

# Online Registration Steps

**Ready to register?** Follow these steps to get started.

- A.** Go to **MarathonKids.org**, and click on 'Coaches' click the 'Register A Club' button.
- B.** Select where you would like to start your club: School, Organization, Camp or Family.
- C.** Click the "Register Your Club" button
- D.** Create a new account - enter in your username, first name, last name, e-mail 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: Location Information

- Choose the location of your running club:
  - SCHOOL (public/private/charter) - Enter your school's name where indicated and choose the correct school from the drop down menu. Then, enter your principal's name and information and answer the questions following.
  - HOMESCHOOL - Enter the name of your homeschool group and the location of your club's meeting place where indicated.
  - COMMUNITY ORGANIZATION - Enter the name of your organization in the box where indicated. Fill in the location information and the contact information for your Organization leader.
  - NEIGHBORHOOD - Enter the name of your neighborhood where indicated. Fill in the address where your club will meet (a house, a park, a pavilion, etc.).
  - OTHER - Enter the name of the location where your club will meet. Fill in the address of this location where indicated.

### Step 2: Coach Agreement

- Read through the Coach Agreement. Each of the bulleted requirements are necessary to help make your club successful. At the bottom, agree to be your running club's Coach.

### Step 3: Background

- Provide your biographical information and contact information where indicated.
- Next, choose your Coach t-shirt size. Refer to the sizing chart if you need to.

### Step 4: 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.

### Step 5: 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.

# Online Registration Steps

## Step 6: Kickoff Ceremony and Finisher Celebration

- Do you have dates planned for your Kickoff Ceremony or Finisher Celebration? If you do, provide your running club's event information. If not, you can always update your event information later from the Coach's Club.

## Step 7: 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.

## Step 8: T-Shirts and Grade Levels

- On this step, you will enter all of your participant's information, including registration numbers, gender percentages, and your participants' 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 9: MVPA and Tracking

- Our Marathon Kids programs are based heavily upon moderate-to-vigorous physical activity recommendations and tracking. Read the following explanations of the two concepts and mark that you understand them 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 top 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](mailto:programs@marathonkids.org) or **512-477-1259**.