

Clarke Schools for Hearing and Speech  
1 Whitman Road, Canton MA 02021

VOICE 781.821.3499 ext. 2226  
EMAIL [jsophis@clarkeschools.org](mailto:jsophis@clarkeschools.org)

[clarkeschools.org/ListeningWalk](http://clarkeschools.org/ListeningWalk)

## Registration Instructions for **Clarke's Listening Walk at the Zoo**

### **REGISTRATION LINK:**

<https://runsignup.com/Race/MA/Mendon/ListeningWalkAtTheZoo>

**Following are step-by-step instructions to guide you through the process of registering for the Clarke's Listening Walk at the Zoo**

**Page 2: Team Captain** Registration: how to create your own team

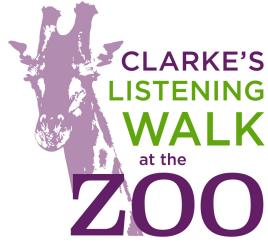
**Page 3: Team Member** Registration: how to join an existing team

**Page 4: Individual** Registration: how to join as an individual walker

**NOTE:** A **Team Captain** is responsible for creating a team for others to join. The **Team Captain** will help keep their team up-to-date with event details. When someone joins a team as a **Team Member**, they will be walking with that team and wearing the same t-shirt color as that team. If you are registering for the event but not interested in joining a team, follow the instructions for registering as an **Individual**.

If you have any questions or run into any hiccups while registering, please let me know. We are looking forward to hearing any feedback you may have.

Jennifer (Whelen) Sophis – Event Coordinator  
781.821.3499 | [jsophis@clarkeschools.org](mailto:jsophis@clarkeschools.org)



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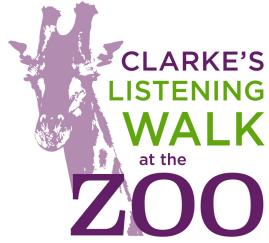
## TEAM CAPTAIN REGISTRATION: CREATING A TEAM

1. Click **Registration Link** below
  - i. <https://runsignup.com/Race/MA/Mendon/ListeningWalkAtTheZoo>
2. The link will bring you to RunSignUp.com
3. Once logged in and on the event page, click **Sign Up**
  - a. If you registered last year, your name may pop up when you click **Sign Up**
  - b. Select your name and it will auto-fill with the information you entered last year
4. Otherwise, select **New Registrant**
  - a. Depending on who you are registering, choose **Myself, My Friend, or Minor**
  - b. Fill in basic information, address, additional information (birthday and gender)
5. Choose Event: **Listening Walk**
6. Next to the event chosen, click the green button that says **Join Team**
7. Creating your team, Part I
  - a. Click **Create New Team** (highlighted purple toolbar)
  - b. Enter your Team Name (example: **Ellie's Emus**)
  - c. Click **Continue**

**Note:** If you create a password for your team, anyone joining your team will need that password in order to sign up. We recommend that you **do not** create a password.

8. Read and accept waiver then continue to next page
  9. Select your t-shirt size.
  10. Creating your team, Part II
    - a. Select **I want to start or join a fundraiser**
    - b. Under **New Team Name** enter the same team name as you did in Part I (example: **Ellie's Emus**)
    - c. Click **Continue**
  11. Review your information and pay for your ticket/s
  12. At this point, you can share the event to any social media page you have
  13. **DO NOT FORGET** to click **Finish Fundraiser** on the confirmation page! This will take you to your fundraising team page on CrowdRise.com which can now be joined by other team members and shared via email or any social media page.
  14. Create a CrowdRise login if you are new to CrowdRise. If you have used CrowdRise before, login to your existing account
- Note:** easy to remember if you use the same username/password for CrowdRise as RunSignUp

**CONGRATULATIONS! YOU ARE REGISTERED AS A TEAM CAPTAIN**



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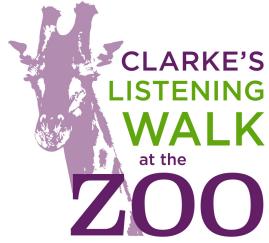
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## TEAM MEMBER REGISTRATION: JOINING AN EXISTING TEAM

1. Click **Registration Link** below
    - i. <https://runsignup.com/Race/MA/Mendon/ListeningWalkAtTheZoo>
  2. This will bring you to RunSignUp.com
  3. Once logged in and on the event page, click **Sign Up**
    - a. If you registered last year, your name may pop up when you click **Sign Up**
    - b. Select your name and it will auto-fill with the information you entered last year
  4. Otherwise, select **New Registrant**
    - a. Depending on who you are registering, choose **Myself, My Friend, or Minor**
    - b. Fill in basic information, address, additional information (birthday and gender)
  5. Choose Event: **Listening Walk**
  6. Next to the event chosen, click the green button that says **Join Team**
  7. Use the drop down menu to join an existing team. Click **Continue**
  8. Read and accept waiver then continue to next page
  9. Select your t-shirt size
  10. On the next page, select **I want to start or join a fundraiser**
  11. In the drop down, re-select your team name. Click **Continue**
  12. Review your information and pay for your ticket/s
  13. At this point, you can share the event to any social media page you have
  14. **DO NOT FORGET** to click **Finish Fundraiser** on the confirmation page! This will take you to your fundraising team page on CrowdRise which can now be joined by other team members and shared via email or any social media page.
  15. Create CrowdRise login if you are new to CrowdRise. If you have used CrowdRise before, login to existing account.
- Note:** easy to remember if you use the same username/password for CrowdRise as RunSignUp

**CONGRATULATIONS! YOU ARE REGISTERED AS A TEAM MEMBER**



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## INDIVIDUAL REGISTRATION: JOINING AS AN INDIVIDUAL WALKER

1. Click **Registration Link** below
  - i. <https://runsignup.com/Race/MA/Mendon/ListeningWalkAtTheZoo>
2. This will bring you to RunSignUp.com
3. Once logged in and on the event page, click **Sign Up**
  - a. If you registered last year, your name may pop up when you click **Sign Up**
  - b. Select your name and it will auto-fill with the information you entered last year
4. Otherwise, select **New Registrant**
  - a. Depending on who you are registering, choose **Myself, My Friend, or Minor**
  - b. Fill in basic information, address, additional information (birthday and gender)
5. Choose Event: **Listening Walk**
6. Read and accept waiver then continue to next page.
7. Select your t-shirt size
8. On the next page, select **I want to start or join a fundraiser**
9. Create a name for your fundraising page. Click **Continue**
10. Review your information and pay for your ticket/s
11. At this point you can share the event to any social media page you have.
12. **DO NOT FORGET** to click **Finish Fundraiser** on the confirmation page! This will take you to your fundraising team page on CrowdRise which can now be joined by other team members and shared via email or any social media page.
13. Create CrowdRise login if you are new to CrowdRise. If you have used CrowdRise before, login to existing account.

**Note:** easy to remember if you use the same username/password for CrowdRise as RunSignUp

**CONGRATULATIONS! YOU ARE REGISTERED AS AN  
INDIVIDUAL WALKER**