

# 5K WALK/RUN FUNDRAISER

**Saturday, April 18** | Or submit a time between April 4-20

## 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 18, times may be submitted any time between April 4-20.

- 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).

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", and "Join the Same Group/Team as Zach Donah". Below these buttons is a form with a "Group/Team Type" dropdown menu set to "Firm/Company" and a "Group/Team Name" text box containing "MassCPAs". There is a "Description:" label with the text "Create a Firm/Company Team" and a "Set Password" button. Below the form, the text "Group/Team for Zach Donah" is displayed. 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". Below these buttons is a radio button selected next to the text "Same MassCPAs Educational Foundation 5k Walk/Fundraiser Group/Team as Allie Orlando: MassCPAs".

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

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