



ONLINE REGISTRATION STEPS

Ready to register? Follow these steps to get started

- A.** Go to MarathonKids.org, click on 'Coaches' and click the 'Register A Club' button
- B.** Select where you would like to start your club: School, Out-of-School, Camp or Family
- C.** Click the 'Register Your Club' button
- D.** Create a new account - enter in your e-mail, first name, last name, and password
- E.** Name your running club - this is what your club will be known as on the Marathon Kids site

REGISTRATION STEPS

Step 1: Background

- Provide your biographical information and contact information where indicated.
- Select your employer and provide employer's contact information
- Next, choose your Coach t-shirt size. Refer to the sizing chart if you need to.

Step 2: Location Information

- Choose the location of your running club:
 - SCHOOL (public/private/home/charter) - Enter your school's name where indicated and choose the correct school from the drop down menu.
 - COMMUNITY ORGANIZATION - Enter the name of your organization in the box where indicated. Fill in the location information where your club will meet
 - NEIGHBORHOOD - Enter the name of your neighborhood where indicated. Fill in the address where your club will meet (a house, a pavilion, etc.).
 - PARK - Enter the name of the park where indicated. Fill in the address where your club will meet.
 - OTHER - Enter the name of the location where your club will meet. Fill in the address of this location where indicated.

Step 3: Volunteer T-Shirts

- Do you have any volunteers who will be regularly helping you with your running club? If you do, choose 'Yes' and provide their information and t-shirt sizes where indicated.

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Step 4: Implementation

- To complete this step, it will be very helpful to refer back to your Pre-Registration Packet. There you will find your previously completed Game Plan, and helpful information to consider while finalizing your running club's implementation.
*Don't have a Pre-Registration Packet yet? Check out **MarathonKids.org/running-club-resources/** and download a copy to help you get started.*
- Enter the components of your running club implementation process where indicated.

Step 5: Communication Preferences

- The Marathon Kids staff wants to communicate with you in the most efficient way. Choose whether you would like to receive text messages from us. If the answer is yes, provide your mobile phone number where indicated.
- Please provide any social media handles where both Marathon Kids staff and other Coaches can interact with you.

Step 6: Participant Information

- On this step, you will enter participant information, including grade levels and t-shirt sizes. Remember that there is a Participant List in the Pre-Registration packet to help keep track of this information.
- Enter the information where indicated. Be sure that the number of t-shirts you order matches the number of participants you register.

Step 7: Rewards

- Marathon Kids relies on you to provide feedback and data to help us improve our program for the future. Read the following explanation about our Finisher Data Survey and mark that you understand where indicated.
- Read the Marathon Kids Terms and Agreements and mark that you agree where indicated.
- When you are finished, click 'Review Order.' You will be taken to the Checkout page.

Checkout

- Choose to ship rewards either to the address of your running club location, or to a different address.
- Review your order and check that the quantities of the Marathon Kids program and rewards are correct for your running club.
- If you have a coupon code, make sure to enter it at the bottom of the page by clicking on 'Click here to enter your code'.
- Choose your payment method, credit card or pay by check, and click 'Place order'.

Have questions? Contact us at **programs@marathonkids.org** or **512-477-1259**.