!

- How did you hear about the Hope Parade?
- Did you meet ICU baby in the NICU?
- How are you connected?
- Share any additional connections you may have (optional)
- Have you had a baby pass away in the NICU?

9. Please read and agree to the waiver by checking the box.

10. If you would like to add additional participants to your registration, you can do so by clicking on “Add Another Participant” if not **click “Next”**.

ADD ADDITIONAL PARTICIPANT - Example as Child/Baby

1. Choose:
 - Adult (18+ yr), Child (1-17 yr) or Baby (< 1 yr) registration
2. Choose:
 - Individual
 - i. If you are a family registering yourself as the primary registrant and your additional participants (children, partner, family or other) **will be** fundraising on their own but you will be managing their fundraising pages please choose “individual” at this time. → You will then check the box “I’ll manage their fundraising”
 - a. Write in the Fundraising Goal If checking this box.
 - li. If you are a family registering yourself as the primary registrant and your additional participants (children, baby, partner, family or other) will **not** be fundraising on their own please choose “individual” at this time. → You will then check the box “They don’t want their own fundraising goal and page”.

Note - If you need more guidance on which box to choose see the next page, if not you can skip to the following one.

ADD ADDITIONAL PARTICIPANT CONT. - Example as Child/Baby - Not sure which box to check? see which applies

- i. I'll manage their fundraising
 - a. If you select this the primary registrant is responsible for helping them manage their individual fundraising page. Each person has their own fundraising goal and page. **No additional email is required.** Best for older children who may want to fundraise alongside their parents.
 - b. This is registering multiple individuals, though it allows someone to oversee and help additional participants as may be needed.
- ii. They don't want their own fundraising goal and page
 - a. If you select this you are registering someone to show up for the Hope Parade event to walk. This is best for young children who will not be fundraising independently, a partner or family who would like to fundraise together under one page or for anyone who is being registered by someone else and would like to just attend the event without fundraising.
 - b. **Email is optional, but if one is added it would need to be different from the Primary Registrants email.** Primary registrants will still receive a confirmation email even without adding an additional email. If one is added, it will send the additional registrant a confirmation email that they have been registered for the event.
 - c. This will not affect the primary registrants ability to fundraise or have their own fundraising page.

Note - Adding additional participants = Individual; Team = registering each member independently under team name

ADD ADDITIONAL PARTICIPANT CONT. - Example as Child/Baby

3. Then add their info.

- If you select, “They don’t want their own fundraising goal and page”, you can add their email if they have one and would like a separate confirmation email to notify them that they are registered for the event. (optional)
- Add their address and phone number or select the box’s “Use my address”/”Use my phone number”.

4. Answer a few questions about the additional participant.

- Did you meet ICU baby in the NICU?
- How are you connected?
- Share any additional connections you may have (optional)
- Have you had a baby pass away in the NICU?

5. Please read and agree to the waiver on their behalf by checking the box.

6. You can repeat these steps to add as many additional participants as you may want. Then click “Next”.

Note - You can skip ahead a few pages if you are not registering as a team.



TEAM REGISTRATION

REGISTER AS A TEAM - Example as Adult

1. Follow steps 1-4 from above.

- If you would like to **Join a team**, search by team name or team captain. Add your fundraising goal. And follow the above steps to register 7-9 on Individual - adult. **Then click “Next”**.
- If you would like to **create a team**, select “Start a New Team” (This will designate you as the team captain.) Check out the Team Captain Guide for more info to help get you started!
 - a. Name your team
 - b. Write in your team fundraising goal. Any money you or another team member collects on your personal fundraising page will also go toward the team goal. Then click “Save My Team”
 - c. Then add your personal fundraising goal and continue with registration as and follow the above steps to register 7-9 on Individual - adult. **Then click “Next”**.

Note - Team = fundraising participants & each participant will register separately and then join your team either by searching during registration or once they are in their dashboard. This is different then adding an additional participant (Individual)

After you click “NEXT” ...

EVERYTHING ELSE

H  **PE**
PARADE

A Walk in Support of NICU Families

ICU baby

ADD AN ADDITIONAL GIFT & GIFT MATCHING

(optional)

1. Make your first donation to yourself and it will go toward your fundraising goal!
2. If you add a donation it may qualify for Gift Matching by your employer. Check with them first and once confirmed check the box and add the info. If you would like to do this later you can go through the donation button or tab anytime through the event date. Gifts are able to be matched up to 4x the initial donation.
3. Check the box if you would like to apply the full amount of your donation to ICU baby's programs. By selecting this you are helping to cover the transaction fees that are associated with online donations.

PRIVACY OPTIONS

1. Check the box(es) that apply to you.

PAYMENT DETAILS

1. Add your payment details via credit card or bank account.

BILLING ADDRESS

1. Type in your billing address or select the box “Same as Mailing Address”
2. If you have a promo code don’t forget to add it in.
3. Click “Complete Registration”
4. **You are now registered!! WOO! We can’t wait to see you!**

LAST STEPS!

1. Activate your account by creating a password/log-in and start FUN-draising!
2. You can also print your registration details from this screen. You will receive three emails (!) with the registration confirmation and important details (2) and a link to your fundraising page & (3) a QR code ticket for Express check-in. In these emails you will also find the event schedule, and the forms to the Hallway of Hope Registration and Bereavement Ceremony Registration.
3. Please take a moment to set up your personal and or team fundraising pages and review the resources for additional information. View this video to learn how to use your Personal Hope Parade Dashboard. [Participant Fundraising Center](#)

GET YOUR GEAR! (optional)

1. Get ready for the Hope Parade by getting some ICU baby gear to rep! Navigate to the Store button on the Home page. Choose what you want and the quantity and add it to your cart. Please note, all items will only be purchased ONLINE and will be sent directly to you.



Need More Help?

If you have any further questions or need help registering please contact Stacey at events@icubaby.org.

